

Supreme Court of Florida

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January 15, 2020

Re: Chapter 11 – Rules Governing the Law School Practice Program –Certified
Legal Intern Program

In an effort to efficiently and timely process requests for certification of students to be a certified legal intern, we have updated the information we require to certify legal interns.

1. The first form is the university request for approval. The information on this form must be on your university's letterhead and the dean must sign the letter. If you would like to have this form in an electronic format, please e-mail a request to CLI@flcourts.org When stating the name of the supervising attorney, please include an e-mail address with their information so that we can send the certification letter to them via e-mail.
2. The second form is the student's application for certification.
3. The packet must include the Florida Board of Bar Examiners' clearance certificate. Please inform all students that receiving the Florida Board of Bar Examiners' clearance certificate does not mean they are certified legal interns. In order to be a certified legal intern, this Court must certify them.

If a student's supervisor changes, we need a letter from the dean requesting a change of supervisor. Please include an e-mail address for the supervisor.

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Also remember that students may be certified to work in state attorney offices, public defender offices, government offices, or legal aid offices. Federal offices are not eligible for this program.

We continue to look for ways to speed up the approval process for the certified legal intern program. With that in mind, we recently created an e-mail account that can be used for electronic submission of your certification requests. We ask when you send a request for multiple students, that you bookmark your submission by applicant. The e-mail account is CLI@flcourts.org. Your PDF file should not exceed 20 Mb.

We also would like to update our contact list with the names, title, phone number, and e-mail address of your staff members who are responsible for your certified legal intern programs. Please send your updated contacts to CLI@flcourts.org.

If you have any questions concerning the certified legal intern program, please do not hesitate to contact us at our new email address.