



# REQUEST FOR INFORMATION

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**JUDICIAL COUNCIL OF CALIFORNIA (JCC)**

**TITLE: SUMMER 2024 INTERNSHIP PROGRAM FOR  
JUVENILE DEPENDENCY LAWYERS AND LAW FIRMS**

**REQUEST FOR INFORMATION (RFI) NO. CFCC23-158RB**

**RESPONSES DUE BY: NOVEMBER 3, 2023, FRIDAY, NO  
LATER THAN 2:00 P.M. PACIFIC TIME**

**TABLE OF CONTENTS**

- I. OVERVIEW**
- II. INVITATION TO RESPOND**
- III. DESCRIPTION OF SERVICE**
- IV. REQUIREMENTS**
- V. RESPONSE FORMAT**
- VI. CLOSING DATE FOR SUBMISSION AND CONTACT INFORMATION**
- VII. ADDITIONAL INFORMATION**
- VIII. CONFIDENTIAL OR PROPRIETARY INFORMATION**
- IX. INFORMATION EXCHANGE**
- X. STATEMENT OF LIMITATIONS**

## **I. OVERVIEW**

The Judicial Council of California (JCC), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also adopts rules for court administration, practice and procedure, and performs functions prescribed by law.

The primary purpose of the Center for Families, Children and the Courts (CFCC) of the JCC is to maximize access to and effectiveness of court services for children, families, victims of violence, limited English speakers, and self-represented litigants.

Juvenile dependency law is a very specific practice of law that requires specialized training dealing with the most vulnerable populations in California. The CFCC is committed to increasing the attorney pool dedicated to the practice of juvenile dependency law and providing quality legal representation to children and families.

## **II. INVITATION TO RESPOND**

You are invited to respond with information to assist the JCC in identifying prospective juvenile dependency court appointed counsel providers who might be interested in participating in the JCC law student summer intern program, as described in III below.

Responses will only be accepted from dependency providers currently participating in the Federally Funded Dependency Representation Program (FFDRP), or receiving Court-Appointed Counsel (CAC) funds through the Dependency Representation Administration Funding, and Training (DRAFT).

## **III. DESCRIPTION OF SERVICE**

The CFCC is exploring funding a program to increase law students' exposure to juvenile dependency law in hopes of developing interest in the field. The program is also intended to provide law students' assistance to providers in geographically diverse areas of the state including rural and suburban areas with limited access to law students.

The purpose of this RFI is to determine interest from juvenile dependency court appointed counsel providers in participating in a pilot program that would allow law firms to mentor first or second-year law school students, who would intern in their law practice.

This internship program funds interns for 240 to 400 hours of work at the state minimum wage, at a minimum. The court-appointed dependency counsel provider can be a firm or individual. The firm or manager of the intern project must have at least 7 years of legal experience and at least 5 years of legal experience in juvenile dependency law; five years of legal experience may be substituted if the attorney is a child welfare law specialist accredited by the National Association of Council for Children certified by the state bar of California.

#### **IV. REQUIREMENTS**

The Respondents providing management of the internship program must have at least 5 years of juvenile dependency law experience or maintain be Child Welfare Law Specialist provided by the National Association of Council for Children certified by the state bar of California. The Respondents may have a mixed legal practice that includes at least 50% of work for juvenile dependency proceedings. Providers will be tasked with recruiting the law students for the internship. Respondents should consider law student interns who may provide diversity and inclusion equity to the practice of juvenile dependency law. The CFCC will help, to the extent possible, in the law student recruitment by providing the providers with law schools that have courses or clinics in juvenile dependency law.

The Respondent must provide a framework on how the law student interns will be recruited, trained, and mentored. The mentor must be an experienced dependency practitioner. The Respondent must provide a description of tasks the intern will perform. Respondents must also include how student interns will receive feedback on performance of tasks. Respondents are expected to provide a policy of their internship program, including job descriptions and job aids.

Respondents may request stipends for summer interns as follows:

- Sole Proprietor – one (1) summer law student intern.
- Practice or Panel with 2 to 9 attorneys – up to two (2) summer law student interns.
- Practice or Panel with 10 or more attorneys – up to five (5) summer law student interns.

A Respondent must include a framework on how they will recruit, train and mentor the law student interns. It is expected that at the end of the internship, the law student interns will be able to:

- Describe the juvenile dependency legal system.
- Describe the type of parents and children that enter the juvenile dependency system.
- Describe the role of the court, agency, social worker, parent and child attorneys in juvenile dependency proceedings.
- Describe how the interns will learn competencies required of attorneys under California Rules of Court, rule 5.660.

A Respondent must specify the number of interns they are requesting, the number of hours anticipated per intern, the minimum wage for city in which the court(s) resides, and a pay range per intern comparable to other paid internships in nonprofit legal organizations.

It is anticipated the law school interns will observe court and accompany attorneys, social workers, and/or investigators on interviews.

The cohort of law student interns will be expected to meet at least three times during the 10-week period with JCC staff or designee to discuss their internship experience, provide feedback for improvements if needed, and any barriers encountered.

The supervision of law student interns in this project is eligible for title IV-E activities through the JCC's Federally Funded Dependency Representation Program (FFDRP).

## **V. RESPONSE FORMAT**

Technical Response. The following information must be included in the technical response.

1. Title Page will include the following information:
  - a. Response title.
  - b. Date submitted.
  - c. Respondent's name.
  - d. Identification of Respondent as individual, partnership, corporation, public agency, or joint venture of one or more of the preceding.
  - e. Identification of the business structure of the respondent's representational model (e.g., public agency, private for-profit organizational representation, private non-profit organizational representation, solo practitioner, centrally administered panel, any combination of the preceding, etc.); and
  - f. Respondent's contact information (physical and electronic addresses, telephone, and fax).

2. Framework: Please include a policy or framework that details the summer law student internship:
  - a. Recruitment strategies including those strategies aimed at equity, diversity, and inclusion.
  - b. Training curriculum or practice.
  - c. Practical experience; and
  - d. Assurances of confidentiality.
3. Competency and Experience Requirements: Please provide verification that the attorney or firm has at least 5 years of juvenile dependency law experience or that the lead attorney holds an accreditation as a child welfare law specialist by the National Association of Council for Children certified by the state bar of California. This could include resumes of proposed attorney supervisors in your office.

## **VI. CLOSING DATE FOR SUBMISSION AND CONTACT INFORMATION**

All submissions are due no later than the closing date of November 3, 2023, no later than 2PM. (PST). All interested parties must submit an electronic version of the entire response to be transmitted by email to the JCC's solicitations mailbox at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

All communication with the JCC for this RFI must be in writing, include the RFI number, and must be directed to the JCC's solicitations mailbox at the following e-mail address: [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

Interested parties must not contact any other JCC staff, court, or other judicial branch entity regarding this RFI except as provided above. Submissions should include straightforward, concise information providing a plan for recruitment, training, and mentoring of law students; a policy for the law students that covers confidentiality and the umbrella of attorney/client privilege.

## **VII. ADDITIONAL INFORMATION**

Disclaimer – No Solicitation: This RFI is issued to gather information and is intended for planning purposes only. This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the JCC to form a binding contract. The JCC shall have no obligation to, and will not, reimburse respondents (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The JCC shall have no obligation to respond in any manner to a submission.

## **VIII. CONFIDENTIAL OR PROPRIETARY INFORMATION**

California judicial branch entities are subject to rule 10.500 of the California Rule of Court (see [https://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](https://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)), which governs public access to judicial administrative records.

If information submitted in the response contains material noted or marked as confidential and/or proprietary that, in the JCC's sole opinion, meets the disclosure exemption requirements of Rule

10.500, then that information will not be disclosed upon a request for access to such records. If the JCC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the JCC will disclose the information regardless of the marking or notation seeking confidential treatment.

## **IX. INFORMATION EXCHANGE**

Following review of the submitted material, you or your organization may be contacted and asked to participate in an information exchange with the JCC. The objective will be to gain further understanding of your proposed approach.

## **X. STATEMENT OF LIMITATIONS**

The JCC represents that this RFI, submissions from respondents to this RFI, and any relationship between the JCC and respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the respondent acknowledges and accepts the JCC's rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the JCC to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

The submission of an RFI response is not required to make any legal services provider eligible to participate as outside counsel in any legal matter under for a judicial branch entity, nor does submission of a response preclude respondents from participation. A submission does not constitute a contract for services.

To the best of the JCC's knowledge, the information provided herein is accurate. Notwithstanding, the JCC makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the JCC, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to respondents by the JCC.

Notwithstanding anything else in this RFI, the JCC has the unqualified right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI.
- supplement, amend or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI.

for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

Request for Information: CFCC23-158RB

Title: Summer Internship Program for Juvenile Dependency Lawyers and Law Firms

The JCC has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The JCC may independently verify any information in any submission.

The JCC reserves the right to amend or modify one or more provisions of this RFI by written notice posted online at <http://www.courts.ca.gov/rfps.htm> prior to the closing date.

END OF RFI