

SUMMER YOUTH **INTERNSHIP** PROGRAM



— THE FLORIDA —
PROBATE & FAMILY
— LAW FIRM —

2024
Intern Handbook
Supervising Instructor Copy



CONTENTS

Welcome Letter	• • • • • • • • • • • • • • • • • • • •	1
Company History & Mission Statement	• • • • • • • • • • • • • • • • • • • •	2-3
Overview & Weekly Schedule	• • • • • • • • • • • • • • • • • • • •	4
Weekly Breakdown	• • • • • • • • • • • • • • • • • • • •	5
Expectations	• • • • • • • • • • • • • • • • • • • •	6
Policies	• • • • • • • • • • • • • • • • • • • •	7
Detailed Instructor Intinerary	• • • • • • • • • • • • • • • • • • • •	8
Week 1	• • • • • • • • • • • • • • • • • • • •	8-9
Week 2	• • • • • • • • • • • • • • • • • • • •	10-11
Week 3	• • • • • • • • • • • • • • • • • • • •	12-13
Week 4	• • • • • • • • • • • • • • • • • • • •	14-15
Week 5	• • • • • • • • • • • • • • • • • • • •	16-17
Notes	• • • • • • • • • • • • • • • • • • • •	18

WELCOME LETTER

Dear Interns,

I am thrilled to welcome each of you to The Florida Probate & Family Law Firm's Summer Internship Program. As we kick off these exciting next few weeks, I want to express how pleased we are to have such a bright group of young individuals joining us.

This program is designed not only to introduce you to the nuances of probate and family law but also to help you develop practical skills that will aid in your future educational and career pursuits. At our firm, we are committed to guiding families through their most challenging times, and during your time with us, you'll get a firsthand look at how we manage to make a meaningful impact in our community.

We believe that the fresh perspectives and enthusiasm you bring are invaluable. Prepare to engage, learn, and contribute. I encourage you to ask questions, seek out knowledge, and take full advantage of the opportunity to work alongside our experienced professionals.

Thank you for choosing to spend your summer with us. We hope this experience will be both rewarding and inspiring as you take your first steps into the world of law.

Warm regards,



Samah T. Abukhodeir Esq.
Founder & Managing Partner
The Florida Probate & Family Law Firm





COMPANY HISTORY & MISSION STATEMENT

- The Florida Probate & Family Law Firm (FLPFL) was founded in 2018 by Samah Abukhodeir.
- The firm helps clients in Family Law, Probate Law, Guardianship Law and Estate Planning.

Our Story

Hiring a probate or family attorney can be a difficult first step. When you have a complex situation ahead of you, it is extremely helpful to have a lawyer on your side. Every client who comes to us will receive personal attention to their legal matter and we will provide you with the right legal approach based on your situation, as we believe that building relationships and incorporating client feedback are important aspects of our job.

We strive to provide the best legal advice and services to all of our clients. In addition to English, our lawyers and staff can speak Spanish and Arabic, in order to provide a clear understanding of your legal matter in the language of your choosing.



We Protect Your Family When It Matters Most



COMPANY HISTORY & MISSION STATEMENT

Core Values

- **Be Honest** - Transparent in your actions; Communicate constructively; Trust
- **Positively Proactive** - Think 2 steps ahead; Intentional with job; Solve the problem
- **Go above and beyond** - Have goals / ambition; Work hard; Constant growth
- **Work as a Team** - Aim for the same goal; Communicate efficiently; Support others
- **Brings Passion** - Be compassionate to others; Positive energy; Make a significant impact



We Protect Your Family When It Matters Most



Welcome to Our Summer Internship Program!

Program Overview

This five-week internship program is designed for high school students interested in exploring careers in probate and family law. The program offers a mix of in-person, virtual, and hybrid activities to accommodate learning preferences and logistical needs. Interns will engage in a structured series of tasks and learning opportunities that provide a foundational understanding of the legal system, specifically in the areas of probate and family law.

Weekly Structure

- **Dates:** July 1st 2024 – August 5th, 2024
- **Total Hours per Week:** 30 hours – completing the programs required 150 hours.
- **Schedule:** Monday to Friday, 6 hours per day (e.g., 10:00 AM to 4:00 PM, with a **one-hour lunch break from 12:30 PM to 1:30 PM**)



Weekly Breakdown

Week 1: Introduction to Law Firm Operations

- **Monday - Thursday:** Orientation, meet and greet with firm staff, training on office systems, introduction to legal software, and a seminar on the basics of probate and family law.
- **Friday:** Group workshop to review the week's learnings, gather feedback, and answer any questions from the interns.

Week 2: Client Interaction and Case Study

- **Monday - Thursday:** Observe and assist in client consultations, review and summarize active cases, participate in case strategy meetings, and practice drafting client correspondence under supervision.
- **Friday:** Group workshop to consolidate the week's activities, share insights from client interactions, and address any questions on case studies.

Week 3: Document Management and Legal Writing

- **Monday - Thursday:** Hands-on training in document management, creation and organization of legal documents from simple drafts to more complex agreements, and introduction to formal legal writing and document review.
- **Friday:** Group workshop focusing on document management best practices, troubleshooting document issues, and enhancing legal writing skills.

Week 4: Research Skills and Application

- **Monday - Thursday:** Conduct detailed legal research using various databases, apply research to current cases, prepare brief reports and presentations, and receive feedback on research techniques from senior attorneys.
- **Friday:** Group workshop to discuss research findings, improve research methodologies, and review presentations created by interns.

Week 5: Mock Trial and Professional Development

- **Monday - Thursday:** Participate in a mock trial, including preparation and role-playing as different courtroom figures, daily reflections on lessons learned.
- **Friday:** Final group workshop to reflect on the mock trial experience, discuss professional development strategies, and provide career guidance and feedback from supervising attorneys and staff.



Expectations

Responsibilities:

- **Research Assistance:** Support the firm's staff by conducting background research on cases.
- **Document Drafting:** Help in drafting basic legal documents and correspondence under guidance.
- **File Management:** Assist in organizing physical and digital files for ongoing cases.
- **Observation:** Shadow different professionals within the firm to understand their day-to-day responsibilities.
- **Meetings:** Attend team meetings and client consultations to gain exposure to real-life legal processes.
- **Workshops:** Attend the weekly workshop for feedback and overviews of everyone's experiences and gained knowledge.

Learning Objectives:

- **Understand the basics of probate and family law.**
- **Develop organizational skills specific to legal practice.**
- **Gain practical experience in legal research and writing.**
- **Enhance interpersonal skills through client and staff interactions.**
- **Experience the dynamics of a professional legal environment.**

Evaluation:

Interns will receive weekly feedback to foster improvement and skill development. At the end of the program, interns will present a summary of their learning experience and receive a performance evaluation from their supervisor.

The Florida Probate & Family Law Firm is ready to welcome potential interns as this program aims to provide practical legal experience and inspire and inform students about career opportunities in the legal field.



Policies

Welcome to Your Internship!

As a high school intern at our law firm, you are expected to adhere to a set of policies designed to ensure a professional and productive environment. Here are the key guidelines you should follow:

1. **Confidentiality:** You must maintain the strictest confidentiality regarding all client information and firm data. Sharing any information outside the firm is prohibited and could have legal consequences.
2. **Punctuality and Attendance:** We expect you to arrive on time and attend all scheduled sessions and meetings. If you need to be absent or are running late, please inform your supervisor as soon as possible.
3. **Dress Code:** Please adhere to our smart casual dress code. Avoid extreme casual clothing such as ripped jeans, shorts, sweats, and mini-skirts. If you are unsure about what to wear, please ask your supervisor for guidance.
4. **Professional Conduct:** Always conduct yourself in a professional manner. This includes being respectful to colleagues and clients, adhering to the firm's ethics, and demonstrating a willingness to learn.
5. **Use of Technology:** Use firm technology, including computers and internet access, responsibly and solely for work-related activities. Personal use should be minimal and non-disruptive to your duties.
6. **Feedback and Communication:** We encourage open communication. If you have questions or need help, do not hesitate to speak to your mentor or supervisor. Regular feedback will be provided to help you grow and improve during your internship.

Adhering to these policies will help you make the most of your internship experience, providing a solid foundation for your future career interests. We look forward to a productive and successful summer together!

These guidelines are intended to help you navigate your internship effectively while maintaining the professionalism expected in a legal setting.



Detailed Instructor Itinerary

Week 1


Day 1: Orientation and Firm Introduction

- **Morning:**
 - Get interns situated with a desk area. Hand out Internship Handbook.
 - Orientation session: Use **Intern Onboarding PPT** to provide review of the internship program, discussion of goals, overview of firm policies, and safety procedures.
 - Tour of the firm: Introduce the intern(s) to the rest of the team, and go over the physical layout of the office, pointing out key areas such as emergency exits, restrooms, break rooms, and different departments.
- **Lunch Time:** 12:30 PM to 1:30 PM (Interns need to be provided with a structured base schedule as they are still students)
- **Afternoon:**
 - Meet and greet with firm staff: Arrange for brief introductions with key staff members across different departments. This helps the intern feel welcomed and provides an overview of who does what within the firm.

Day 2: Training on Office Systems

- **Morning:**
 - Training session on general office systems: This includes how to use the telephone system, copier, printer, fax machine, and other office equipment.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Introduction to internal communication tools: Teach the intern how to use email systems, internal chat software, and any other communication platforms the firm uses.

Day 3: Introduction to Legal Software

- **Morning:**
 - Training on legal software: Provide a detailed session on the specific legal software tools that the firm uses for case management, document management, and research.
 - **Lunch Time:** 12:30 PM to 1:30 PM
 - **Afternoon:**
 - Hands-on practice: Allow the intern to navigate the software with sample tasks, such as finding documents, entering case notes, or researching within the software under supervision.
- 

Week 1

Day 4: Seminar on the Basics of Probate and Family Law

- **Morning:**
 - Go over possible legal terminology the students may encounter. **(PPT)**
 - Seminar on probate law: A detailed introduction covering the basics of probate law, including key terms, processes, and the role of the firm in these cases.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Seminar on family law: Similar to the probate seminar, this session should cover the fundamental aspects of family law, explaining common case types, legal terms, and procedures.

Day 5: Weekly-Friday Workshop

- **Morning:**
 - Begin Shadowing
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Group workshop to review the week's learnings, gather feedback, and answer any questions from the interns.

Notes:

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Instructor Itinerary

Week 2

Day 1: Observe and Assist in Client Consultations

- **Morning:**
 - Introduction to client consultation procedures. Review the day's schedule with a mentor and prepare by reading briefs on the clients scheduled for consultation.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Sit in on various client consultations. Observe how attorneys interact with clients, the questions they ask, and the legal advice they provide.

Day 2: Review and Summarize Active Cases

- **Morning:**
 - Training on how to access case files and documents. Begin reviewing assigned active cases.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Continue reviewing cases. Start summarizing the cases in a structured format as guided by a mentor, focusing on key facts, legal issues, and current status.

Day 3: Participate in Case Strategy Meetings

- **Morning:**
 - Preparation for strategy meetings. Review notes from the cases observed and read up on the firm's strategies for similar cases.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Attend case strategy meetings. Observe the discussion and decision-making processes and how different legal theories and precedents are applied to ongoing cases.



Instructor Itinerary

Week 2

Day 4: Practice in Drafting Client Correspondence

- **Morning:**
 - Learn about the elements of effective legal correspondence. Review examples of past correspondence related to the cases reviewed earlier in the week.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Draft emails or letters to clients under supervision, discussing progress, advice, or requesting further documentation. Receive feedback on the drafts from senior staff.

Day 5: Weekly-Friday Workshop

- **Morning:**
 - Shadowing
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Group workshop to consolidate the week’s activities, share insights from client interactions, and address any questions on case studies.

Notes:





Instructor Itinerary

Week 3

Day 1: Introduction to Document Management

- **Morning:**
 - Orientation on document management systems used by the firm. Learn the basics of electronic filing, document retrieval, and data entry.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Practical session on organizing physical and digital files, setting up new case files, and updating existing files under supervision.

Day 2: Creation of Simple Legal Documents

- **Morning:**
 - Training on the structure and purpose of basic legal documents such as affidavits, declarations, and simple contracts.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Hands-on drafting exercise where the intern will create a simple legal document from a template, with guidance from a mentor.

Day 3: Drafting More Complex Agreements

- **Morning:**
 - Introduction to more complex legal documents, such as detailed contracts and agreements. Discuss the elements that must be included and common clauses.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Draft a more complex document based on a real case scenario, focusing on assembling clauses and tailoring the document to specific needs.



Instructor Itinerary

Week 3

Day 4: Practice in Drafting Client Correspondence

- **Morning:**
 - Workshop on formal legal writing skills. Learn about style, tone, and the precision needed in legal drafting.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Engage in a document review session where the intern will review legal documents for errors, consistency, and completeness under the close supervision of a legal professional.

Day 5: Weekly-Friday Workshop

- **Morning:**
 - Shadowing
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Group workshop focusing on document management best practices, troubleshooting document issues, and enhancing legal writing skills.

Notes:





Instructor Itinerary

Week 4

Day 1: Introduction to Legal Research Tools

- **Morning:**
 - Introduction and training on how to use legal databases such as LexisNexis, Westlaw, and other online resources. Learn about keyword searches, filtering results, and understanding legal citations.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Practice session where the intern performs basic searches related to assigned cases under supervision.

Day 2: Applying Research to Current Cases

- **Morning:**
 - Review a current case with a mentor to understand the facts and legal issues involved. Receive specific research assignments related to the case.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Conduct detailed research using the techniques learned. Focus on finding relevant case law, statutes, and legal articles that apply to the case.

Day 3: Preparing Brief Reports and Presentations

- **Morning:**
 - Instructions on how to draft a brief report summarizing the research findings. Discuss the importance of clarity, conciseness, and relevance in legal writing.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Prepare a brief presentation based on the research findings. Use tools like PowerPoint to create a visual summary of the key points that will be shared with the legal team.



Instructor Itinerary

Week 4

Day 4: Presentation and Feedback

- **Morning:**
 - Continued. Prepare a brief presentation based on the research findings. Use tools like PowerPoint to create a visual summary of the key points that will be shared with the legal team.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Present the research findings and the prepared report to a group of senior attorneys and peers. Highlight the key legal precedents and statutes found that are pertinent to the case.

Day 5: Weekly-Friday Workshop

- **Morning:**
 - Shadowing
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Group workshop to discuss research findings, improve research methodologies, and review presentations created by interns. Receive feedback on the presentation and research techniques. Discuss what was done well and areas for improvement. Senior attorneys provide tips on refining research strategies and presentation skills.

Notes:





Instructor Itinerary

Week 5

Day 1: Introduction and Role Assignment

- **Morning:**
 - Introduction to the mock trial process. Overview of the case, understanding court procedures, and basic principles of law relevant to the case. Distribute materials and case files to the interns.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Assignment of roles for each intern (e.g., lawyer, defendant, witness). Begin reading through case materials, understanding the facts, and discussing initial thoughts on strategy.

Day 2: Preparing the Case

- **Morning:**
 - Role-specific preparation. Lawyers work on opening statements, witness examination strategies, and closing arguments. Witnesses review their testimonies and learn about effective communication techniques.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Continue preparation with mentors' guidance. Conduct mock examinations and practice delivering testimonies.

Day 3: Preparing Brief Reports and Presentations

- **Morning:**
 - Final preparations. Review roles, discuss case strategies, and finalize presentations.
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Begin the mock trial. Perform opening statements, witness testimonies, and cross-examinations. This session focuses on executing plans and adapting to courtroom dynamics.



Instructor Itinerary

Week 5

Day 4: Presentation and Feedback

- **Morning:**
 - Complete the mock trial. Perform closing arguments and jury deliberation (if applicable).
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Debrief and reflection session. Each participant discusses what they learned, reflects on their performance, and receives feedback from mentors and peers. Discuss legal concepts in practice and personal development achieved through the exercise.

Day 5: Weekly-Friday Workshop

- **Morning:**
 - Shadowing
- **Lunch Time:** 12:30 PM to 1:30 PM
- **Afternoon:**
 - Final group workshop to reflect on the internship program experience, discuss professional development strategies, and provide career guidance and feedback from supervising attorneys and staff.

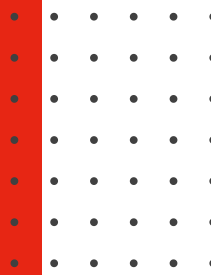
Notes:



[illegible]



THE FLORIDA
PROBATE & FAMILY
LAW FIRM



2600 S Douglas Rd., Suite 502
Coral Gables, FL 33134



www.floridaprobateandfamilylaw.com



info@flpfl.com



@lawyerladyboss



@floridaprobatefamilylawyer



@lawyerladyboss



@lawyerladyboss

