



Thirteenth Judicial Circuit  
**ADMINISTRATIVE OFFICE OF THE COURTS**  
Internship Program

Thank you for your interest in becoming a Court Programs Intern in the Thirteenth Judicial Circuit of Florida. Completion of the application conveys interest in pursuing a required internship which will be verified by your academic program. Please complete the application fully. All blanks must be filled out for the application to be considered.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

College/University: \_\_\_\_\_ If Other (add name) \_\_\_\_\_

Program: \_\_\_\_\_

Graduate/Undergraduate: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

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**Internship Specifications:**

I request placement for the following semester/term: \_\_\_\_\_

Number of semesters you would like to intern: \_\_\_\_\_

Number of hours per week you would like to intern: \_\_\_\_\_

The exact dates you would like to start and end your internship (i.e. Aug. 22 – Dec. 6, 2022).

\_\_\_\_\_

Do you require Clinical Supervision from an MSW? \_\_\_\_\_

**Please indicate your placement preferences by placing a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> next to your top four choices:**

_____ <a href="#">Children's Justice/ Child Advocacy Centers</a>	_____ <a href="#">Dependency Case Management</a>	_____ <a href="#">Domestic Relations Case Management</a>
_____ *Family Law (MSW only)	_____ <a href="#">Juvenile Diversion Programs</a>	_____ <a href="#">Mediation and Diversion</a>
_____ <a href="#">Problem Solving Courts</a> (graduate student)	_____ Special Projects	_____ Elder Justice Center (two consecutive semesters required)

1. Are any of your family members employed by the Thirteenth Judicial Circuit? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please state their name(s) and how you are related: \_\_\_\_\_

2. Have you ever been arrested, convicted of a crime, had adjudication of a crime withheld, pled nolo contendere to a crime, or are you now under charges or probation for any offense against the law?

If yes, please explain that involvement: \_\_\_\_\_

3. As a Court Programs Intern, you may have access to confidential information that may not be disclosed, except as permitted or required by law. Court program staff, contractors and interns are obliged to adhere to Confidentiality and Health Insurance Portability and Accountability ACT (HIPPA) Guidelines. Please initial at the end of this sentence to acknowledge that you have read and understand that if you are selected as a Court Programs Intern, you will be required to sign Confidentiality Acknowledgement and Code of Conduct form(s). \_\_\_\_\_

Initials

4. By signing below and returning this application, I acknowledge that the information in my application is true and correct, and that I understand that upon submission of this application I am agreeing to serve as an intern if selected and will honor that commitment. Please initial at the end of this sentence to acknowledge that you have read and understand that upon submission of this application you are committing to placement at the AOC as a Court Programs Intern, if selected.

Initials

5. By signing below and returning this application, I confirm understanding that students who do not register internship hours as a course, are ineligible for a Court Programs Internship.

Initials

6. The number of interns accepted each semester will depend upon the circuit's needs at the time.

Signature

Date

Printed Name

**Submit this application along with:**

- (1) Current resume;
- (2) A cover letter directed to the attention of the "Director of Behavioral Health" expressing your interest in an internship;
- (3) A completed [records check form](#); and
- (4) A **legible** copy of your driver's license.

**Please e-mail this application and all of the above to:**

Yvette L. Boatwright, Director of Behavioral Health - [boatwryl@fljud13.org](mailto:boatwryl@fljud13.org)  
Please be sure your scanned copies are legible prior to forwarding.