

**JUDICIAL BRANCH EXPERIENTIAL  
LEARNING PROGRAM (JBELP) -  
INTERN REQUEST**

JD-ES-343 Rev. 10-21

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Note:**

**To obtain an intern, you must have been employed by the Judicial Branch for at least one year and have supervisory approval.**

**Instructions**

1. Fill out this form completely.
2. Sign the completed form.
3. After a supervisor signs the form, return the completed form to the External Affairs Division.

E-mail: [External.Affairs@jud.ct.gov](mailto:External.Affairs@jud.ct.gov) or

Mail: 99 East River Drive, 2 Riverview Square, Learning Center 7th Floor, East Hartford, CT 06108

Name		Phone number (with extension, if applicable)		
Location/Office address		Position/Job Title		
Number of intern(s) requested	Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Days per week	Hours per day	Meet with the intern(s) prior to placement?
What kinds of tasks would you like the intern(s) to complete?				

**Requested Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
Preferred Day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time					
End Time					

Signed (Employee)	Print or type name of person signing	Date signed
Signed (Supervisor)	Print or type name of person signing	Date signed