

**SUPERIOR COURT
OF THE
STATE OF DELAWARE**

**NAME OF JUDGE
JUDGE**

**Courthouse
Address
Telephone (302) xxx-xxxx**

Date

**Name of Intern
Intern's Address**

RE: Volunteer Internship/Externship

Dear **Intern**,

This is to confirm that, on behalf of the Delaware Superior Court, I have extended to you an offer for a volunteer internship/externship position with the Superior Court, primarily assigned to me, subject to the following terms and conditions:

1. The period of the internship/externship will be from **START DATE**, through **END DATE**.
2. The State has not set aside budgetary funding for this position; therefore, this is strictly a volunteer internship/externship involving no compensation and no workers' compensation coverage.¹
3. This internship/externship is for your benefit and does not guarantee a position with the Superior Court at the conclusion of your internship/externship.
4. By providing you with the internship/externship, the Superior Court has not displaced a regular employee.
5. While you are performing your internship/externship, you will receive close supervision and guidance. Your duties shall be those routinely performed by law clerks.
6. All work done and information obtained as a law clerk shall be confidential and must always be treated as confidential during and after your internship/externship
7. During your internship/externship, no legal work may be performed for anyone other than a member of this Court. Further, no other work for compensation may be undertaken without my consent or, in my absence, the consent of another Judge of the Superior Court.

8. As an intern/extern, the Superior Court and State of Delaware Policies and Procedures for employees are equally applicable to you. These documents will be provided to you by Human Resources via email. (Superior.HR@delaware.gov)
9. Superior Court has performed a criminal history background check on you prior to offering you the internship/externship. However, you must disclose to your supervising judicial officer any contact with law enforcement which results in a criminal charge being filed against you. Failure to report the criminal charge in a timely manner will be reason to terminate your internship/externship.
10. You must complete security training online within 30 days of the start of your internship/externship.

Please indicate your understanding and acceptance by signing and returning a copy of this letter. Your acceptance also indicates that you have been provided copies of the policies and procedures by Human Resources and have read, understood, agreed, and signed the necessary forms. You will provide those signed copies to the Court Administrator's Office on or before your first day.

I trust you will find the work interesting and that your internship/externship experience with the Court will assist you in your future endeavors.

Sincerely,

JUDGE'S NAME
Judge

JUDGE INITIALS/JUDICIAL SECRETARY INITIALS

cc: President Judge NAME OF JUDGE
Resident Judge NAME OF JUDGE
Lisa Robinson, Court Administrator

ACCEPTED this _____ day of _____ (Year) by

NAME OF INTERN