



Third Judicial Circuit of Florida
Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties

Administrative Office of the Courts
173 NE Hernando Avenue, Room 408
Lake City, FL 32055

Third Judicial Circuit
Court Administration
Spring/Summer Internship Program

Position: Trial Court Law Clerk Intern
Location: Court Administration, Lake City, Florida
Internship Duration: approximately 12 weeks

Intern Duties:

The Trial Court Law Clerk Intern is a professional position that entails research for and writing of legal memoranda and drafting opinions and orders in all types of circuit and county court matters, including appeals from county court (both civil and criminal), complex civil litigation, constitutional questions, complex family law cases and criminal matters, including post-conviction motions and related civil matters such as petitions for extraordinary relief filed by or on behalf of inmates, pretrial detainees and other litigants. Work is performed under general supervision of the Lead Trial Court Law Clerk, Court Administrator and individual judges, and is reviewed in progress, as necessary, and upon completion.

Intern Eligibility Prerequisites:

- Applicant must be a second or third-year law student;
- Applicant must possess an outstanding academic record (generally, top 25%) and exceptional research and writing skills;
- Law review, and/or moot court, and completion of Florida Criminal Procedure is highly preferred.

Knowledge, Skills, and Abilities:

Knowledge of legal principles, statutory and case law, court rules and procedures. Exceptional writing and research skills. Ability to analyze complex legal issues and complicated factual details, digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with others. Must be computer literate and familiar with Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Westlaw or LexisNexis.

Application Instructions:

To apply, please submit the following:

- Completed Internship Application (www.jud3.flcourts.org)
- Cover Letter and Resume
- Writing sample

All of the above materials should be submitted to the following address:

Yanel Gonzalez, Human Resource Manager
Third Judicial Circuit Court Administration
173 NE Hernando Avenue, Room 408
Lake City, Florida 32055

Though our internships are not paid state positions, the experience gained from working with the various divisions of the judiciary is invaluable. In lieu of a paid salary, you are encouraged to seek academic credit or to seek financial assistance through grant programs.

We appreciate your interest in the Third Judicial Circuit. If you have any questions or need additional information, feel free to contact Yanel Gonzalez at gonzalez.yanel@jud3.flcourts.org, or (386) 719-7428.