

UNIVERSITY OF MIAMI SCHOOL OF LAW
CLINICAL PLACEMENT PROGRAM

PREFACE

This handout supersedes all texts issued prior to the Fall 2007 session and will be effective through the Spring 2008 semester.

DESCRIPTION

The Supreme Court of Florida's Rules Regulating The Florida Bar permit certified third year students to engage in the supervised practice of law as part of a law school law practice program. Under the supervision of a member of The Florida Bar, approved by the School, certified students may represent indigent clients in both civil and criminal matters and may represent State and local agencies through the offices of the Attorney General, the State Attorney, the Public Defender, Legal Services, Legal Aid, County and City Attorneys with full time legal staffs. Students may also enroll and work in the offices of the Equal Employment Opportunity Commission.

Students who enroll in the Litigation Skills Clinical Placement must become authorized as certified legal interns. The same may be true of students who enroll in the Children and Youth Law Clinic and Community Health Rights and Education Clinic. The Florida Supreme Court has promulgated new rules that require students to complete a certified legal intern registration form to the Florida Bar and receive an initial clearance letter from the Board of Bar Examiners in order to become certified legal interns. This rule applies to all those who seek certification in the Fall 2008 semester, and in all subsequent semesters. Students who apply within 250 days of their first day of law school enrollment must pay a \$75.00 fee. Students who apply after the 250 day deadline, must pay a \$150 fee. This process is required of every student who seeks certification, regardless of their intent to practice law in Florida. The fee will be applied to the cost of Florida Bar admission for anyone who later becomes a member of the Florida bar. Because the clearance letter may take up to six months for processing, students are urged to submit their application no later than early spring of the academic year before registration in a relevant clinical course. For more information regarding this process, students should contact the clinical programs or the Dean of Students office.”

The Placement Program has been certified by the United States District Court for the Southern District of Florida under Rule 6C of the Admission and Practice Rules of that Court.

Henceforth, placements should request this office to obtain the certification of both legal interns and supervising attorneys if they want interns to represent them before the Court.

REQUIREMENTS FOR ENROLLMENT IN THE PLACEMENT PROGRAM

A third year student who is eligible for certification for limited practice and who has satisfied the prerequisites for enrollment in the Placement Program (hereinafter referred to as The Program) may participate in one of the placements listed below. Students registering for the Clinical Program must have successfully completed Trial Skills [three (3) credits] and Pre-Trial Skills [three (3) credits]. All students must also take the Clinical Theory part of the curriculum during the semester of their participation in the Program. Additional courses may be required or recommended for students in specific placements.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE PROGRAM

In order to receive credit, students must successfully complete the Program. To accomplish this:

- ◆ Students must enroll for and complete their work in the placement of their choice. Students who withdraw or fail to complete the required number of hours will receive no credit.

- ◆ Students are required to spend at least two hundred-twenty (220) hours for the semester [an average of sixteen (16) hours per week in the Fall and Spring semesters, or thirty-two (32) hours per week in the Summer session] working in the placement in which he/she is enrolled. Time must be completed before the end of the term. Students who do not complete their hours will receive "Incomplete" grades in both The Program and Litigation Skills.

- ◆ Some placements induce students to devote more time to their work. Students should not devote more than sixteen to twenty-five hours per week during the Fall and Spring semester to work in a placement.

- ◆ Students are required to prepare and regularly submit detailed Weekly Time and Activity Reports. The instructions pertaining to time sheets are the subject of a separate document. Failure to complete Weekly Time and Activity Reports in an accurate and timely fashion is cause for suspension from the program.

- ◆ Students are required to keep a journal in addition to the Time and Activity Reports. The instructions pertaining to this requirement are the subject of a separate document. Failure to keep a journal is cause for suspension from the program.

- ◆ Students will be given a description of the Clinical Theory part of the curriculum and will be assigned readings and written assignments at the beginning of the program, and are required to read and become familiar with those materials, and to complete the written assignments in a timely manner.

- ◆ Students are required to meet periodically with the Clinical Supervisors while they participate in the program. Students are also required to participate in agency sponsored training to the extent that participation does not conflict with their class attendance.

◆ Students are required to complete a survey form evaluating their experiences in the program together with their comments. This survey will be used by the school for future improvements in the program.

◆ Students are required to prepare a Completion of Legal Internship form when they complete their work in their respective placements.

◆ Students are required to regularly attend other classes while they are enrolled in the program. Work in the placement is not an excuse for cutting class. Attendance policies are decided by individual professors and therefore no excused absences can be authorized by the Program Director. If you must miss class, including the Clinical Theory part of the curriculum, because you are involved in a trial fill out an absence form provided by the Dean of Students. If you believe it would be appropriate, you may then contact the Clinical Supervisor and request that he/she explain the circumstances of your absence to the professor whose class was missed. This is an extraordinary procedure, and repeated absences from classes will not be tolerated. Students who repeatedly miss class are subject to suspension from the program.

◆ Students are required to bear their own expenses during their participation in the program. These commonly include the expenses involved in commuting to and from the placement, but may include other costs.

◆ Students successfully completing the program will earn six (6) credits. Credit will be granted on the basis of performance in the placement and in the Clinical Theory part of the curriculum. Students eligible for grants under the College Work-Study Program may, however, enroll in placements participating in the program and earn one (1) credit for fifty-five (55) hours of unremunerated work in the placement, and receive work-study compensation for the time worked above fifty-five (55) hours up to the exhaustion of their grant, but will not work less than two hundred twenty (220) hours altogether. Time worked in the placement after the students work-study grant is exhausted cannot, and will not, be remunerated although it must be reported on the Weekly Time and Activity Reports.

◆ The Program presently includes the placements described below. The descriptions have been prepared from information submitted by the participating agencies. Qualifying remarks, or slight modifications, were made whenever necessary.

DESCRIPTIONS OF CLINICAL PLACEMENT OFFICES

ORGANIZATION: **American Civil Liberties Union**
3000 Biscayne Blvd.
Miami, Florida 33137

Students work under the supervision of attorneys on cases and matters of the American Civil Liberties Union of Florida. This organization accepts matters which concern the protection and advancement of constitutional rights, e.g., the rights to freedom of speech, assembly and religious freedom, the right to privacy, the rights of mental patients, the disabled, secrecy in government, the right to nondiscriminatory treatment on the basis of sex, race, and religion, criminal due process rights, etc.

Students participate in all phases of these matters from initial interview and investigation through court and administrative proceedings. Students meet regularly with supervising attorneys who review their work.

Candidates should submit a resume and writing sample along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Attorney General, Civil Litigation Section**
110 S.E. 6th Street
Ft. Lauderdale, Florida 33301

Interns may be on a volunteer or credit basis if the school supports such a program or clinic. The Civil Litigation Division is located in Fort Lauderdale. Duties will include researching, drafting motions, exhibit and witness preparation, and generally assisting attorneys for trial. The positions will offer the interns the opportunity to observe litigation at both the state and federal level.

The Civil Litigation Division defends the state and state officials in various actions, in both the state and federal courts. Cases on which the interns may work cover the areas of Civil Rights, Employment, Torts, and Constitutional Law.

Interns must have strong research and writing skills. Potential candidates should have had Constitutional Law, Civil Procedure, or Evidence classes. Hours are flexible, however, the office requires approximately 15-20 hours a week as a minimum commitment.

Candidates must submit applications directly to the Florida Attorney General. The Application Form and the list of Additional Application Requirements can be obtained by going to the website <<http://myfloridalegal.com>> clicking on the Florida Attorney General link, and searching for “internship program”. Print out these forms and following the direction. In addition the candidate should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. Interviews may be required.

ORGANIZATION:	Attorney General, Criminal Appellate Section						
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Miami, Florida 33131	Ft. Lauderdale, FL 33301						

Students will intern with the criminal appellate section of the Attorney General's Office for the State of Florida. The work consists primarily of writing appellate briefs and presenting oral argument in Florida's Third District Court of Appeal. In each case, an Assistant Attorney General will supervise the intern, but the intern will have a large degree of independence in handling the case.

The Attorney General's Office also handles cases in the Florida Supreme Court, the federal district and circuit courts and the United States Supreme Court. Interns will be allowed to work on these cases also, but will generally not have the amount of responsibility for these cases, as they will for those in the state appellate court.

It is the policy of the Attorney General's Office to allow and encourage interns to assume as much responsibility as they are capable of handling. Previous interns have included individuals who have assumed a full caseload and who have argued before the Florida Supreme Court. If a federal student practice rule is adopted, this policy will be expanded to include a greater role in federal cases for interns.

An internship in this program is unique in that it gives the intern both practical experience and the opportunity to approach issues in a theoretical sense, to make and change law, rather than just to follow it. It also provides a strong background in substantive criminal law as it pertains to issues being currently litigated. It is a rare opportunity for students with strong writing skills to practice in an area of law usually reserved for more experienced and seasoned attorneys. Finally, because of the relatively small size of the office, interns receive a lot of personal attention and mentoring.

Students considering participation in this program should also consider that the Attorney General's Office is expanding and hiring new attorneys and has a strong preference for those with clinical experience, particularly experience with the office.

Candidates must submit applications directly to the Florida Attorney General. The Application Form and the list of Additional Application Requirements can be obtained by going to the website <<http://myfloridalegal.com>> clicking on the Florida Attorney General link, and searching for "internship program". Print out these forms and following the direction. In addition the candidate should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. Interviews may be required.

ORGANIZATION:	Attorney General - Economic Crimes Section
	110 S.E. 6th Street
	Ft. Lauderdale, Florida 33301

The Economic Crimes Section of the Attorney General's Office is located in downtown Fort Lauderdale. The Economic Crimes Section prosecutes lawsuits against businesses that have perpetrated deceptive and unfair trade practices upon the consuming public. Lawsuits seeking temporary and permanent injunctive relief, damages and civil penalties are filed against

corporations, businesses and individuals that have violated Florida's Deceptive and Unfair Trade Practices Act. All matters handled by this unit are brought in the public interest. Accordingly, the intern will gain civil experience in preparation for the Florida Bar, courtroom litigation, and will also be involved in negotiating settlements of cases, investigation of cases and related research.

The Department of Legal Affairs has a number of attorneys who will supervise the interns. Interns may be involved in a case from the investigative stage to its ultimate resolution.

Candidates must submit applications directly to the Florida Attorney General. The Application Form and the list of Additional Application Requirements can be obtained by going to the website <<http://myfloridalegal.com>> clicking on the Florida Attorney General link, and searching for "internship program". Print out these forms and following the direction. In addition the candidate should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. Interviews may be required.

ORGANIZATION: **Bureau of Alcohol, Tobacco, Firearms and Explosives**
5225 N.W. 87th Avenue, Suite 300
Miami, Florida 33178

The Office of Division Counsel, Miami Field Division, provides legal services for ATF criminal investigations and regulatory administrative actions for the Southern District of Florida as well as the Virgin Islands and Puerto Rico. We provide support to the Office of the United States Attorney in criminal prosecutions and represent the Agency in administrative actions concerning the industry members we regulate. We also respond to inquiries from local law enforcement, congressmen and the general public.

Law Student interns will gain experience in legal research and writing techniques, in appellate briefs, legal pleadings and other documents as well as relationships with clients within and outside the Agency. Legal issues relate primarily to criminal investigations of firearms, arson and explosives offenses, relationship of State to Federal laws, and administrative law issues concerning firearms licensees. We currently have an opening for one intern.

Candidates should submit a resume along with a writing sample to the Clinical Placement Office. Each student must be cleared by an FBI background check before starting work. This security clearance requires approximately 3 months to complete after all forms have been submitted.

ORGANIZATION: **Children & Youth Law Clinic**
University of Miami School of Law
1311 Miller Drive, Room F305
Coral Gables, Florida 33146

The Children and Youth Law Clinic is a highly regarded clinic, nationally recognized for its aggressive and cutting edge advocacy on behalf of indigent children. The clinic is run by faculty members and students from The University of Miami School of Law. The students receive a great deal of mentoring and support. It is also unique among placements as it is the first and only onsite clinic at the University of Miami School of Law. The clinic provides legal representation to

indigent children (Primarily those within the state foster care system), ensuring that they have a voice in court proceedings.

The Clinic uses a mix of strategies including individual case advocacy resulting in systemic reform, administrative rulemaking, class action litigation, appellate advocacy, legislative advocacy, client education and community building on behalf of our client community, primarily older children and adolescents adjudicated dependent and in foster care.

The Clinic accepts referrals and court appointments as attorneys for children in juvenile court and in ancillary proceedings. Clinic faculty and student attorneys advocate for clients within the jurisdiction of the court in juvenile dependency, foster care and delinquency proceedings. Students also are exposed to administrative proceedings to obtain independent living, mental health treatment and developmental services; school cases (Special education and disciplinary proceedings), ensuring eligibility for SSI disability, Medicaid, access to health care, immigration status, and other government benefits. In addition, students are exposed to appellate proceedings.

Certified Legal Interns who sign up for the Clinic as their placement have many opportunities to litigate on behalf of clients in circuit court (primarily juvenile dependency court) proceedings, arguing motions, handling evidentiary hearings, attending court-ordered mediation conferences, and appearing in status hearings. Students can also advocate for clients in varied administrative tribunals, in appellate proceedings, federal court, and the Florida legislature.

Recently, a clinical student argued a case before the Florida Supreme Court, becoming the first University of Miami School of Law student to argue before our state's highest court. For this case, the clinic received the 2003 National Clinical Legal Education Association's Award for Excellence in Public Interest Law Case. In addition, the clinic received the 2003 National Association of Counsel for Children's Outstanding Legal Advocacy Award.

Interested students can learn more about the Children & Youth Law Clinic by calling Bernard Perlmutter (Director) or Carolyn Salisbury (Associate Director) at 284-3213 or visiting us at our offices in Room F305 on the law school campus.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Children's Legal Services**
Office of the Attorney General
110 S.E. 6th Street
Fort Lauderdale, Florida 33301

Florida Attorney General Bob Butterworth serves as chief legal officer for the state and heads up the Department of Legal Affairs, which employs approximately 350 attorneys statewide. Children's Legal Services (CLS) is a legislatively created pilot project housed within the Attorney General's Office.

CLS attorneys are responsible for providing legal representation to the State, by and through the Department of Children and Families (formerly HRS), in all civil proceedings involving child abuse, neglect and abandonment pursuant to Chapter 39 of the Florida Statutes. The CLS attorneys represent the State in all actions for emergency shelter, adjudication of dependency, out of home placement and, termination of parental rights in Broward County.

The attorneys' practice involves a diversity of activities, including a heavy trial docket as well as taking a leadership role in the investigative, mediation, case planning and case review processes. Their role begins with the initial intake and assessment of the legal sufficiency of allegations of abuse and neglect. They remain involved in the cases all the way through to the

judicial process, including the handling of appeals. The attorneys work in close cooperation with social workers, police and protective investigators, state attorneys, guardians ad item, foster families, providers of psychological and community support services to ascertain and represent the best interests of children in need of temporary or long term care of the state.

Student interns in the CLS project receive training and experience in the legal and social issues in the dependency process. They are assigned to assist attorneys with the handling of the full scope of cases within the jurisdiction of CLS. Once certified by the Florida Supreme Court, student interns participate in a full range of legal proceedings, affording them an excellent opportunity to practice trial and advocacy skills and handle a substantial case load with supervision and guidance from well seasoned attorneys. Student interns find the placement to be a rewarding and exciting experience.

All student interns must be interviewed and submit to a screening and background check before their placement can be approved. Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **City of Coral Springs Attorney's Office**
9551 West Sample Road
Coral Springs, Florida 33075

The City of Coral Springs, the third largest city in Broward County is located in the northwest quadrant of the County. The City is accessible via the Sawgrass Expressway, Interstate 95, or the Florida Turnpike. The City Attorney's Office is under the direction of the City Attorney, who is appointed by the City Commission. The Office provides representation to various City boards, including Code Enforcement, Planning and Zoning Board, and the Board of Adjustment.

The certified legal intern will work under the supervision of an Assistant city Attorney. The City Attorney's office provides legal representation to all City departments, including but not limited to, police, public works, engineering, community development, building, human resources, and parks and recreation. Under the guidance, assistance and direction of, and in conjunction with, either the City Attorney or an Assistant City Attorney, the areas that an intern may be assigned include, but are not limited to, drafting contracts and ordinances, researching legal issues and preparing the appropriate memorandum of law, and assisting with municipal prosecutions for violations of municipal ordinances.

The certified legal intern will be assigned within the offices based upon the office needs and the interest of the student, to the extent possible. The intern may also be able to assist in work required for trial preparations, including interviewing witnesses and attending depositions.

Because the office will only have one legal intern, a resume and writing sample must be submitted along with the Clinical Program Registration Form to the Clinical Placement Office. Potential candidates will be interviewed.

ORGANIZATION: **City of Ft. Lauderdale Municipal Prosecutor's Office**
200 S.E. 6th Street, Suite 403
Ft. Lauderdale, Florida 33301

Background and Purpose: In September, 1986 the Fort Lauderdale City Attorney's Office, with the approval of the City Commission, expanded the Municipal Prosecutor's Office to better meet the Commission's goal of being The Best City of its Size by 1994. This expansion included locating the City Prosecutor's Office across the street from the Broward County Courthouse and adding three full-time prosecutors to the City Attorney's staff of seven full-time attorneys. The expansion of the City Prosecutor's Office has met with enormous success and the Commission established a Northwest Code Enforcement Team to better enforce the Minimum Housing Codes and South Florida Building Codes. The results have been heard statewide with this aggressive approach to the prosecuting of absentee/slum landlords. Currently, the City Prosecutor's Office has succeeded in obtaining the largest fine in Broward County Court History and sentencing one landlord to his slum. The City Prosecutor's Office prosecutes violators of the Fort Lauderdale Municipal Code, South Florida Building Code and misdemeanor state statute violations. The penalties, under the Municipal Code are 0-\$500 in fines; 0-60 days in jail for each violation. On state statute violations the penalty is 0-\$1,000 in fines and 0-365 days in jail on each violation.

In November 1987 the newly appointed City Attorney approved of an internship program with the City Prosecutor's Office. We currently have an internship program established with the University of Miami, Nova, and St. Thomas Law Schools. During a school semester, the intern will have the same responsibilities as all other prosecutors. All interns with our office are to realize that professional behavior and assumption of responsibilities are expected. In return, the City Prosecutor's Office will provide excellent practical training for those interested in trial practice.

◆ *Academic Requirements*

Every student, in order to participate in the program, must be of good academic standing and be approved by the law school's supervising professor. Prior to actual internship, each student must satisfactorily complete a course in criminal procedure, professional responsibility and evidence. Satisfactory completion of some type of trial advocacy course is highly recommended, and those completing one will be given first preference for the internship positions available. Any student interested must set up an appointment for an interview at the earliest possible date.

The intern's course requirements include the keeping of detailed records of his/her work in this office, including legal case analysis, trial briefs and daily contacts with witnesses, police officers, and attorneys, on any particular case. Maintenance of these records is the exclusive responsibility of the student. The interns will attend first appearance hearings, arraignments, depositions, and trials. The interns are expected to do all research necessary for any special hearings set on a given case. All interns are required to complete at least four trial briefs during the semester, regardless of whether the case is actually tried. The hours the interns are expected to work shall be in accordance with the law school's requirements.

◆ *Supervision*

The City Prosecutor's Office will directly supervise each intern. The City Prosecutor's Office will introduce all interns to the County Court Judges they will appear before. The City Prosecutor's Office will inquire of each judge the extent to which they will allow the intern's participation in their court room proceedings. Currently, certified legal interns are afforded full

participation in all aspects of court proceedings. The City Prosecutors Office will supply in writing to each intern a letter designating him/her a Certified Legal intern with the City Attorney's Office, with a specific termination date. Each intern will be required to carry it each day and present it when required by the court.

The supervising attorneys will be required to evaluate all work done by the intern. Each trial brief should reflect complete preparation for trial and will be given the actual comment it deserves. At the end of the term, each student will also be evaluated as to his/her overall performance during his/her semester in this office.

The success of the program will, of course, depend upon the initiative and interest of the participating students. The supervising attorneys understand that supervision requires maturity. Each intern will have scheduled hours; however, the City Prosecutor's Office will be flexible in accommodating any law school requirements.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. Interviews will be required.

ORGANIZATION: **City of Hollywood- City Attorney's Office**
2600 Hollywood Boulevard – Room 407
Hollywood, Florida 33020

The City of Hollywood is a coastal city located in southeast Broward County, Florida near the Miami-Dade County line. According to the 2000 Census, the City's population is 139,357; however, that number increases significantly during the winter season due to a large influx of northern residents from the United States and Canada. The October 1997 issue of *Money Magazine* labeled Hollywood the "City of the Future" because Hollywood's population mirrors the nation's demographic growth trends. The city is a mature city with a defined historic district. A tour of the City's website at www.hollywoodfl.org reveals the opportunities and challenges it faces as Broward County reaches build-out in the next few years. Consequently, the City Attorney's Office must be responsive to the changing needs of this dynamic and growing community.

The City Attorney's Office employs seven full-time attorneys and a support staff of six. The Attorneys are assigned to either the litigation or transactional division. The litigators handle both the prosecution of municipal code violations and the representation of the City in cases involving claims made by or against the City, including but not limited to: tort, civil rights, EEOC, contract, environmental, and land use. The transactional attorneys review most matters that are brought before the City Commission for approval and they also review contracts, advise land use boards, draft ordinances, and offer legal advice to all City departments (i.e., police, fire, purchasing, public works, engineering, human resources, community development, building, parks and recreation, and so forth).

A Certified Legal Intern (CLI) will work under the supervision of an attorney. An intern may be assigned to the litigation division where he or she may assist the Municipal Prosecutor or the litigation attorneys and have the opportunity to appear in court at hearings and trials or at depositions. He or she may also assist in trial preparation, and/pr draft motions, memoranda, and briefs for review by the supervising attorney. An intern may also be assigned to the transactional division where he or she may be asked to draft resolutions and/or ordinances, and perform legal research on a variety of issues such as environmental, tax, HUD/housing, planning and zoning, contract, employee benefits, and pension issues, to name a few examples.

All CLI candidates must submit a resume, writing sample, and current transcript in order to be considered for an interview. The City Attorney's Office may accept more than one CLI per semester, depending on the Office's needs.

ORGANIZATION: **City of Margate Attorney's Office**
5790 Margate Blvd.
Margate, FL 33063

The City of Margate is a city of 51,500 residents located in the northwest quadrant of Broward County. The City is accessible by Interstate 95, or the Florida turnpike. The City Attorney's Office is under the direction of the City Attorney, who is appointed by the City Commission. The Office provides representation to various City boards, including the Community Redevelopment Agency, Civil Service Board, Planning and Zoning Board, and the Board of Adjustment.

The certified legal intern will work under the supervision of the City Attorney. The City Attorney's Office provides legal representation to all City departments, including but not limited to police, fire, public works, environmental & engineering service, building, human resource, and parks and recreation. Under the guidance, assistance and direction of, and in conjunction with the City Attorney, the areas that an intern may be assigned include, but are not limited to, drafting contracts and ordinances, researching legal issues and preparing the appropriate memorandum of law, and assisting with municipal prosecutions for violations of municipal ordinances. The certified legal intern will be assigned within the offices based upon the office needs and the interest of the student, to the extent possible. The intern may also be able to assist in work required for trial preparation, including interviewing witnesses and attending depositions.

Because the office will only have one legal intern, a resume and writing sample must be submitted, along with the Clinical Program Registration Form to the Clinical Placement Office. Potential candidates will be interviewed.

ORGANIZATION: **(City of Miami Attorney's Office)**
Office or the City Attorney – City of Miami
444 SW 2nd Avenue, Suite 945
Miami, Florida 33130

The City of Miami, known for its diverse culture and location as the gateway to Latin America, is the largest municipality in Miami-Dade County, Florida. The Office of the City Attorney is a full service law firm representing the City of Miami in all legal matters, many of which are issues of great public interest. The office presently consists of approximately 56 professionals, including 27 attorneys. The City Attorney and staff attorneys provide legal counsel to all the public officials, including members of the City Commission, the Mayor, City Manager and City Clerk, as well as all boards and departments. Lawyers in the Office of the City Attorney are recognized for their excellence in the practice of local government law and have expertise in a variety of legal areas including the following: civil rights litigation, personal injury defense, public procurement and contracting, bid protests, contract claims, public sector

collective bargaining, Title VII litigation, zoning and land use, government in the sunshine law, conflict of interest and ethics, economic development projects, federal and state grant programs, commercial transactions, legislation, and bond finance.

The City Attorney is committed to providing a highly skilled professional staff that delivers the highest level of service, as efficiently as possible. The Office of the City Attorney invites interested law school students to join the most dynamic and exciting law firm in the Southeast and participate in providing legal services to the City of Miami. Two or three law clerks will be selected each semester to work with staff attorneys in one of the divisions, which will include litigation and/or performing legal research in a variety of areas of the law. As recognized in our mission statement, law students provide valuable assistance to our staff and gain practical experience in the challenging area of local government law.

◆ ***Academic Requirements Externship/Clinical Placement Program***

Every student interested in participating in the Office of the City Attorney's Externship/Clinical Placement Program must be a law student in good academic standing and be at least a second or third year student in their respective law school. In addition to these basic requirements, the student is strongly advised to participate in the trial advocacy or clinical placement program provided by the law school at which they attend. The student will be required to keep a time log in order to minimally document the work that has been performed on behalf of this office. Moreover, the student is encouraged to visit our website at www.ci.miami.fl.us and research the different areas of practice within the office, in order to participate in the area that best suits the student's interests.

Each student participant will be supervised by an Assistant City Attorney within the office, and will work closely with the attorney in order to achieve a successful participation in the program. Moreover, the office will be flexible in order to accommodate the student's law school curriculum.

Candidate must submit a current resume, along with the Clinical Placement Application to the Law School's Program Coordinator. Interviews will be required in order to work in the Office of the City Attorney.

ORGANIZATION: **City of Miami Beach Attorney's Office**
1700 Convention Center Drive, 4th Floor
Miami Beach, Florida 33139

The City Attorney's Office represents the City of Miami Beach, its officials, and employees in all legal matters relating to their official activities. They are a full service law office dedicated to serve the City and its citizens in the practice of law.

The recently expanded 14-attorney staff handles most of the City's legal needs in-house. An intern can expect to participate in a wide variety of substantive practice areas including: complex commercial litigation, federal civil rights litigation, property forfeiture, personal injury litigation, zoning and legislative issues, drafting of ordinances and resolutions, environmental issues, land use, zoning and Bert Harris litigation, real estate development, worker's compensation,

Miami Beach City Code enforcement, federal and state constitutional litigation and a broad range of transactional matters. The City also monitors several City authorities, boards and committees.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **City of North Miami**
City Attorney's Office
776 N.E. 125 Street
North Miami, FL 33161

The City of North Miami is the fourth largest city in Miami-Dade County. The City is accessible via Interstate 95. The City Attorney's Office is under the direction of the city Attorney who is appointed by the City Council. The Office provides representation to various City boards, including the City Council, Planning Commission, Board of Adjustment, Code Enforcement and Personnel boards.

Certified legal interns will work under the supervision of the City Attorney or Special Counsel to the City. The areas that an intern may be assigned include, but are not limited to, drafting contracts and ordinances, researching legal issues, assisting with municipal prosecutions for violations of municipal ordinances and assisting with state court litigation. The intern may also be able to assist in work required for trial preparation, including interviewing witnesses and attending depositions.

A resume and writing sample should be submitted along with the Clinical Program Registration Form to the Clinical Placement Office. Potential candidates will be interviewed by the City Attorney.

ORGANIZATION: **Consumer Advocate – Dade County**
140 West Flagler Street, Room 902
Miami, Florida 33130

Students serve under the direction and supervision of the Consumer Advocate of Metro-Dade County. He takes civil action against businesses that perpetrate unfair and deceptive trade practices upon the consuming public. Students will gain litigation experience in administrative code enforcement hearings and circuit court proceedings. Students will have the opportunity to develop diverse cases.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **County Attorney’s Office – Broward County**
Broward County Government Center
115 S. Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301

Broward County is one of the fastest growing counties in the country and the Broward County Attorney’s Office is one of the largest local government legal staffs in the State. The Broward County Attorney’s Office has 41 attorneys working under the direction and leadership of County Attorney Edward A. Dion, and provides representation to Broward County in all areas of civil practice and code enforcement. The County Attorney’s Office is located in downtown Fort Lauderdale, close to both the State and Federal Courthouses. The County Attorney’s Office actively practices before both State and Federal trial and appellate courts, as well as numerous administrative bodies.

The Broward County Attorney’s Intern Program is open to students from all Florida law schools. After interviews and consultations, students are selected and assigned to work with Supervisory Attorneys in various areas of practice within the office. Substantive areas in which an intern might work would include land use planning, zoning, real estate development, tort, commercial, contract negotiation, bond financing, section 1983 litigation, and appellate practice. Students may also participate in periodic Continuing Legal Education in-house legal training programs. Certified interns will be assigned within the office based upon the needs of the office and the interest of the students, and may be able to actively engage in supervised practice before both State and Federal Courts.

In light of anticipated space limitations, a resume and interview is required.

ORGANIZATION: **Department of Children and Families**
Child Welfare Legal Services
State of Florida- HRS
3300 N.W. 27th Avenue
Miami, Florida 33142

Department of Children and Families (DCF), formerly Child Welfare Legal Services (CWLS), consists of 24 attorneys and 15 support who provide all legal representation for the Children and Families Program, including the filing and prosecution of all dependency cases, the filing of all case plans, and the filing and prosecution of Termination of Parental Rights (TPR) petitions.

In mid 1993, the management structures within Child Welfare Legal Services (CWLS) was reorganized, primarily because the attorneys were specialized within the different program components and there was very little case continuity. The managing attorney position was created and an additional supervising attorney position was created. By late 1993, the supervising attorneys were assigned to each of the three dependency court divisions. The supervising attorneys are presently responsible for supervising the attorneys within the court division and ensuring case continuity throughout the different program components namely Intake, PS, FC, and TPR.

In early 1994, DCF was charged with increasing professionalism, service delivery and accountability. New supervisory structures, systems of accountability and case staffing mechanisms have been created. Three supervising division attorneys have committed to providing ongoing mentoring of staff and targeted training activities.

Each Student will be given an opportunity to do the same work as any new attorney in the program. As with many government agencies, the workload for the attorneys is often overwhelming. Students will therefore be an integral part of the legal staff and be given as much responsibility as they can handle.

The student will be responsible for representing HRS throughout the dependency process. Common responsibilities include staffing cases with protective investigators, talking with victims and witnesses, and litigating cases in the juvenile court.

The placement should be beneficial to both the student and HRS. The work will provide the student with a very good idea what the dependency system is all about. This is an opportunity for students, no matter what their future plans are, to obtain a valuable learning experience while making a difference in our community.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION:	Department of Homeland Security (United States Department of Justice Immigration and Naturalization Service) * 155 S. Miami Avenue, Miami * Krome Service Processing Center * Border Patrol Sector Headquarters, Pembroke Pines * Bradenton, Florida * Orlando, Florida
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The Office of the district Counsel in Miami, Florida currently employs approximately 69 attorneys. Attorneys (known as Assistant District Counsels) represent the immigration & naturalization Service in components of the agency, and provide assistance to the United States Attorney's Office throughout the state of Florida.

The district office is located at 7880 Biscayne Boulevard, Miami, Florida. Satellite offices are located at

- 155 S. Miami Avenue, Miami.
- Krome Services Processing Center
- Border Patrol Sector Headquarters, Pembroke Pines
- Bradenton, Florida
- Orlando, Florida

Most attorneys are stationed at the office located at 155 South Miami Avenue, which is the location of the immigration court. There are currently twenty-four immigration judges at that site, two at the Krome Detention Center, one in Bradenton, and two in Orlando.

Attorneys with the DHS (INS) can expect to obtain significant litigation experience and are in court three to four days per week on average. There are also several special projects to which attorneys can be assigned, including: employer sanctions, federal litigation, the Institutional Hearing Program; and personnel law. There are also potential appointments as criminal and civil Special Assistant United States Attorneys.

Our office also accepts law students as interns on both a compensated and volunteer basis. In some instances, internships may be available at your law school allowing for employment for law school credit. This experience imparts valuable legal research and writing experience to all who participate, and litigation experience to those who become certified through the Florida Bar. Questions regarding the intern program should be directed to Assistant District Counsel, Ana Maria Candela, (305) 400-6160, EX 6517.

Before commencing employment with DHS (INS), all applicants must successfully complete a background investigation conducted by the Federal Bureau of Investigation, which includes credit checks, security clearance, and drug testing.

For additional information about DHS (INS), please visit our Worldwide Web site at <http://www.ins.usdoj.gov> the general Worldwide Web site for the Department of Justice.

Students interested in applying for an internship with the DHS (INS) must submit a resume, school transcript and writing sample to the Clinical Placement Office before announced deadline dates. Each student, must be cleared by an FBI background check before starting work. Such security clearances require approximately four months to complete after all forms have been submitted.

ORGANIZATION: **Equal Employment Opportunity Commission**
One Biscayne Tower,
2 South Biscayne Blvd., Suite 2700
Miami, Florida 33131

The United States Equal Employment Opportunity Commission is responsible for administration, interpretation and enforcement of federal discrimination laws. The Commission currently enforces Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Equal Pay Act and Title I of the Americans with Disabilities Act. The Miami District Office of the Equal Employment Opportunity Commission has jurisdiction over charges of discrimination filed in the state of Florida. Trials are conducted in the federal district courts of the state.

Students will work with attorneys in the litigation unit. Duties include: Assisting in the timely and effective progress of cases on the trial docket through successive stages of litigation. Specifically students will: contact claimants and witnesses for interviews; draft written discovery, and draft substantive and discovery motions. Students will also have the opportunity to attend depositions and conferences with representatives of employers, labor unions and their attorneys, concerning the prosecution and settlement of civil litigation. In addition, the students may assist in

final trial preparation including the drafting of trial briefs, pretrial stipulations, attending court hearings, preparation of witnesses for trial, and, in some instances, attending actual trials.

Students will also learn and have involvement in the administrative process. Students will provide advice and guidance to investigators, through their supervisors, on issues ranging from jurisdiction to requests for information to substantive law. Students will also review charge files for the purpose of recommending whether the Commission will find reasonable cause and recommending whether we will enforce through litigation. Finally students will have the opportunity to observe and assist in the in-take of charges and on-site investigations of a workplace.

Attorneys with experience in employment litigation are in high demand in South Florida and this internship provides students interested in employment law an unparalleled opportunity to gain exposure to this fast growing field. This is also an excellent opportunity for students to learn more about the intricacies of Federal civil court practice. Finally, because of the relatively small size of the program, interns will receive a lot of mentoring and individual attention.

Students must work at least sixteen (16) hours per week. A confidentiality statement must be signed upon being approved for placement in the Placement Program.

A resume, writing sample, and transcript should be submitted along with the Clinical Program Registration Form to the Clinical Placement Office. In light of anticipated space limitations, an interview is required.

ORGANIZATION: **Family Reunification Legal Office**
Dade County Juvenile Justice Department
3300 N.W. 27th Avenue
Miami, Florida 33142

The Dade County Juvenile Justice System is divided into two divisions; Delinquency and Dependency. Both divisions are housed in the Juvenile Justice Center located at 3300 N.W. 27th Avenue, Miami. The Juvenile Justice Center is home to several governmental agencies as well as the Justice Section of the Family Division for the Eleventh Judicial Circuit Court. The Delinquency division is represented by the offices of the State Attorney and Public Defender. The Dependency division is represented by the Department of Children and Families, the Guardian Ad Litem Program and the Family Reunification Legal Office.

Dependency proceedings are civil in nature and deal with minor children who are allegedly abused, neglected and/or abandoned by their parents. Delinquency proceedings are criminal in nature and deal with minor children who commit a criminal act.

The Family Reunification Legal Offices was established by Dade County in 1989 as a "quasi" public defender office to represent indigent parents who have children allegedly dependent on the State of Florida due to abuse, neglect or abandonment. The program presently consists of one senior staff attorney, three staff attorneys, three paralegals, and a program administrator and support staff. We are anticipating continued growth in order to address the needs of the dependency system.

The responsibilities of the attorneys as well as the certified legal interns (CLI) include extensive litigation throughout all aspects of dependency proceedings from the intake level up to termination of parental rights. CLI's will experience first-hand: case management, client counseling, procedural and substantive legal matters concerning the "Juvenile Justice Act" as well as constitutional matters. CLI's will be supervised but will retain their own caseloads and have a large degree of independence and responsibility. Please note that the Family Reunification Program, notwithstanding the small staff, gives preference to students with clinical experience in hiring for permanent positions.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: Florida Department of Transportation
1000 N.W. 111th Avenue, Room 6207
Miami, Florida 33172

District Six of the Florida Department of Transportation has a legal staff comprised of one General Counsel, and five (5) attorneys. This district is responsible for the construction and maintenance of state roads in Dade and Monroe counties.

The Office of the General Counsel has two divisions: Legal Operations and Eminent Domain. The Legal Operations division is mostly transactional in nature. This division handles all of the legal matters in the district except Eminent Domain. Only the General Counsel and one Senior Assistant General Counsel manage the Legal Operations matters. The Eminent Domain division has four attorneys. The interns will work closely with the Eminent Domain division and assist the attorneys with motion practice, court appearances and all other related matters.

The interns will research legal issues and draft memoranda; draft motions and orders of taking; attend hearings on motions; assist trial attorneys in depositions and discovery. All of these duties will be supervised by senior attorneys.

This district maintains an up-to-date law library and has all the resources necessary to support its aggressive litigation schedule. The Florida Department of Transportation is in a position to accept two part-time law students as clinical interns.

Applicants should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: Florida Immigrant Advocacy Center
3000 Biscayne Boulevard, Suite 400
Miami, Florida 33137

The Florida Immigrant Advocacy Center, Inc. ("FIAC") is a nonprofit organization formed in January 1996, dedicated to protecting and promoting the basic human rights of immigrants of all nationalities. FIAC's direct service unit provides wide ranging representation to clients with cases

pending before the immigration courts and the Immigration and Naturalization Service. FIAC's impact advocacy unit identifies broad patterns of abuse and litigates or otherwise challenges policies adversely affecting immigrants.

Law students placed in FIAC's direct service unit would assist in all phases of client representation. The students would interview clients, identify and analyze legal issues, research case law, complete immigration applications, compile documentation in support of the immigration applications, draft motions, affidavits, and briefs, assist in the preparation of cases for court, and represent clients in immigration court or before the Immigration and Naturalization Service.

Law students placed in FIAC's impact advocacy unit would assist the staff attorneys with ongoing projects involving patterns of abuse. The students would research and analyze legal issues and draft memoranda of law, interview clients and prepare affidavits documenting abuse, and compile other documentation in support of litigation, reports and advocacy projects.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: Florida Justice Institute, Inc.
200 S. Biscayne Boulevard
2870 First Union Financial Center
Miami, Florida 33131

The Florida Justice Institute is a private, non-profit, public interest law organization which was formed in 1978 by leaders of the private bar to improve the administration of justice; encourage better representation of citizens' interests; and to increase the ability of citizens to resolve disputes quickly and inexpensively. The Institute is engaged in various projects to accomplish its goals.

The Institute is presently involved in litigation representing institutionalized persons (jails and prisons), class actions for poor people, housing discrimination, and general civil rights and civil liberties cases. The Institute also directs a Volunteer Lawyer's Project for the U.S. District Court for the Southern District of Florida. Ninety percent of the Institute's litigation is brought pursuant to 42 U.S.C. Sec. 1983 in federal court.

Law student interns are primarily engaged in case preparation and investigation, discovery, legal research and writing. Interns are closely supervised and trained by the Institute's four attorneys. Other projects the Institute has engaged in include starting and directing the National Interest on Lawyer Trust Accounts Clearinghouse, writing and publishing of the Older Floridians Handbook: Laws Affecting Older Floridians, a study of indigent criminal defense services, and directing the pro bono efforts of volunteer lawyers for the Dade County Bar Association.

The Florida Justice Institute participates in the College Work Study program. Application for work-study should be made at the same time as the program placement application.

In view of anticipated space limitations admittance will require a resume along with the Clinical Program Registration Form be submitted to the Clinical Placement Coordinator. Interviews will be required

ORGANIZATION: **Guardian Ad Litem Program**
3300 N.W. 27th Avenue North Annex
Miami, Florida 33142

The 11th Judicial Circuit Guardian Ad Litem Program (GAL) located in Juvenile Court, was established in 1980 by Juvenile Court Judges seeking additional investigation and input on cases from independent advocates for abused, neglected and abandoned children by way of assigning trained, certified and supervised Guardians Ad Litem. Currently there are 450 court appointed lay volunteers and 200 lawyers who assist GALs in representing children in Dependency proceedings.

Certified Legal Interns will be assigned to one or more of six staff attorneys, who have caseloads of up to 180 cases with GALs appointed, and require legal representation to effect some needed change or legal action on behalf of the child.

Students can expect to draft and argue motions, participate in trial preparation and litigation in conjunction with the Department of Children & Families and/or GAL Pro Bono Attorneys, draft Case Plans, conduct case review and follow-up, attend mediation and depositions, assist with appeals, and provide legal research. Students will have an opportunity to work directly with other attorneys, counselors and GALs and gain hands-on experience in the Dependency process.

All interns are required to attend a legal training, which may be a “Lawyers for Children of America” 8 hour training, or an in-house legal training given by a lawyer supervisor. Students are also encouraged to attend sessions for the Guardian Ad Litem certification training and other legal training.

Because of the relatively small size of the office, and the small number of students accepted each semester, the interns in this program are given tremendous responsibility, and students who complete the internship will have an intimate knowledge of all aspects of the juvenile justice system.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. An interview will be required.

ORGANIZATION: **Internal Revenue Service, Estate & Gift Tax Group**
7850 S.W. 6th Court
Room 345
Plantation, Florida 33324

The Estate and Gift Tax Section, Internal Revenue Service, South Florida District, is responsible for the examination of all estate and gift tax returns filed under the jurisdiction of the South Florida District Office. There are currently twenty estate tax attorneys performing examinations in four locations (Sunrise, Miami, West Palm Beach and Sarasota). These attorneys are responsible for identifying legal and valuation issues, and conducting field audits.

Interns will be given assignments, which include performing legal research, writing legal opinions on a wide variety of estate and gift tax issues, assisting attorneys during field

examinations, probate court research, and determining whether the Federal Estate Tax Lien should be discharged. Since estate tax attorneys do not represent the IRS if litigation is necessary, courtroom experience will not be a part of the intern's work experience. However, the group does work closely with our local Office of District Counsel, and the intern may assist in the preparation of eventual litigating positions.

The intern will have extensive contact with law firms, accounting firms, and banks specializing in the area of trust and estate law. They will also become an integral part of local IRS estate tax operations, handling a variety of practitioner inquiries over the telephone.

Students will work under the guidance of a Supervisory Attorney, as well as receiving specific research assignments directly from a number of senior estate tax attorneys. Students are included in staff meetings, and may participate in the development of legal positions in areas where the law is new and there is limited precedence.

Our objective is to give the student intern as broad an experience as possible in the estate and gift tax area. The only prerequisite is that the student have a genuine interest in the area of estate and gift tax taxation. Many of our interns have pursued graduate tax degrees after participating in the program. Only two positions are available each semester, one in Sunrise and the other in West Palm Beach. Candidates must submit a resume to the Clinical Placement Office. Interviews may be required. The IRS also has additional security clearance forms the candidate must complete before starting as a student intern.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office. Interviews may be required.

ORGANIZATION:	Internal Revenue Service Federal Office Building 51 S.W. 1st Avenue, Room 1114 Miami, Florida 33130
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The Office of District Counsel, Internal Revenue Service, Department of Treasury, provides legal counsel to the IRS South Florida District, and represents the Commissioner of Internal Revenue in civil tax litigation in the U.S. Tax Court. The office also has a group of attorneys who have been appointed Special Assistant United States Attorneys to represent the IRS in U.S. Bankruptcy Court for the Southern District of Florida.

Law student interns will be given case assignments which include such things as: performing legal research and rendering written legal opinions on a variety of tax or evidentiary issues to agents and managers in the IRS district office, writing defense letters to the Department of Justice in tax refund cases or collection-related actions where the United States and/or its employees are defendants, assisting staff attorneys in trial preparation work in Tax Court cases, handling bankruptcy cases, reviewing offers in compromise, working on criminal tax or asset forfeiture cases, or rendering legal assistance to agents on a walk-in basis.

The objective is to give the law student intern as broad an experience as possible. The only prerequisite is that the student have an interest in the field of federal taxation.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Legal Aid Society of Dade Bar Association**
111 N.W. 1st Avenue
Miami, Florida 33128

The Legal Aid Society provides students interested in practicing family law an excellent opportunity to handle family law matters such as dissolution of marriage, custody, support, paternity, guardianship and other matters that may arise out of the aforementioned. The office also handles domestic violence permanent Injunctions and students may represent clients in Court through its domestic violence clinics.

Students gain valuable experience in the field of family law, as well as insight into the general workings of civil practice. They are trained under the guidance of one of the attorneys on staff in the office and are given many responsibilities from their first day in the office. Students will interview clients, draft pleadings and memoranda, and appear in court on behalf of clients. Generally students only represents clients at uncontested divorce hearings.

Students will find that working in a small office will enable them to have a much closer working relationship with the attorneys and support staff, thereby enabling them to get a better understanding of the procedures used in the office and court system.

They will also find that this office is quite willing to give the student much greater responsibilities if the student is found to merit such. College Work Study funds may be available from time to time.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Legal Aid Society of Palm Beach County**
423 Fern Street, Suite 200
West Palm Beach, Florida 33401

The Legal Aid Society of Palm Beach County, Inc. is dedicated to ensuring equal access to the judicial system to the disadvantaged children, families, and individuals residing in Palm Beach County. Legal Aid's emphasis is on representing victims of domestic violence, abused and exploited elders, emotionally, physically, and educationally impaired children, homeless families, immigrants, and HIV infected individuals.

Students are able to choose in which one of Legal Aid's nine (9) projects they wish to fulfill their internship: Legal Aid's Family Law Project, Project Permanent Placement, Juvenile Advocacy Project, Elderlaw Project, Public Guardianship Project, Domestic Violence Project, Immigration Advocacy Project, Families-in-Transition (Homeless) Project and HIV/Aids Legal Project. Each student is provided an experienced attorney supervisor who will guide him/her in all

aspects of legal practice. Students will interview clients, research legal issues, draft pleadings, memoranda and other relevant legal documents, assist his/her attorney supervisor with trial preparation and appear in court and before administrative bodies on behalf of clients.

The majority of Legal Aid attorneys have participated in a clinical experience prior to being hired and strong preference is given to individuals who have a positive internship with the program.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Legal Services of Greater Miami, Inc.**
3000 Biscayne Boulevard, Suite 500
Miami, Florida 33137

Legal Services of Greater Miami, Inc. represents poverty clients in a range of civil matters. Covering Dade and Monroe counties from three regional and five outreach offices, Legal Services attorneys presently practice in the areas of housing, health, welfare, food stamps, Social Security, consumer, family/juvenile, community economic development, and education. Attorneys practicing in each area represent clients and conduct community education.

This clinic provides an opportunity for third-year law students to become familiar with Florida courts. Legal Services has cases pending in the county courts, circuit courts, district courts of appeal, and the federal courts. Students in the program may work in any of these forums. Although the program has cases at all levels of the federal court system, federal work is done on a clerkship model that does not include entering an appearance in court. The civil placement student will get a wide variety of experience. This includes client interviewing, drafting pleadings, motion practice, discovery, negotiations, non-jury and jury trials.

Students working in either the public benefits, community economic development, housing/consumer, or family/juvenile areas will carry a caseload under the supervision of an experienced attorney. Students will draft pleadings and memoranda, develop facts, and have the opportunity to appear in court or before administrative tribunals. Students working in the Florida Keys office will have the additional benefit of working on family law cases.

Several benefits flow to students from this program not the least of which is that participants in the clinic learn a great deal about the technical aspects of civil practice in and out of court. This clinic provides a good opportunity for experience in the civil area which is not available to students elsewhere.

Students considering participating in this clinic should also consider that Legal Services of Greater Miami, Inc. in hiring new attorneys, has a strong preference for those with clinical experience, particularly experience with its office.

Students are not required to put in a number of hours in excess of the minimum of sixteen (16) designated by the Law School. Generally, interns do put in more than the minimum without any specific urging on our part. Work Study grants are NOT accepted.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Miami-Dade Police Legal Bureau**
9105 N.W. 25th Street
Miami, Florida 33172

The Miami-Dade Police Department is the largest police department in the southeastern United States employing 2,900 sworn officers and 1,220 civilians. The Department's Police Legal Bureau employs nine attorneys who provide legal counsel to the Director and all departmental elements. Legal Advisors also write Legal Notes and Legal Bulletins to keep officers current in the law, teach officers at the Department's Training Bureau, and maintain liaison with the County Attorney, State Attorney, and legal representatives of county and state agencies. Additionally, legal advisors represent the Department in state and federal forfeiture cases.

Students interning with the Department's Police Legal Bureau will be exposed to many areas of the law which impact on the daily operations of a police department: Criminal law, civil liability, family law, forfeiture law, employment law, labor law, and the public records law. Students may expect to assist the legal advisors in providing legal advice to the police officers, authoring Legal Notes and Legal Bulletins, teaching, attending meetings, and handling forfeiture cases and appeals.

Students must provide a resume and a writing sample along with the Clinical Program Registration Form to the Clinical Placement Office. A background check will be required but is completed after the student begins the internship.

ORGANIZATION: **NASD Regulation Inc. – Office of Dispute Resolution**
5200 Town Center Circle
Tower 1, Suite 400
Boca Raton, FL 33486

The National Association of Securities Dealers Regulation (NASDR), Inc. is a not-for-profit self-regulatory organization formed in 1939. The NASDR is a subsidiary corporation created in 1996 pursuant to the recommendations of the Rudman Commission Task Force. The Nasdaq Stock Market was also spun off from the NASD in 1996 pursuant to the Rudman Report and is responsible for operating the Nasdaq Stock Market. The NASDR is responsible for reviewing all examination reports submitted by NASDR examiners, investigating complaints against members and brokers, conducting disciplinary proceedings, licensing of members and brokers, and numerous other functions including operating an arbitration and mediation department as an alternative dispute resolution forum. The NASDR, including the Office of Dispute Resolution, is overseen by the U.S. Securities and Exchange Commission and the arbitration process is governed by Title 9 U.S.C. Sections 1-14 as well as Florida Statutes Chapter 682.

The internship offered to law students is administered under the auspices of the NASDR's Southwestern Regional Office of Dispute Resolution. The Office of Dispute Resolution (formally known as the Arbitration Department) has been in operation since 1968 and has grown from a few

hundred cases to almost six thousand cases nationwide. The NASDR handles approximately 80% of all securities arbitrations in America. The Boca Raton office administers arbitrations for the states of Florida North Carolina and Georgia as well as hearing locations in New Orleans, Memphis, and Little Rock and currently has almost nine hundred pending cases.

Interns work under the supervision of the Office of Dispute Resolution's five Staff Attorneys/Arbitration Administrators. The nature of the work performed by the interns consists, in part, of: regular telephone contact with parties to arbitrations, their counsel and arbitrators; drafting correspondence and awards as instructed by the Staff Attorneys/Arbitration Administrators; analyzing certain types of motions and providing recommendations to the Staff Attorneys regarding rulings on those motions; analyzing challenges to arbitrators and providing recommendations to the Staff Attorneys regarding whether the challenges should be granted; assisting the Legal Assistants in scheduling hearings and selecting arbitrators by evaluating the arbitrator's experience to determine if he would be appropriate for a particular case or to serve as Chairman of the panel; at least one legal research project; and otherwise assisting the Staff Attorneys/Arbitration Administrators.

In addition, interns are allowed to sit in on some arbitrations to observe the process and are permitted to attend the arbitrator training seminars given periodically by the Arbitration Department. The interns also have access to the office library and training materials. The internship program has been successfully implemented in the NASDR's other regional arbitration offices in New York, Chicago and San Francisco with numerous other law schools. Students can expect to acquire an in-depth knowledge of securities arbitration which is the primary medium of dispute resolution in the securities industry today. Additionally, the mediation program is expected to become an increasingly important vehicle in securities dispute resolution in the very near future.

In light of the nature of the work performed, the NASDR requires that interns have completed at least one year of law school by the time they are to start the internship, undergo an in-person interview and complete a pre-employment application and drug test. The approval process takes approximately one month to complete. The NASDR is an equal employment opportunity employer which strongly supports diversity throughout the workplace.

ORGANIZATION: **Office of Financial Regulations
(Comptroller's Office, State of Florida)**
401 N.W. 2nd Avenue, Suite N-708
Miami, Florida 33128

The Office of the Comptroller in the State of Florida is a cabinet position. In addition to serving as the Chief Fiscal Officer of Florida, the Comptroller is also the head of the Department of Banking and Finance. Included in the Department is the Division of Securities and Investor Protection, Banking, Finance, Money Transmitters, etc.

The positions available for Legal Interns in this locale are in the South Florida Regional Office located in downtown Miami. The Comptroller's Office administers a significant number of Florida Statutes and the principal area of practice is Administrative Law. This includes the preparation of Administrative Actions primarily in the areas of Securities and Mortgage Brokers.

Students are certified as Legal Interns and can expect to draft Administrative Complaints, prepare matters for hearings and, if time permits, present cases at formal or informal hearings. Other duties would include the preparation of legal opinions, legal research, preparing discovery, attending depositions, and preparing settlements.

After graduation, Legal Interns may apply for Assistant General Counsel positions, if available, and those demonstrating superior skills have been hired in the past.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Palm Beach County Attorney's Office**
301 North Olive Avenue, Suite 601
West Palm Beach, Florida 33401

Geographically the largest county in State of Florida, Palm Beach County's rapidly increasing population presents daily challenges in nearly every facet of the law. The Palm Beach County Attorney's Office has 24 attorneys, 5 legal assistants, and 22 support staff working under the direction and leadership of County Attorney Denise Dytrych. The County Attorney's Office provides representation to Palm Beach County in all areas of civil practice and code enforcement. The office is located in downtown West Palm Beach, across the street from the new State/County courthouse, and a few blocks from the Federal courthouse. The County Attorney's Office actively practices before both State and Federal trial and appellate courts, as well as numerous administrative bodies.

The Palm Beach County Attorney's Intern Program includes students from Nova University and the University of Miami, and has hosted students from Stetson University, the University of Florida, Florida State University, St. Thomas University, and even the University of Maine. After interviews and consultations, students are selected and assigned to work with a Supervising Attorney in various areas of practice within the office. Substantive areas in which an intern might work include land use, zoning, real estate development and acquisition, environmental, airport, tort, eminent domain, commercial, contract negotiation and drafting, bond financing, litigation, section 1983 litigation, personnel, labor, workers compensation, and appellate practice. Certified interns will be assigned within the office based upon the needs of the office and the interest of the students.

In view of anticipated space limitations, internships are limited to law students who have completed their second year and a resume and interview are required.

ORGANIZATION: **Public Defender's Office- Broward County**
Broward County Courthouse
201 S.E. 6th Street
Ft. Lauderdale, Florida 33301

The Office of the Broward County Public Defender provides representation for indigent persons charged in criminal felony, misdemeanor and juvenile proceedings. Broward County, the Seventeenth Judicial Circuit, encompasses an area with a population of over one million and is one of the fastest growing counties in the country. Students can expect to learn and become involved in every aspect of the criminal defense law practice by participating in our program.

Throughout the semester students can expect to be taught how to properly represent clients with juvenile, misdemeanor and in some cases felony charges.

For the first week, interns will meet with their supervisor on a regular basis for orientation and training sessions. These sessions are designed to explain how the Public Defender's Office and the judicial system interact. After the first week, training sessions will continue one day per week for approximately one hour each session, to discuss such areas as pretrial motions, discovery, depositions, speedy trial, plea negotiations and many other topics including each aspect of a criminal trial.

By the second week of the internship, the students can expect to be assigned to either the juvenile or misdemeanor division. Depending on how rapidly they learn and become comfortable, the students can expect to be assigned cases to handle from start to finish. This should not alarm any student; they are well supervised and can easily handle this load.

As students become confident and knowledgeable they will have the flexibility of being assigned additional responsibilities and cases at their request. This can include working with experienced lawyers on felony cases. Students are expected to be and are treated as practicing attorneys. The cases assigned are their responsibility from beginning to end. Students can expect to be proficient in criminal law procedures by the end of the internship which is certainly an advantage upon graduation.

In addition to the above, each certified intern will participate in magistrate and/or Baker Act hearings, as well as, assist the division felony attorneys with felony arraignments in order to completely round out their experience with our office.

It has been our experience with attorneys that have interned in our office, that the time in this program is well spent because the experience makes the transition into the Public Defender, State Attorney or private practice much easier. In addition, we give the utmost priority for employment purposes to those individuals who have completed our program. Statistically speaking, over 75% of the attorneys presently in our office have interned with us. Roughly 75% of new attorney openings are being filled with certified interns who have completed our program. College Work Study funds may be available from time to time.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Public Defender's Office- Dade County**
 1320 N.W. 14th Street
 Miami, Florida 33125

Emphasis will be placed on practice at both the trial and pretrial levels. Students will undergo an intensive orientation and training course at the outset of the program; the instruction, consisting of live lectures, videotape presentations, and in court observation, is designed to familiarize the students with the defense of cases in Florida's criminal justice system. This training course will be supplemented by regular training sessions given throughout the program on a wide variety of subjects.

Students will be assigned to teams of trial lawyers in one of the office's divisions: felony division, juvenile division, misdemeanor and traffic division and mental health division.

After receiving their assignments, students will participate in all phases of criminal defense work, including first appearance hearings, arraignment calendars, discovery and trial preparation, plea negotiations, pre-trial motions and trials. Students are given considerable opportunity to actively participate in trials, and are encouraged (and expected) to do so.

The rate at which students increase their level of responsibility will depend on how quickly they demonstrate the expertise to handle specific job assignments (i.e. depositions, pretrial motions and in-court presentation). Students have found it necessary to average 20 to 25 hours per week to satisfy their professional responsibilities and to realize the full benefits of the program.

This office takes pride in the quality of our intern program and in the interns that have participated in our program. As such, our office has frequently looked to our intern program for potential employment candidates. Many of the attorneys presently on our staff are "graduates" of our intern program. Recent interns who have completed this internship have described their experience as "outstanding" and "excellent", and they feel that their litigation skills have been greatly enhanced as a result of the internship. In addition, even though the PD's office is fairly large, students have the opportunity to work closely with their individual supervisors and usually receive substantial mentoring.

The Public Defender's Office accepts students enrolled in the Placement Program; as well as second-year students, with College Work-Study awards.

Editorial Note: We are advised by the Public Defender's Office that students should plan their class schedules in a manner that will optimize the time they spend in the placement. This will result in more rewarding work assignments. The suggested schedules follow:

- A. Juvenile Division - The school schedule should permit students to be in the office three or more full mornings each week.
- B. Misdemeanor and Traffic Division - The school schedule should permit students to be in the office three or more full mornings per week. They should also understand that jury trials can and will carry over into the afternoons.

- C. Felony Division - It is nearly impossible to suggest an optimal schedule for this division because activities take place both in the morning and afternoon. A choice of full mornings and afternoons will give students maximum flexibility.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Public Defender's Office- Federal**
150 West Flagler, Suite 1500
Miami, Florida 33130

In the office of the Federal Public Defender every effort will be made to ensure that legal interns receive the broadest possible exposure to federal criminal defense practice. However, while students have participated by assisting counsel in the courtroom, they are not permitted to practice under supervision as they would in the state criminal defense placement. When the time spent in trial and various proceedings such as bond hearings, preliminary hearings, competency hearings, evidentiary hearings on motions to suppress, and the like, is taken into account, an intern can expect wide exposure to in-court proceedings. There will also be exposure to appellate practice and procedure before the Eleventh Circuit Court of Appeals, preparation of briefs and other pleadings for that Court, and matters before the United States Supreme Court.

Students will be active participants in all other areas of the work of the Federal Public Defender's Office including exposure to the interviewing of clients both at local jails and in the office, investigation and preparation for trial, and legal research. Personalized attention is devoted to the law students by the entire staff.

The Federal Public Defender is eager to work with interns from the University of Miami and will accommodate any class schedule that a qualified intern must adhere to. Obviously, it would be in the intern's best interest to have the school schedule either in afternoon or morning blocks of time so that the intern's work does not conflict with his or her class schedule. It is suggested that students in this placement will participate 16-20 hours per week. Except in unusual circumstances, scheduling of this time will be flexible.

Candidates should submit a resume and a writing sample along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **Public Defender's Office - Palm Beach County**
Criminal Justice Building
421 3rd Street
West Palm Beach Florida 33401

The Palm Beach County Public Defender's office, which now serves a county with a one million plus population, located in West Palm Beach, is one of twenty state-funded offices established in 1963 after Gideon v. Wainwright for the representation of indigent persons charged with criminal law violations. The office's practice consists of criminal defense litigation at the trial

and appellate levels involving juvenile, misdemeanors, felony and capital felony offenses. Cases are assigned to the office by the courts which determine indigence and appoint the Public Defender.

The orientation period for students participating in the clinical program includes: workshops, office tours; jail tours; videos, and in-house speakers. The orientation program is coordinated by a full-time training director.

The office is equipped with a fully automated computer network system with access to the court system (clerk's office). Students are trained in these areas during internship. Students are given individual supervision and monitored by their mentor attorney. Assistance is always available by the support staff. Legal interns are assigned to and rotate between the County Court, Felony Trial Divisions, Juvenile and Capital Crimes Divisions. Certified Legal Interns also assist in trial preparation which include depositions, first appearance hearings, arraignment calendars, witness and client interviews. Interns sit with their assigned attorney during trial. The intern will assist in the trial itself. Consideration is also given to legal interns who request placement in the Appellate Division. There, they will be engaged in research and writing to develop those specific skills.

Our summer program receives applications from students attending law schools within the State, as well as outside of Florida, requesting placement in our nationally recognized Summer Associates Program. Our International Internship Program has included participants from the former Soviet Union, England, Germany, and South America. The International Internship Program was originally instituted in 1989 to enhance the opportunities for law students worldwide to experience and learn just how the Public Defender's Office functions while taking an active part in the American system of justice.

Students who placed in our agency are given priority consideration for permanent positions. Students' performances are evaluated by the training director from observation and with feedback from attorney mentors.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **School Board Attorney's Office – Miami-Dade County**
The School Board of Miami-Dade County, Florida
1450 N.E. 2nd Avenue, Suite 400
Miami, Florida 33132

The School Board Attorney's Office handles the legal matters for The School Board of Miami-Dade County, Florida. The Dade County School Board is the fourth largest school district in the nation and the largest employer in Miami-Dade County. As such, student interns are exposed to a wide variety of legal issues and many cases of first impression dealing with educational law issues. The School Board Attorney's Office is a general civil practice firm with an in-house legal staff of eight attorneys.

The office deals with constitutional law issues, contract and construction litigation, environmental law, labor law as well as other aspects of governmental law. The case load comprises litigation and practice in federal, state and administrative forums.

Student interns will be encouraged to assume as much responsibility as they are capable of handling, including motion practice, non-instructional employee dismissal cases and student expulsion hearings. They will also assist in all aspects of trial work.

Students must be in the top twenty-five percent of their class and have excellent research and writing skills as well as computer skills and a working knowledge of Lexis or Westlaw.

All interested students are required to submit a resume, transcript, writing sample and two letters of recommendation from a professor or attorney. Selection is made by interview and consideration of all qualifications.

ORGANIZATION: **Securities and Exchange Commission**
801 Brickell Avenue, Suite 1800
Miami, Florida 33131

The Securities and Exchange Commission was established in 1934, as one of the leading agencies of the New Deal. The Commission's principal responsibilities are the administration and enforcement of the federal securities laws. The Commission regulates the nation's securities markets, stock brokers, investment companies and investment advisers and prescribes certain requirements, disclosure and otherwise, for companies that issue stock or other securities.

The Commission offers a broad range of opportunities for attorneys interested in litigation, investigation, corporate finance, regulation, and legislation. Indeed, the Commission is unusual among government agencies in that the Commission staff, rather than the Department of Justice, conducts all of its own civil litigation except for Supreme Court cases, which the staff handles in conjunction with the Solicitor General. Also, as an independent regulatory agency, the Commission deals directly with the Congress on legislative matters affecting the agency's programs. The Commission maintains a small but highly professional staff of attorneys, accountants, examiners, and financial analysts. The Miami office is a fast-paced office of over 70 attorneys that works on high profile cases.

The duties of the intern include on-line and manual legal research, drafting of legal memoranda, participation in investigation and general litigation support. The interns will usually have the opportunity to observe formal investigative hearings and on occasion certain administrative and district court proceedings. This internship provides an excellent opportunity for students, especially those with accounting background or previous experience working in the securities industry, to work on complex financial frauds.

Although historically the students in this placement have not had court room experience, the SEC is working on ways to change this so that the interns will have exposure to courtroom practice.

Applicants should submit a resume, writing sample, and a copy of their law school transcript. An interview is required. A background investigation of approximately four weeks will be conducted of all applicants prior to their being accepted for an internship. In addition, in accordance with the Commission's ethics rules, every intern will be required to complete a financial disclosure statement, and any proposed trading of securities during their internship must be disclosed and pre-approved by the Commission.

ORGANIZATION: **State Attorney's Office- Broward County**
Broward County Courthouse
201 S.E. 6th Street
Ft. Lauderdale, Florida 33301

Interns choosing the Broward State Attorney's Office will be assigned placement in the misdemeanor, juvenile, trial or domestic violence-misdemeanor division. Assignment, as much as possible, will be based upon the student's expressed interests.

A typical internship would include extensive "on-the-job" training in the areas of case preparation, discovery procedures, depositions, and jury and/or non-jury trial of cases. Supervision will be provided by a senior attorney-supervisor of intern programs and by a trial attorney who will work with the intern on a day-to-day basis.

Each student will be assigned a substantial number of cases to prepare and prosecute, subject to the requirements of the Integration Rule of The Florida Bar. In the past, Miami Law School students, with supervision, have been responsible for several weeks of trials by the end of their internships.

Additionally, there will be a structured orientation at the start of the internship, as well as biweekly meetings/training sessions to assist students as they progress in the office. A minimum commitment of eighteen (18) hours is expected with some flexibility available in scheduling. Most students find that they want to work substantially more hours than the required minimum.

All interns are subject to a criminal history background check once they are placed with the Broward State Attorney's Office. The pertinent personal data required for this background check must be forwarded to the Broward State Attorney's Office intern supervisor no later than two weeks prior to the scheduled start of the internship.

As job openings become available, consideration is given to former interns who have worked in the office. In fact, more than a dozen of former interns are presently employed in the Broward State Attorney's Office, and all can verify that their prior internship gave them an "inside track" at a job with the office. (Mitchell).

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **State Attorney's Office - Dade County**
 1350 N.W. 12th Avenue
 Miami, Florida 33136

Clinical Placement students at the State Attorney's Office can expect to be assigned to one of the following divisions in the office. To a great extent, your experience will depend on the number of hours you are available and how much flexibility you have with your schedule. Although minimum time requirements and recommended schedules for each division are listed as a guide for students, in order to facilitate training and to be available to try cases whenever they are set, you are encouraged to be available as many hours as possible. Even if you are only able to devote 20 hours to the internship, it would be helpful if your classes are scheduled in the evening.

1. Circuit Court - Juvenile Division:

Assignment to this division involves complete handling of both misdemeanor and felony crimes in a non-jury setting; Trials are set during the mornings in this Division; but are often heard in the afternoon. **Your school schedule should, therefore, allow you to be in our office at least 3 full mornings each week, however full days are best.**

2. County Court:

A. Crimes/DUI

This experience will involve the handling of a criminal traffic and a misdemeanor case load under the supervision of the County Court Division Chief. Trials are set during the mornings in this Division. **Jury trials, however, will carry over into the afternoons. Your school schedule should, ideally allow you to be in our office at least 2 full days each week. If this schedule is not possible, then a combination of mornings and afternoons would be best.**

B. Domestic Crimes:

The Domestic Violence Division of County Court is comprised of three courts of special jurisdiction. These 3 courts handle all misdemeanor battery, violation of injunction, assault and stalking charges in Dade County that occur between people who are married, separated, living together as a family, have children together or are related.

Practice in this division requires exceptional communication skills, as there is intense and substantial victim and witness contact. There is special emphasis on case investigation and preparation due to the nature of the crimes committed and the relationship between all parties involved. In addition to jury trials, Certified Legal Interns will be able to participate in bench trials, report calendars, probation violation hearings and motion practice. Interns must possess exceptional organizational and analytical skills. Ideal candidates are those who are sensitive to domestic violence issues.

Trial calendars are Mondays through Thursdays at 8:45 a.m. and 1:30 p.m. Probation violation hearings are held on Fridays. Ideal schedule should allow interns to work two consecutive days.

3. Circuit Court - Criminal Division:

This experience will involve research and assistance in trial preparation for one of the felony division level attorneys. While the student may sit as second counsel on most cases which go to trial, he/she may serve as lead counsel on certain cases designated by his/her supervising attorney.

Calendars are heard at 9:00 a.m. and trials can be heard in the late morning or in the afternoon on any day of the week. It is, therefore, not possible to recommend a schedule for students. **However, a combination of mornings and full afternoons is usually best. In order to be able to participate in trials as much as possible, it is also necessary that students assigned to the Felony Division have some flexibility in their scheduling.** Assignment to this division will not afford as much courtroom time as County Court or Juvenile, since trial weeks for the respective supervising attorneys are scheduled every three weeks. There will be more case preparation time in this division than in County Court or Juvenile.

4. Child Support Division:

The Child Support Division of the State Attorney's Office handles paternity, child support establishment and enforcement cases. Responsibilities for clinical interns will include preparing and making appearances at bench trials; researching family law issues; drafting motions; coordinating hearing dates with opposing counsel; calculating child support guidelines and arrears; reviewing discovery requests and responses; and helping the Assistant State Attorneys with case management.

Interns must work a minimum of 20 hours per week. **Cases are generally scheduled in the mornings; therefore, interns' schedules should permit them to work at least three (3) mornings per week.** The office is located in downtown Miami, where parking is limited and expensive. However, the building is easily accessed by Metrorail.

To some extent, the experience the students can expect to receive will depend upon the particular assignment. In general, however, the student will receive experience in the following areas:

- Investigation and filing of cases;
- Pre-trial procedures, including motion practice, discovery, depositions, legal research and trial preparation;
- Participation in the trial of a variety of cases

Students will receive orientation in the resources and functions of the State Attorney's Office and the other agencies involved in the criminal justice system. They will also receive training and/or training materials regarding professional responsibility and ethics, relations with victims and other witnesses, Judges, court personnel, police officers and the public, and in the practice and procedures of the various courts. There are periodic training sessions in the office for further instruction in case preparation, criminal law and trial practice. There will also be the opportunity for general discussion of daily problems and their solutions.

The experience gained through the Program is given considerable weight if a clinical program student applies for post-graduation employment with this office. However, even if a student does not eventually join one of the agencies involved in the criminal justice system, an

assignment in this office as a clinical student offers the unique opportunity to become familiar with the operation of the criminal justice system.

Applicants are subject to a criminal background check and clearance prior to acceptance. Therefore, it is necessary that the application provided by the Clinical Placement Office, be returned without delay to facilitate placement. Candidates should also submit a resume along with the application.

ORGANIZATION: **State Attorney's Office – Monroe County (Key West)**
530 Whitehead Street
Key West, Florida 33040

Interns placed in the Monroe County State Attorney's Office are assigned to our Misdemeanor or Juvenile Divisions. Interns are welcomed in any of our three offices: Key West, Marathon or Plantation Key.

The students will handle all phases of the criminal case, from filing considerations through jury trial. An experienced trial attorney will supervise and assist the intern.

Our goal for the intern is to experience the "real world" practice of law. We expect our interns to have a complete understanding of the entire Criminal Justice System upon their completion of the Intern Program. They will work personally with the victims of crimes, law enforcement personnel, defense attorneys and judges.

We have found over the years that the clinical internship program provides valuable experiences that often assist the intern in obtaining legal employment upon graduation in both the government and private sector.

All employees of the Monroe County State Attorney's Office are subject to a criminal background check and pre-employment drug testing. Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **State of Florida- Agency for Health Care Administration**
Office of the General Counsel
Region III
8355 NW 53rd Street
1st Floor
Miami, Florida 33166

Mission Statement: The Agency for Health Care Administration works to ensure that all Floridians have access to affordable, quality health services.

The office of the General Counsel of the Agency for Health Care Administration Region III specializes in health care and administrative law.

Areas of practice

1. Representation of the Agency for Health Care Administration before the Division of Administrative Hearings in proceedings related to denial of license, imposition of fines, rule challenge and injunctive relief of health care facilities such as nursing homes, hospitals, surgical centers, assistant living facilities and other health care facilities licensed by the Agency pursuant to Florida Statutes.

2. Provision of legal advice to the surveyors and supervisory staff involved in licensing surveys and complaint investigations including Moratoria of health care facilities.

Students interning with the Office of the General Counsel will have the opportunity to develop a variety of legal skill, including legal research, drafting pleadings and case preparation. Legal interns can expect to provide assistance and participate with senior counsel in litigation of formal and informal administrative hearings involving health care facilities

Candidates should submit a resume along with the clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **State of Florida- Office of District Legal Counsel**
401 N.W. 2nd Avenue, Suite N1014
Miami, Florida 33128

The Department of Children & Family Services is a department of the executive branch of the state of Florida established by law to execute the programs and policies adopted by the Legislature. As such, the impact on society of the Department's management of its service delivery system and operations is enormous, as is the Department's attendant responsibility and accountability to the public. The Legislature has empowered the Department with admission and purpose: to work in partnership with local communities to help people be self-sufficient and live in stable families and communities through the delivery of all family services offered by the state through the Department to its citizens. District 11, as the largest district of any department in the state of Florida, recognizes and accepts the challenge of meeting these tremendous responsibilities.

As a state agency, the District must adhere to state and federal laws and regulations, as well as departmental policies and operating procedures in the performance of its mission. Strict adherence to all applicable laws and regulations becomes an essential function of the Department. The Office of the District Legal Counsel (District Legal Department) provides counsel and legal representation to the various programs and offices within the Department. The District Legal Department promotes partnership between the community and the Department's programs and administration, and provides quality legal representation consistent with the Department's commitment to excellence. The District Legal Office has a tremendous success rate in court and administrative litigation.

In accordance with the commitment to excellence, the District Legal Office's staff works to provide representation to the Department and the community in an expedient and efficient manner. Total quality management is achieved through the implementation of strategic planning to process the enormous volume of issues presented in this community.

Students interning with the District Legal Office would perform legal research, draft pleadings and prepare cases for trial in the circuit court or before administrative law judges, as well as provide legal counsel to the following programs.

Adult Care Division: This Division includes the Developmental Services, Alcohol, Drug Abuse and Mental Health, and the Aging and Adult programs. Counsel for these programs analyzes the various statutes and regulations relating to these programs and advises the programs on eligibility, quality service provision and financial impact. Counsel for Aging and Adult works closely with the Adult Protective Investigators and participates in protective services and capacity hearings relating to the needs of the elderly.

Residential Care Division: This division includes the two state-owned facilities, Landmark Learning Center, for the developmentally-disabled and South Florida Evaluation and Treatment Center, the only accredited forensic treatment facility in the state of Florida. Counsel for this Division provides advice to the administration and staff and handles involuntary admission, treatment and placement hearing and orders.

Contracts and Leasing: This division is responsible for the preparation, negotiation, and review and management of the District's nearly three hundred contracts and 700,000 square feet of leased space. Counsel assists with the preparation of competitive bids and handles all bid protests. Counsel also provides representation and review of all contract compliance audit reports.

Economic Self-Sufficiency: Counsel for this program provides advice and support to the Public Assistance Centers on issues of welfare and Medicaid eligibility and services. Counsel regularly appears before the Office of Public Assistance Hearings and handles all appeals.

Foster Care/Day Care Licensing: Counsel for these programs interprets and enforces all applicable statutory and regulatory requirements for the licensure of foster care and day care facilities and homes. Counsel also provides representation to the Department's adoption and adoption after care units.

Labor relations/EEO: Counsel provides legal advice and representation relating to labor relations and employment, including the rules governing the state career service system and discrimination-related issues.

ORGANIZATION: **State of Florida – Miami-Dade County Department of Health**
Office of Chief Legal Counsel
1350 N.W. 14th Street
Miami, Florida 33125

The Legal Division of the Miami-Dade County Department of Health specializes in public health, administrative, environmental and contracts law.

Areas of practice include:

- 1.) Protecting the confidentiality of vital statistics records and other sensitive agency documents;

work. Such security clearances require approximately four months to complete after all forms have been submitted.

ORGANIZATION: U.S. Attorney's Office- Federal
99 N.E. 4th Street
Miami, Florida 33132

I. INTRODUCTION

The United States Attorney for the Southern District of Florida is the chief law enforcement officer for an area that encompasses South Florida from Vero-Beach to Key West. The United States Attorney is responsible for all litigation in the United States District Court in which the United States is a party. The office employs approximately 200 Assistant United States Attorneys. Students may be assigned to the Criminal, Appellate and Civil Divisions. Assignment of students is based on the needs of the office.

Students shall assist attorneys in all phases of federal court litigation, including but not limited to preparation of legal memorandum, appellate briefs and trial as well as pretrial motions. Students may also perform certain special projects related to the litigative functions of the office. In addition, students may act as a liaison between the United States Attorney's Office and the Clerk of the Court and various judges' chambers. The student may have the opportunity to attend oral depositions of witnesses, court hearings and observe at trial. All students will have access to the computerized legal research system: WESTLAW.

Students must work at least sixteen (16) hours per week in this placement. Additional participation is encouraged. Students are expected to complete the clinical hour requirement through out the semester and should plan, if accepted, for being at the office through the semester.

This is a Volunteer Program. However, credits for independent study can be arranged. Volunteers are students who work for experience. They do not receive credit hours or other remuneration.

The US Attorney's Office handles a wide variety of cases, not only criminal, and they make every attempt to place the intern in an area of law that interests them.

II. THE OFFICE

A. The Criminal Division

The Southern District of Florida has a varied and interesting caseload; similar to the Southern district of New York (Manhattan) and the Central district of California (Los Angeles): drug trafficking, money laundering, health care fraud, telemarketing fraud, firearms violations and armed career criminal violations. There is plenty of interesting work. The office also has an active and effective asset forfeiture division.

B. Civil Division

The Civil Division represents the government in a wide range of civil cases both in an affirmative and defensive posture. The students will be exposed to a wide variety of civil matters: tort, contract, civil rights, immigration, environmental enforcement and land condemnation. The student will assist in all phases of litigation, including preparation of motions and memorandum of law, development of trial strategy and attendance at hearings.

C. Appellate Division

The Appellate Division handles and supervises appeals in the United States Court of Appeals for the Eleventh Circuit in criminal and civil cases, although the majority of the cases being appeals from criminal convictions. The subject matter are interesting and often complex, some involving issues of first impression within the circuit.

III. DUTIES AND RESPONSIBILITIES

Students accepted into the program will be assigned to one of three divisions in the office: criminal, civil, or appellate. Students will be able to assist in the preparation of criminal and civil cases. Students will also have the opportunity to observe court proceedings. The students will perform a wide range of complex legal research functions and duties requiring the application of particular laws and precedents related to criminal, civil and appellate cases.

Examples of the duties the student is expected to perform are:

1. Assist attorneys in the preparation of appellate briefs to the Eleventh Circuit Court of Appeals.
2. Perform legal research for Assistant United States Attorneys to assist in the preparation of depositions, motions, responsive pleadings and Memoranda of law in support thereof.
3. Research public records, such as court files, and utilize numerous other methods and techniques necessary to determine and resolve factual and legal issues presented.
4. Summarize unpublished opinions for inclusion into the bank of briefs and memorandum of legal issues previously prepared by office personnel.
5. Assist attorneys, as appropriate, to prepare for court hearings, oral depositions of witnesses and trial.

The student is expected to be able to:

1. Research legal and factual issues and cases as directed by attorneys, to include: (1) researching and summarizing factual aspects of cases, analyzing reports, testimony, interviews, files; and (2) research for pleading, memoranda of law, trial briefs, appellate briefs, subpoenas, complaints, indictments, motion papers and responses to defense motions.
2. Identify and resolve relevant factual and legal issues.
3. Interpret, explain, and present, orally and in writing, relevant findings and conclusions using appropriate language, legal reasoning and organization of facts and ideas.

4. Identify relevant factual and legal issues; locate relevant constitutional, statutory and case authority.
5. Utilize computer equipment for computer assisted research and word processing capabilities.

Students interested in applying for an internship with the U.S. Attorney's Office must submit a resume, school transcript and writing sample to the Clinical Placement Office before announced deadline dates. Each student, must be cleared by an FBI background check before starting work. Such security clearances require approximately four months to complete after all forms have been submitted. In addition, interns must be United States citizens.

ORGANIZATION: U.S. Coast Guard Seventh District Legal Office
909 S.E. 1st Avenue
Miami, Florida 33131-3050

The District Legal Office has a staff of seven attorneys who provide legal advice in a variety of areas to the Commander of the Seventh Coast Guard District. The Seventh District includes Florida, South Carolina, Georgia and the Caribbean. The Coast Guard's activities primarily involve search and rescue, law enforcement, environmental protection.

Each student intern is assigned to work with one staff attorney on issues surrounding the Coast Guard's operations and policies, from marine safety to immigration, and narcotics smuggling to military justice matters. Students placed in the District Legal Office have an opportunity both to learn about the Coast Guard and to develop their research and writing skills. Some of the interns have chosen one project to focus on throughout the semester, drafting papers for circulation in the Coast Guard legal program and at the University of Miami.

Applicants should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: U.S. Customs Service, Office of the Associate Chief Counsel
909 S.E. 1st Avenue
Miami, Florida 33131

The Office of the Associate Chief Counsel serves as in-house counsel for the local offices of the United States Customs Service. In the South Florida Area the U.S. Customs Service has five primary operational entities. The largest clients are the Port Directors for Miami International Airport, Port Everglades, Dodge Island Seaport, West Palm Beach, Fort Pierce and Key West. These offices are responsible for the day to day operations of the Customs Service with which most citizens are familiar. The Ports employ the Customs Inspectors who examine passengers and cargo upon entry into the country, the Import Specialists who classify and value merchandise for duty and quota entry purposes, the entry control officers who are responsible for the entry of commercial shipments of merchandise and all supporting functions. The Special Agent in charge employs a large force of criminal investigators who enforce laws and regulations of the United States agencies. There is also an Office of Internal Affairs which is responsible for investigating

misconduct and employee integrity issues. There is also a Strategic Trade Center, one of five in the entire United States, which handles current issues and trade problems pertaining to several strategic commodities such as auto parts and industrial fasteners (bolts, etc. which hold airplanes, tractors, etc.). Finally, there is the Customs Management Center which is the administrative center serving the other entities and handles financial, logistics and employee relations matters. This office serves as counsel to these offices. Our work consists of the following major areas:

Administrative Hearings - This office serves as representative to Customs management in matters such as disciplinary actions before the Merit Systems Protection Board, defense of discrimination claims filed with the Equal Employment Opportunity Commission, unfair labor practice allegations filed by the National Treasury Union, and arbitration hearings invoked by employees to resolve their rights.

Litigation Support - By statute all criminal prosecutions against named defendants for violations of the laws and statutes of the United States and all law suits filed on behalf of, as well as against, government agencies are handled by the Office of the United States Attorney. Suits brought for damages property under the Federal Torts Claims Act, monetary damages for alleged illegal acts of Customs officer under the Bivens doctrine, prosecutions of criminal violators for smuggling, fraudulent entry of goods and merchandise and other violators of federal laws enforced by the Customs Service agents and inspectors must all be litigated in federal court by the U.S. Attorney. This office prepares litigation reports for the use of that office, assists in the preparation of motions and discovery, and sits as "second chair" at trial assisting with the litigation.

Law enforcement advice - As legal advisor to the Offices of Investigation, Internal Affairs and Field and Commercial Operations (customs inspectors and import specialists) we are often called upon to provide advice and assist with Title III wiretaps, review and approve covert undercover operations plans and strategies, prepare and review hold harmless agreements, personal assistance agreements and provide other law enforcement support.

Civil Fines and Penalties - The Offices of the Associate Chief Counsel is also responsible for the initiation of civil fines, penalties and forfeiture actions in the U.S. District Courts, Court of International Trade and Court of Claims. Again, this office assists the United States Attorney's Office and/or Department of Justice litigation attorneys in the assessment and litigation of these claims.

Legal advice - As in house counsel this office is responsible for providing legal advice regarding many diverse and unusual issues which do not readily fit into the above named general case categories. For example, our attorneys assist in the revocation of Customhouse Broker licenses when a broker is alleged to be involved in misconduct or cheating the importing public. We assist in the revocation of Customhouse Broker licenses when the broker is involved in misconduct or cheating the importing public. There are frequent questions about the release of information pursuant to the Privacy Act of 1974, the Freedom of Information act or subpoenaed testimony of Custom's officers.

The office staff is currently comprised of the Associate Chief Counsel, his Deputy, six staff attorneys and three clerical support persons. There are Assistant Chief Counsel offices in Tampa, Florida, Atlanta, Georgia, and San Juan, Puerto Rico who are under the supervisory control of the Associate Chief Counsel but who maintain separate case loads not usually reviewed by or assisted

by, this office. The advice given by any of the attorneys can, and often does, manifest itself in the newspaper headlines the next day. In this regard, we are often called upon by the Public Affairs Officers to help in responding to the media.

The student(s) who intern with this office would be performing legal research for all of the attorneys, would be assisting in drafting pleadings and motions, preparing and responding to discovery requests and assisting in case preparation. Student intern(s) will also have the opportunity to sit "second chair" and actively participate in any administrative case in which they have provided assistance. Also to the extent it is permitted by the Assistant U.S. Attorney and District Court judges, the intern will have the chance to participate in U.S. District Court litigation. The intern(s) will be supervised directly by the Deputy Associate Chief Counsel and will report directly to him for assignments.

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION:	U.S. Department of Housing and Urban Development Florida State Office, Southeast/ Caribbean 909 S.E. 1 st Avenue, Room 500 Miami, FL 33131-3028
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U.S. Department of Housing and Urban Development (HUD) is a cabinet level executive agency of the federal government. Headquartered in Washington, D.C., the agency operates offices throughout the country. There are four HUD offices within the state of Florida. In addition to the Florida State Office located in Miami, there are offices in Tampa, Jacksonville and Orlando. HUD is responsible for the implementation of federally funded housing and community development programs, as well as the implementation and enforcement of Federal fair housing laws. The HUD programs operated within the Florida State Office include the areas of community planning and development, public housing, multifamily housing and fair housing. The activities of the Office of Chief Counsel involves providing the full range of legal service to all program areas. The Chief Counsel's office activities include providing advice and guidance on the statutes and regulations affecting the agency's program operations, affirmative and defensive litigation resulting from the implementation of the agency's programs and operations, federal procurement, real estate transactions, contract and administrative law.

For more information on HUD programs and what's new at HUD, visit our home page on the World Wide Web at <http://www.hud.gov/>

Candidates should submit a resume along with the Clinical Program Registration Form to the Clinical Placement Office.

ORGANIZATION: **U.S. Trustee's Office**
51 S.W. 1st Avenue, Room 1204
Miami, Florida 33130

Students work under the supervision of attorneys on Chapter 7 and 11 bankruptcy cases. During the course of a case, the intern may:

- Attend and conduct initial meeting of creditors,
- Determine the appropriateness of a voluntary filing;
- Examine the fee applications filed by professionals;
- Monitor a Chapter 11 case by reviewing court files in order to determine appropriate action required in the case;
- Prepare motions and orders relating to the administration of the case and argue those motions in court

There are currently one to two openings for interns. In light of the nature of the work performed, the Office of the U.S. Trustee requires that interns undergo an in-person interview.

Applicants should submit a resume and school transcript to the Clinical Program Office. Interviews will be required. Each student must be cleared by a FBI background check before starting work. Such security clearances require approximately two months to complete after all forms have been submitted.