Abraham S. Ovadia Career Planning & Placement Office

Ana P. Bierman, Assistant Dean
Randee G. Breiter, Assistant Director
Jessica M. Ciminero, Assistant Director
1. Application process
   a. Timing: 1L students – December or January for summer positions.
   b. All applications should be mailed. Please do not email or call the chambers.
   c. Include cover letter, résumé, and a writing sample. You can submit your transcript once grades come in.
Why You Should Intern

• Learn about the day-to-day work of the judiciary.
• Help determine whether to apply for a judicial clerkship after graduation.
• Often internships can lead to clerkships.
Finding Court Addresses

1. Federal judges – The Ovadia CP&P Office staff maintains a list of addresses for the chambers of federal appellate and district court judges in Florida. You can search OSCAR [https://oscar.uscourts.gov/](https://oscar.uscourts.gov/) for addresses of judges in other circuits.

2. The federal court locator at [www.uscourts.gov](http://www.uscourts.gov) is also a source for addresses.

3. State courts - The Ovadia CP&P Office staff maintains a list of addresses for the chambers of district court of appeals judges in Miami-Dade and Broward counties. You can obtain links to the individual trial and district courts in Florida at [www.floridacourts.org](http://www.floridacourts.org). You can find state by state links to all state court systems at the national center for state courts at [www.ncsc.org](http://www.ncsc.org).
We Are Here To Help

• The Ovadia CP&P Office staff will help you with the application process. We will help you prepare your résumé, cover letter and select a writing sample.

• Advisers will help you develop a list of judges.

• Advisers are available to conduct mock interviews.

• We can help connect you with former FIU Law judicial interns to give you a first-hand view of the selection process.