
UNPAID INTERNSHIP PROGRAM

Judiciary internships give students exposure to the most visible part of our legal system, the courts. Based upon their academic training and interests, as well as the availability of assignments, judiciary interns may work in various courthouse locations including the criminal, family, or administrative divisions, probation services, or a judge's chamber. Students gain work experience by performing daily tasks and acquire skills in conducting legal research and writing. They learn about the nature of the judiciary's work by observing court proceedings and interacting with judges, prosecutors, lawyers, and support staff.

Internships are unpaid and students may or may not receive credit from their college or university. Internships may begin at any time throughout the year without time limitation and all interns must comply with the Judiciary Background Check Policy for Employees and Interns. **Applicants should contact Jennifer Kasny in the Human Resources Division of Vicinage 10, Morris/Sussex at (862) 397-5700 ext. 75049 or Jennifer.Kasny@njcourts.gov for more information. Internship assignments are available in the following areas:**

DRUG COURT, CRIMINAL DIVISION

The Drug Court Program is designed to address the specific needs of drug addicted offenders. Interns provide administrative support to the Drug Court Team including processing client applications, recording participants' placement in treatment, preparation and maintenance of case files and preparing, copying and distributing weekly court orders. Interns attend weekly Drug Court meetings and participate in case conferencing and court hearings.

CASE MANAGEMENT, CRIMINAL DIVISION AND PRE-TRIAL SERVICES UNIT

Criminal case management divisions supervise the adult offender's case through the criminal court process. Interns will observe defendants' intake interviews conducted in the courthouse and assist probation officers, supervisors, judges and staff with the preparation of case files. Interns will have an opportunity to observe court proceedings and assist probation officers and staff with their administrative duties including case scheduling, case processing and document preparation and distribution.

CHILDREN IN COURT, FAMILY DIVISION

Children in Court refers to cases involving children in placement. Interns will observe confidential child placement, abuse and/or neglect and termination of parental rights proceedings in court. Interns will assist with the scheduling of cases for court, preparing and distributing court orders and a variety of vital administrative tasks. Interns will have an opportunity to interact with clients and representatives from various state agencies including DYFS, the Deputy Attorney General, Public Defender, Law Guardian and CASA.

DOMESTIC VIOLENCE, FAMILY DIVISION

Interns with the Domestic Violence unit observe plaintiffs' interviews and proceedings in court. Interns assist with the preparation of complaints and court orders as well as the scheduling of cases for court. Interns will work alongside the staff of the Domestic Violence team to coordinate case information with prosecutors, lawyers, and police and sheriff officers. Interns will interact with representatives from the stakeholders including DYFS, Jersey Battered Women's Shelter and CASA.

FAMILY DRUG COURT

The Family Drug Court program is an alternative court program designed to address substance abuse/dependency in child abuse and/or neglect cases. The program provides intensive support, supervision and rehabilitative services to parents. Interns will assist the staff in preparing and distributing court orders, calculating compliance forms and interfacing with judges, attorneys, treatment providers, DYFS and CASA.

PROBATION SERVICES, ADULT AND JUVENILE SUPERVISION

The Probation Services Division is responsible for the community supervision of adult and juvenile offenders sentenced to a term of probation supervision from the Superior and Municipal Courts. Interns will observe court proceedings, client interviews, drug testing, etc., alongside an experienced Probation Officer. Interns will schedule appointments for offenders and assist officers with their court documentation.