

# INTERNSHIPS



**The Eleventh Judicial Circuit encourages the community to take advantage of the opportunities available to enhance their careers and knowledge.**

- Experience the daily procedures of the court system
- Learn about the services we provide to our community
- Gain insight into judicial processes and its relationship with growing community
- Exposure to judicial administration, its organizational and ministerial role within the system
  - Meet amazing contacts

**Be part of an essential function in our American system of government!!**

For further information please contact  
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# *Eleventh Judicial Circuit of Florida*

## *VOLUNTEER PROGRAM*

Volunteers play an integral role within the Eleventh Judicial Circuit of Florida. From the courtrooms to the administrative offices, we rely on the dedication of volunteers to assist with and perform various functions. We encourage you to join us!

### *PROGRAM BACKGROUND*

The Eleventh Judicial Circuit's volunteer program was created by the Administrative Office of the Courts thru the support and encouragement of the Court Administrator Ruben O. Carrerou. The program is modeled after a pre-existing volunteer program in the Ninth Circuit, Orlando, Florida. It is designed to allow citizens of Miami-Dade County to become more familiar with and actively involved in their judicial branch of government. The program not only benefits the judicial system but also increases public awareness of court operations and judicial process.

“Volunteers perform a vital service within our court system. It is with their dedication and donated efforts that they assist in the administration of justice.” Ruben O. Carrerou, Court Administrator



### *PROGRAM REQUIREMENTS*

- Applicants should have an interest in the court system
- Applicants must be at least 18 years of age
- Interested parties must successfully complete the application, clearance and selection process



## *PROGRAM ADVANTAGES*

- Explore a career
- Gain new skills and talents
- Experience a challenge
- Meet new people
- Gain references
- Discover your professional skills
- Be part of a team
- Demonstrate commitment to a cause or belief
- Contribute to your community
- Gain confidence
- Secure a focus
- Enhance your educational career

## *VOLUNTEER PLACEMENT OPPORTUNITIES*

- **FAMILY OPERATIONS**

The Family Operations Division provides administrative support to the judiciary, including management of caseflow, assistance to pro se litigants, creating and implementation of procedures, forms and coordination of all existing services within its jurisdiction to all families within the judicial system.

- **CIVIL OPERATIONS**

Civil Operations provides assistance, coordination, support and expertise to the judiciary and their staff. The division is responsible for courtroom coordination, transfer calendars, case setting conferences, attorney wheels and trial orders.

- **CRIMINAL OPERATIONS**

Criminal Operations Division provides administrative support to the judiciary and oversees the day to day operations of our 25 Circuit Court felony judges and courtrooms.

## ***MISSION***

*To enable members of the community to become actively involved in their judicial branch of government while providing the public and judicial system with assistance by serving as administration, information, and education liaisons between the courts and the community*

To download and print the Volunteer and Internship Program Application forms, [click here](#)

**Volunteer Application Form**

**NOTE:** The Administrative Office of the Courts is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

In accordance with the Americans With Disabilities Act, if you are a person with a disability who needs any accommodation in order to participate in this activity, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Administrative Office of the Courts, ADA Office, 73 West Flagler Street, Room 911, Miami, Florida 33130, at (305) 349-7175 or (305) 349-7174 (TDD).