AGENCY NAME: Clerk’s Office, United States District Court, Northern District of Florida

ADDRESS: One North Palafox Street

CITY: Pensacola STATE: FL ZIP: 32502

Office Hours: Core Hours 8:00 a.m.-5:00 p.m

Purpose or goal of agency:
- Maintain the official record of the United States District Court, Northern District of Florida
- Manage the processing of jurors for a wide variety of federal criminal and civil trials
- Maintain financial systems for the collection, accounting, and disbursement of funds
- Manage courtroom proceedings by assisting the judge, administering oaths to witnesses and interpreters, maintaining records and exhibits, prepare minutes of proceedings, prepare judgments, and any other matters that may arise during or in preparation for hearings and trials in criminal and civil cases
- Manage the budget for the United States District Court, Northern District of Florida
- Collaborate with other federal agencies including, but not limited to: United States Probation/Pretrial Services, Federal Defender’s Office, United States Attorney’s Office, United States Marshals Service, Federal Protective Service, Federal Bureau of Investigation, Alcohol, Tobacco, Firearms, and Explosives

Intern duties:
- Assist with local and national projects on a wide variety of topics potentially related to criminal law, Local Rules, Reentry, Electronic Filing, Judicial Conferences, case management, case filing, automation, training, etc.
- Assist with/view court proceedings and preparation for court proceedings in both criminal and civil cases (as available)
- General office duties related to maintain the official record of the Court

Description of what a student would learn from this placement:
- Exposure to the inner workings of a federal clerk’s office
- Insight into the workings of the most active trial court within the Eleventh Circuit, and the fifth most active trial court in the United States
- Increased understanding of case processing and case flow throughout the life of a case
- Understanding of the interactions between the clerk’s office, chambers, magistrate judges, district judges, and other federal agencies, locally and nationally

Agency Website:
www.flnd.uscourts.gov