Administrative Office
of
The Courts

Internship Programs

December 2015

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	Connie Hickman Tanner
Foreign Language Interpreter Coordinator	Mara Simmons
Judicial Branch Education Director	Marty Sullivan
Alternate Dispute Resolution Coordinator	Jennifer Jones Taylor
Court Appointed Special Advocate Coordinator	Mary Beth Luibel
Staff Attorney - Civil and Criminal Division	Krystal Mann
Staff Attorney - Domestic Relations and Probate Division	Donna Gay
Staff Attorney - District Courts	Keith Caviness
Court Information Services Director	Tim Holthoff
Supreme Court Librarian	Ava Hicks
Public Services Coordinator	Rod Miller

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 judges, court clerks, court reporters, case coordinators, 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 technology specialists receive data from all courts in the state, manage a centralized case management system, and are responsible for the implementation of all technology projects within the state.

The Alternate Dispute Resolution Commission is responsible for the implementation of ADR programs, education, and the certification of ADR professionals.

Other areas within the Administrative Office of the Courts which utilize the services of interns include the Court Appointed Special Advocates program, the Language Access Program, which is responsible for foreign language interpretation and services to the hearing and sight impaired for all courts in the state, and the Supreme Court Historical Society.

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, Historical Society 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 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 the applicant's college/university. Credit hours may also be earned for participation in the internship program as determined by the college/university. Upon satisfactory completion of the internship program a stipend in the amount of $1200.00 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 judges, court clerks, court reporters, case coordinators, 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 Coordinator, 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 Coordinator. 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 Sullivan
Judicial Branch Education Director
Administrative Office of the Courts
625 Marshall Street
Little Rock, Arkansas 72201

Court Appointed Special Advocate (CASA)

The Arkansas Court Appointed Special Advocacy (CASA) office is an arm of the Administrative Office of the Courts and is responsible for providing direction and assistance to local programs in the training and recruitment of volunteers to assist children who have been placed in foster care in the Arkansas Court System.

Description: Students from any discipline with an interest in children's issues are eligible to apply. A wide range of activities is available including the following:

1) Work with the state office and local programs to develop lesson plans for training local CASA volunteers;
2) Work as a legislative session aide to review daily bill filings for items which affect children, attend committee hearings and report on debates and notify local agencies about issues;
3) Work as a volunteer recruitment coordinator to research possible populations of volunteers and develop and implement recruitment strategies and/or;
4) Work with the CASA Director to plan and coordinate the annual CASA conference.

Minimal Qualifications:

- Undergraduate students should have a minimum academic standing as a junior
- Excellent writing and research skills
- Knowledge of general concepts and principles involved in project assignments and in organizing and summarizing data and information
- Principles and techniques of preparing a variety of effective written materials
- An interest in children's issues

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

Mary Beth Luibel
Court Appointed Special Advocate Director
Administrative Office of the Courts
625 Marshall Street
Little Rock, Arkansas 72201

Supreme Court Historical Society

The Supreme Court Historical Society, Inc. Is a non-profit organization implemented for the purpose of preserving and researching the history of the Arkansas state judicial system. The Society sponsors historical conferences, publishes a newsletter and journal articles, and prepares historical exhibits and displays for the Justice building.

Description: The intern will work with a member of the Society on historical research related to the court system, to prepare for educational conferences, or to develop historical exhibits.

Minimal Qualifications:

- Undergraduate students should have a minimum academic standing as a junior
- Research and writing skills
- Graduate students with a undergraduate degree in history and/or students with academic or practical experience in the development of museum quality exhibits and displays are particularly encouraged to apply.

Application Process: Complete the application and return with a resume and one letter of recommendation to:

Rod Miller
Public Services Coordinator
Supreme Court Library
625 Marshall Street
Little Rock, Arkansas 72201

Legislative

The Administrative Office of the Courts (AOC) acts as the official representative for the judicial branch to the executive and legislative branches of government. During the annual sessions of the Arkansas General Assembly, the office manages the legislative agenda of the Arkansas Supreme Court, the Arkansas Judicial Council, the Arkansas District Judges Council, and the District Clerks Association and monitors all legislative activity for reporting to judges and judicial branch employees. The legislative internship is available during the spring semester of odd numbered years.

Description: The intern will work under the direction of the AOC Director to attend and report on legislative hearings, provide research on issues before the General Assembly, and monitor bills affecting the judicial branch. Interns should be undergraduate students with a junior or senior status or graduate level students in political science, public administration or a related field. Students in other fields with a demonstrated interest in the legislative process or law students are also eligible to apply.

Minimal Qualifications:

- Undergraduate students should have a minimum academic standing as a junior;
- Excellent writing and research skills;
- General knowledge of the legislative process;
- Knowledge of general concepts and principles involved in project assignments and in organizing and summarizing data and information;
- 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. Submit to:

J. D. Gingerich, Director
Administrative Office of the Courts
625 Marshall Street
Little Rock, Arkansas 72201

Library

The Arkansas Supreme Court Library operates as a full service law library with the specific responsibility of providing legal resources to the members and staff of the Arkansas Supreme Court and Arkansas Court of Appeals. The library is also used on a regular basis by the research staff of the Arkansas General Assembly and other state agencies which are located on the State Capitol Grounds. The library staff also maintains the Arkansas Judiciary Home Page on the internet.

Description: The intern will work under the direction of the Public Services Coordinator to maintain and catalog the main library, the Administrative Office of the Courts' library, and all chambers' libraries and provide reference assistance to staff and public patrons. Undergraduate and graduate students in library/information science and/or interest and experience in work in a public library are eligible to apply.

Minimal Qualifications:

- Undergraduate students should have a minimum academic standing as a junior
- Excellent organizational skills
- An interest or experience in public library work

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

Ava Hicks, Director
Supreme Court Library
625 Marshall Street
Little Rock, Arkansas 72201

Court Information Services

The Administrative Office of the Courts (AOC) is given the statutory responsibility of examining the needs of all courts to "make recommendations to the Arkansas Supreme Court as to the purchase and use of hardware and software for computer systems…and provide education to the courts on the use of such systems so as to improve the quality and efficiency of justice in the state…."

In the furtherance of this responsibility, the AOC employs a staff of more than fifty information system specialists, programmers, system engineers, functional specialists and network administrators and works with other court and agency employees at the state and local level to collect, manage and analyze court information.

Description: The intern will work with the AOC staff to write programs, manage and develop the court's web page, provide assistance in the maintenance and training of the court information system, or utilize data to provide research on a topic of interest to the court community. The technology internship is available during the fall, spring, and summer terms in one of several areas related to court information systems and court technology.

Minimal Qualifications:

- The student intern should have a minimum academic standing as a junior
- Demonstrated technical and/or research skills
- General knowledge of technology
- Knowledge of general concepts and principles involved in project assignments and in organizing and summarizing data and information

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

Tim Holthoff
Court Information Services Director
Administrative Office of the Courts
625 Marshall Street
Little Rock, Arkansas 72201

Research/Public Policy

The Administrative Office of the Courts (AOC) is the primary court data collection agency for the state. Research projects utilizing this data are routinely conducted for agency publications. The agency also responds to research requests from the Supreme Court, other state agencies and officials in the executive and legislative branches.

Description: The intern in research will work under the supervision of an AOC employee on a broad range of issues either assigned by the agency or proposed by the intern. A written report of publishable quality will be the expected outcome of the experience. Examples of research topics include judicial caseload studies, the impact of changes in legislation on the courts, spending in judicial campaigns, the politics of judicial redistricting, voting rights litigation and the courts, jury reform, historical studies of the courts and their judges, etc.

Minimal Qualifications:

- Undergraduate students should have a minimum academic standing as a junior
- Experience and/or completed course work in basic research design
- Good writing skills

Application Process: Complete the application enclosed and return with a current resume, a brief research proposal, and a letter of recommendation to:

J. D. Gingerich, 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**

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:** _____

Internship program(s) for which you are applying: ❑ **CASA** ❑ **Judicial Education** ❑ **Legislative**

❑ **Research** ❑ **Library** ❑ **Court Information Services** ❑ **Historical Society**

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: _____

_____

_____

Other:_____

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

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ **Date:**_____