

State of Maine



Judicial Branch

Internship Application Form

Name (first, middle, last):

Address:

Telephone:

Email address:

School:

Student
type

Undergraduate

Law School

Other:

Are you seeking class credit for your internship?

Yes, number of credit hours:

No

Are you seeking a full time internship (40 hours/week) or part time, and if part time, on which days and approximately how many hours per week are you seeking to intern?

Full time or part time

hrs/week on:

Mon.

Tues.

Wed.

Thurs.

Fri.

Internship timing:

January-April

May-August

September-December

Interns may either work out of a courthouse, typically for the Clerk of Courts, or out of the Administrative Office of the Courts, in Finance and Administration, Information and Technology, Court Operations, Legal Affairs and Public Relations, or Human Resources. What type of internship are you seeking? If you are unsure, what are your areas of interest?

In which location(s) are you interested?

You will be matched with a potential supervisor prior to the interview process, unless a Judicial Branch employee has already agreed to interview you for a specific internship position. If you already have a potential supervisor, what is the employee's name?

If you have a close personal relationship with a Judicial Branch employee, provide the information below.

Employee

Relation

Location

Background Investigation: I understand that to be considered for an internship in the Judicial Branch, I must successfully complete a Background Investigation.

Signature:

Date:

Along with your cover letter, resume, and transcript, send this completed form to Dawn Rule, Senior Human Resources Generalist at hr.help@courts.maine.gov or by mail at: Maine Judicial Branch AOC Attn: Human Resources, P.O. Box 4820, Portland, ME 04112.