

Judge Summer Intern Request Form

2025 Volunteer Summer Law Student Internship Program

Name:

County/Court:

Court Address:

Phone:

Email:

I am interested in a law student intern for summer 2025

I will accept a law student intern who will work remotely for summer 2025

Current Assignment:

Circuit Court Judge

Supreme Court Justice

Civil

Probate

Criminal

Juvenile

Family

All Case Types

Comments (If you have a special project in mind or want a student interested in a particular subject, please describe below.):

Please email completed form by February 21, 2025 to: sara.andrews@wicourts.gov

**Office of Court Operations
(608) 266-3121**

Judge Information Sheet

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Preparation Required:

- Have realistic expectations. While first and second-year law students possess foundational legal knowledge, they may require guidance and mentorship as they learn to work with court documents and draft legal materials.
- Advance Communications
 - Confirm internship start and end dates
 - Finalize intern's work schedule (days/hours)
 - If possible:
 - Provide information about the projects the intern will be working on in advance. Sharing relevant preparatory materials may also be beneficial.
 - Assign recommended readings
- Arrange for any accessibility/disability accommodations requested by the student
- Identify and secure necessary equipment and workspace for the interns use
- Prepare local orientation materials for the intern, which may include:
 - Local maps and map of the courthouse
 - Parking information and any relevant parking permits
 - Information from the Chamber of Commerce/Visitor Bureau on community events
 - Information on county or judge specific document formats and procedures

Upon Intern Arrival:

- Provide orientation materials
- Arrange courthouse and staff tour/orientation

During Internship: Please meet regularly with your intern to discuss work assignments/issues.

The student is there to learn and to assist you with research and writing. Other useful experiences for the student may include:

- Observing/Attending:
 - Jury selection (Criminal/Civil)
 - Initial appearances
 - Closing arguments (Criminal/Civil)
 - Restraining order hearing
 - Mental commitment hearing
 - Other court proceedings that expose students to methods of direct and cross examination, judicial-jury-witness response, and effective trial advocacy techniques
- Spending time with the District Attorney, a defense attorney and/or a District Court Administrator
- Touring a juvenile detention facility, city/county jail, or a state prison
- Police ride-along
- Meeting court staff (clerk of court, register in probate, juvenile clerk, court commissioner, juvenile intake office, corporation counsel, victim-witness coordinator, etc.)