

**NINETEENTH JUDICIAL CIRCUIT  
INTERNSHIP APPLICATION**

Please print:

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

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

What program/office would you like to intern for: \_\_\_\_\_

Why would you like to intern for this program/office? \_\_\_\_\_

How did you hear about this program/office? \_\_\_\_\_

School you currently attend: \_\_\_\_\_

City, State: \_\_\_\_\_ Grade/Level: \_\_\_\_\_

Course of study are you currently pursuing: \_\_\_\_\_

Dates you would like to intern: \_\_\_\_\_

In case of emergency please contact: \_\_\_\_\_

Relationship to Intern: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you ever worked as an intern before? If yes, please describe: \_\_\_\_\_

Do you have any relatives who live locally that are working for the courts? Please list:

Have you ever been convicted of or had a withhold of conviction for a Misdemeanor or a Felony? Yes ( ) No ( )

If yes, when and what charge? \_\_\_\_\_

Have you ever observed or had any experience with the court system? If so, please explain: \_\_\_\_\_

**References:**

Educational Reference

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Community Reference (The community reference should be over twenty-one years of age and should not be a relative.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**I hereby certify that the information set forth in the above application is true and correct to the best of my knowledge. I understand that a background check must be completed prior to becoming an intern and that completion of this application does not guarantee my becoming an intern with the 19<sup>th</sup> Judicial Circuit.**

Signature of Intern: \_\_\_\_\_

Signature of Parent/Guardian if Applicant is a Minor: \_\_\_\_\_

**Please do not write below this line**

For Court Administration Use Only:

	Date	Initials
Educational Reference Verified		
Community Reference Verified		
Background Check Completed		

Duration of Internship: \_\_\_\_\_

Comments: \_\_\_\_\_

Approve \_\_\_\_\_ Decline \_\_\_\_\_

Authorized by: \_\_\_\_\_

Patty Harris  
Trial Court Administrator

Letter Mailed to Intern: \_\_\_\_\_

Start Date: \_\_\_\_\_

Date IT Notified: \_\_\_\_\_

Date Court Administration Badge Issued: \_\_\_\_\_

Returned: \_\_\_\_\_