

JAC Legal Internship Program

The Justice Administrative Commission (JAC) serves 49 judicial-related offices, including the 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided to these offices are primarily in the areas of accounting, budget, financial services, and human resources. JAC is also responsible for processing bills for legal services provided by private court-appointed attorneys representing indigent persons and associated due process vendors for contractual and statutory compliance. For more information about the JAC visit www.justiceadmin.org.

JAC affords law students the opportunity to gain practical experience in various aspects of judicial administration related to court-appointed attorney and due process vendor motions for payment. This includes analyzing requests and motions for payment, drafting responses, and researching novel issues. Other opportunities include researching and drafting responses related to state government accounting, budget, financial services, human resources, and information technology issues.

JAC's Internship Program is open to second and third year law students (2L, 3L) enrolled in an accredited school. Solid research, writing, and computer skills are necessary. Students must be able to work approximately 20 hours per week for a minimum of twelve (12) weeks. The number of internships available is based on agency need and funding. The hourly rate of pay is \$20.00. No benefits attach to internships.

Interested students are asked to submit an application packet. In order to be considered, the following are required:

1. Cover letter
2. Application for Internship
3. Resume
4. Writing Sample
5. References

Please submit your completed application packet via email to Lindsey.Fitzgerald@justiceadmin.org or deliver it to:

Justice Administrative Commission
Office of the General Counsel
227 N. Bronough Street, Suite 2100
Tallahassee, Florida 32301
Tel.: (850) 488-2415



APPLICATION FOR JAC LEGAL INTERNSHIP PROGRAM

Justice Administrative Commission
227 N. Bronough Street, Suite 2100
Tallahassee, Florida 32301
Phone 850-488-2415

GENERAL INFORMATION

Name:

Address:

City:

State:

Zip:

Phone:

Email:

Please indicate the academic term(s) for which you are applying: ☐ Fall ☐ Spring ☐ Summer

Please list any skills you possess and previous work experiences that may be helpful to you as an intern:

Skills (computer, languages, technical):

Previous Experience (team leader, volunteer, student organization positions held):

What are your career objectives?

ACADEMIC BACKGROUND (list colleges/universities from which you are pursuing or have received a degree)

Current College/University/Law School:

City:	State:	GPA:
Major/Area of Study (if applicable):		Rank:
Degree pursued:		Date degree expected:
Academic Level: 2L ☐ 3L ☐ Graduate ☐ Date: _____		

If applicable, other colleges or universities from which you have received a degree:

College/University:		
City:	State:	GPA:
Major/Area of Study (if applicable):		Rank:
Degree earned:		Date received:
College/University:		
City:	State:	GPA:
Major/Area of Study (if applicable):		Rank:
Degree earned:		Date received:

SECURITY SCREENING AUTHORIZATION

By means of acknowledgment and signing of this form, I hereby authorize the Justice Administrative Commission to conduct a preliminary background screening for work purposes, which shall include a criminal background check on the FCIC/NCIC database.

I understand that this information will be reviewed to determine my fitness and ability to work at the Justice Administrative Commission and hereby waive the confidential nature of any of this information, for this purpose. I understand that the Justice Administrative Commission is entitled to conduct this security check pursuant to s. 110.1127 and Ch. 435, F. S.

By marking this box I acknowledge that I have read and understand this statement. ☐

BACKGROUND INFORMATION

Have you ever been convicted of a crime which is a felony or a misdemeanor? ☐ Yes ☐ No		
If "Yes", to what charge(s)?		
Plea:		What was the sentence?
Where Convicted?		Date of Conviction?
Was this the only time you have been convicted? ☐ Yes ☐ No		If no, attach additional sheets to provide the requested information.
Have you ever pled Nolo Contendere or guilty or had adjudication of guilt withheld for a crime which is a felony or misdemeanor? ☐ Yes ☐ No		
If "Yes", to what charges?		What was the Sentence?
Where Convicted?		Date of Conviction?
Was this the only time you pled Nolo Contendere, guilty or had adjudication of guilt withheld? ☐ Yes ☐ No		If no, attach additional sheets to provide the requested information.
NOTE: A "Yes" answer to these questions will not necessarily bar you from an internship opportunity. The nature, severity, and date of the offense/arrest in relation to the position to which you are appointed will be considered.		

Certification

I am aware that any omissions, falsifications, misstatements or misrepresentation above may disqualify me for consideration in the program and, if I am accepted, may be grounds for release from the program at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of the Florida state government for purposes related to internship or volunteer opportunities within the Justice Administrative Commission. This consent shall continue to be effective during my internship or period as a student volunteer if I am accepted. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, and made in good faith.

☐ I ACKNOWLEDGE ALL THE ABOVE TERMS

Name: (Please print first, middle and last name): _____

Required documentation:

Cover letter
Application for Internship
Resume
Writing Sample
References

Please submit your completed application packet via email to Yuliya.Boiko@justiceadmin.org or deliver it to:

Justice Administrative Commission
Office of the General Counsel
227 N. Bronough Street, Suite 2100
Tallahassee, Florida 32301
Tel.: (850) 488-2415