

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

JD-ES-343 Rev. 10-21

STATE OF CONNECTICUT
SUPERIOR COURT
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 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"/>				
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