

Supreme Court of Florida

Office of the Clerk
500 South Duval Street
Tallahassee, Florida 32399-1927

JOHN A. TOMASINO
CLERK
MARK CLAYTON
CHIEF DEPUTY CLERK
JULIA BREEDING
STAFF ATTORNEY

PHONE NUMBER: (850) 488-0125
www.floridasupremecourt.org

January 15, 2020

Re: Chapter 11 – Rules Governing the Law School Practice Program – Certified Legal Intern Program

In an effort to efficiently and timely process requests for certification of graduates to be a certified legal intern, we have updated the information we require to certify graduates as certified legal interns.

1. The first form is your letter for approval. The information on this form must be on your office's letterhead. If you would like to have this form in an electronic format, please e-mail a request to CLI@flcourts.org. The agency head or supervising attorney must sign the letter. Please include the e-mail address for the agency head and the supervising attorney so that we can send the certification letter to them via e-mail.
2. The second form is the law school's certification. This letter must be on the school's letter head and signed by the dean. If you would like to have this form in an electronic format, please e-mail a request to CLI@flcourts.org.
3. The packet must include the Florida Board of Bar Examiners' clearance certificate.

The maximum term for graduates to be certified is 12 months after graduation. They must take the next available Florida bar examination. If they fail, they must take and pass the second available Florida bar examination. Failure to pass every portion of the Florida bar examination by the second administration or denial of

January 15, 2020

Page: 2

admission to The Florida Bar is grounds for termination. It is the responsibility of your office to notify us of a graduate's failure to meet these criteria or if the graduate's employment with your office ends.

We continue to look for ways to speed up the approval process for the certified legal intern program. With that in mind, we recently created an e-mail account that can be used for electronic submission of your certification requests. We ask when you send a request for multiple graduates, that you bookmark your submission by applicant. The e-mail account is CLI@flcourts.org. Your PDF file should not exceed 20 Mb.

We would also like to update our contact list with the names, title, phone number and e-mail address of your staff members who are responsible for your graduate certified legal intern program. Please provide us with this information as soon as possible.

If you have any questions concerning the certified legal intern program, please do not hesitate to contact us at our new e-mail address.