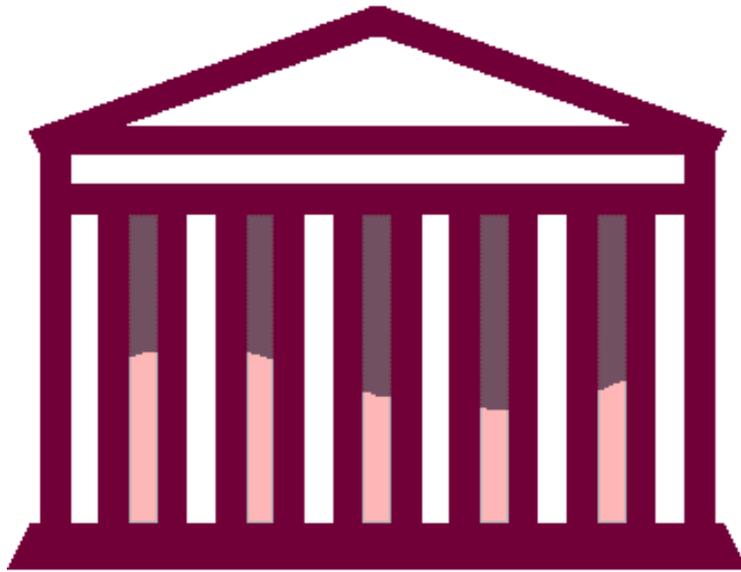


Administrative Office of The Courts



Internship Program

Administrative Office of the Courts

Justice Building
625 Marshall Street
Little Rock, Arkansas 72201
Telephone: (501) 682-9400
Facsimile: (501) 682-9410

Organizational Staff

Director	J. D. Gingerich
Deputy Director	John Stewart
Court Services Director	Larry Brady
Coordinator of Court Interpreter Services	Mara Simmons
Judicial Branch Education Director	Marty Sullivan
Public Information Officer	Karolyn Bond
Alternate Dispute Resolution Coordinator	Jennifer Jones Taylor
Court Appointed Special Advocate Coordinator	Julian Holloway
Staff Attorney – Civil and Criminal Division	Krystal Mann
Staff Attorney - Domestic Relations and Probate Division	Donna Gay
Staff Attorney - District Courts	Keith Caviness
Juvenile Court Programs Director	Connie Hickman Tanner
Court Information Services Director	Tim Holthoff
Supreme Court Librarian	Ava Hicks

The Administrative Office of the Courts

The Administrative Office of the Courts is a state agency within the judicial branch of government, operating under the direction of the Arkansas Supreme Court. The agency provides services to the court system, state and local government, and the public. Such services include training and continuing education for trial and appellate court judges, district court judges, court clerks, court reporters, trial court assistants, and law clerks. The Administrative Office of the Courts also provides a public education component to help educate students and private citizens about the court system.

Several attorneys provide ongoing legal assistance to all judges and local officials. Specific legal research requests are accepted and major policy proposals and research are completed on behalf of the Judicial Council, the Supreme Court, the Governor's office, and the General Assembly.

A staff of automation and records specialists collects data from all courts in the state. Data auditors regularly travel to all courthouses in the state in order to collect and confirm the reliability of data. This division is also responsible for the implementation of all court automation projects within the state.

The Alternate Dispute Resolution Commission is also part of the Administrative Office of the Courts. This Alternate Dispute Resolution Commission is responsible for the implementation of ADR programs, education, and the certification of ADR professionals.

Other divisions within the Administrative Offices of the Courts include the Court Appointed Special Advocates program, the publications division, and the state court interpreter/translator who is responsible for foreign language interpretation and services to the hearing and sight impaired for all courts in the state.

INTERNSHIP PROGRAMS

The internship program at the Administrative Office of the Courts is designed to provide opportunities for undergraduate and graduate students to experience a government sector workplace within the state judicial branch. Contact with judges and judicial branch employees and work in the development and application of law and policy will give interns the opportunity to gain “real world” experience. The specific internship experience will be designed in consultation with the student’s faculty advisors at the college/university. The Administrative Office of the Courts offers internships in the following areas: Court Appointed Special Advocates, Judicial Education, Legislative, Library, Court Information Services, and Research.

An application for internship is enclosed and should be submitted with a cover letter, resume, and two letters of recommendation.

Internship sessions are scheduled in accordance with the academic terms: spring, fall, and summer. Application submission deadlines are as follows:

Spring term	December 1
Fall term	August 1
Summer term	May 1

Candidates for internship programs will be selected on the basis of their academic standing, field of study, expressed interest and experience. The number of applicants and the types of internships requested will also impact the number of internships offered during any particular term. Prospective interns may be requested to participate in an interview with the internship sponsor at the Administrative Office of the Courts.

The number of hours required for participation in the internship program will be determined in consultation with your college/university. Credit hours may also be earned for participation in the internship program as determined by your college/university. Upon satisfactory completion of the internship program with the Administrative Office of the Courts, a stipend in the amount of \$750.00 will be awarded.

Judicial Education

The Judicial Education division of the Administrative Office of the Courts provides educational opportunities for trial and appellate court judges, district court judges, court clerks, court reporters, case coordinators, district court probation officers, and law clerks. Orientation programs for new judges are also a part of the ongoing education program.

Description: Under the supervision of the Judicial Branch Education Director, the intern will assist in working with the curriculum development committees, researching topics for future programs, developing marketing material for judicial education, writing grants, and working on the intern's particular project which will be provided by the Judicial Branch Education Director. In addition, interns may be able to attend conferences, workshops, and meetings.

Minimal Qualifications:

- ◆ Undergraduate students should have a minimum academic standing as a junior
- ◆ Excellent writing skills
- ◆ General knowledge of computers and familiarity with spreadsheet and word processing programs
- ◆ Knowledge of general concepts and principles involved in project assignments and in organizing and summarizing data and information and
- ◆ Principles and techniques of preparing a variety of effective written materials

Application Process: Complete the application enclosed and return with a current resume and two letters of recommendation to:

Marty E. Sullivan
Judicial Branch Education Director
Administrative Office of the Courts
625 Marshall Street
Little Rock, Arkansas 72201

ADMINISTRATIVE OFFICE OF THE COURTS

Justice Building
625 Marshall Street
Little Rock, Arkansas 72201
Telephone: (501) 682-9400
Facsimile: (501) 682-9410

Internship Application

Name: (Please Print) _____

First	Middle	Last
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Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-Mail Address: _____

Name of College/University: _____

Address of College/University: _____

School Faculty Contact: _____

Faculty Telephone Number: _____ E-Mail Address: _____

Major Area of Study: _____ Minor Area of Study: _____

Total Number of Hours Completed: _____ Current GPA: _____

Term of Internship: Spring Fall Summer Year: _____

Start Date: _____ End Date: _____

Days and Hours Available for Internship: _____

Will you be taking this internship for credit hours? Yes No

Computer Skills: _____

Given that an internship aims to be a mutually beneficial experience, I hope to gain/learn the following from my internship:

Signature: _____

Date: _____