



MICHAEL J. SATZ STATE ATTORNEY

SEVENTEENTH JUDICIAL CIRCUIT OF FLORIDA
BROWARD COUNTY COURTHOUSE
201 SE SIXTH STREET
FORT LAUDERDALE, FL 33301-3360

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Law Student Volunteer Internship Program

About the Office:

Under the constitution of the State of Florida, the State Attorney is charged with being the chief prosecuting officer of all criminal trial courts in their circuit. The Office of the State Attorney, 17th Judicial Circuit, enforces and defends the law of the State of Florida and its Constitution in and for Broward County, Florida through the investigation, filing, and prosecution of criminal cases. The office is comprised of several divisions and trial units prosecuting a wide range of criminal cases including: misdemeanors, juveniles, felonies, economic crime, domestic violence, sexual battery, career criminal, 10-20 Life, organized crime, drug trafficking, traffic homicide, homicide and appeals. Interns will be assigned to one of the various divisions within the office for the duration of their internship. Within their assigned divisions, interns will have the opportunity to work with various Assistant State Attorneys and on a variety of assignments.

Job Description:

Interns will assist the Assistant State Attorneys with legal research, pre-trial motion and trial preparation, case discovery, and drafting of court pleadings. Interns will also work with the Assistant State Attorneys on a variety of other subject matters and issues arising within the respective divisions to which they are assigned. Interns will also be able to attend and observe depositions and pre-trial conferences, and are strongly encouraged to attend and observe court proceedings and inter-office training sessions in order to become familiar with the working of the criminal justice system.

Time requirement: 240 hours, 8-12 weeks

Internship location: 201 SE 6th Street, Fort Lauderdale, FL 33301

Web site: <http://www.sao17.state.fl.us/employment.html>

Qualifications:

First-year (second semester), second-year and third-year students who demonstrate a strong academic record. Applicant must be enrolled in an accredited law school at least half time.

Due to the nature of the work performed at the Office of the State Attorney, 17th Judicial Circuit, applicants who are offered an internship with the office must pass a required background investigation before beginning employment. This background check can take up to three months to complete.

Applicants must be able to commit a minimum of 240 hours over the course of the semester.

Salary:

Interns are not compensated for their work with the Office of the State Attorney, 17th Judicial Circuit. School credit is possible at the discretion of the law school. Parking is available and costs covered by the office.

Application Process:

Applicants are required to submit the following documents via e-mail to aortiz@sao17.state.fl.us:

- Cover letter
- Resume
- Current law school transcript
- Legal writing sample (max. 5-7 pages)

All documents should be sent in PDF format.

The subject line of the e-mail should specify that the applicant is applying for the Law School Volunteer Internship Program and indicate the semester and year for which the student is applying (e.g., Summer 2018, Fall 2018, Spring 2018, etc.). The cover letter should be addressed to the Director of Training, Garrett M. Berman, and should indicate the applicant’s top three division preferences.

Incomplete applications and applications received after the application deadline will not be considered.

Application Deadlines / Start Dates:

Application deadlines and start dates for each semester are as follows:

<u>Semester</u>	<u>Applications due by:</u>	<u>Anticipated program start date:</u>
Fall	April 13	Begins after Labor Day
Spring	August 1	Begins mid-January
Summer	January 10	Begins after Memorial Day

Relocation Expenses:

Not authorized.

Number of Positions:

Typically, the office will accept up to 20 students for each semester. However, the number of interns accepted will vary by the anticipated needs of the office.