

# Abraham S. Ovadia Career Planning & Placement Office

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# Judicial Internships

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/> 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.