



REQUEST FOR INFORMATION

JUDICIAL COUNCIL OF CALIFORNIA

TITLE: SUMMER 2025 INTERNSHIP PROGRAM WITH
JUVENILE DEPENDENCY LAWYERS AND LAW FIRMS

RFI NO.: CFCC-2024-19-LP

RESPONSES DUE BY: JANUARY 30, 2025

NO LATER THAN 2:00 P.M. PACIFIC TIME

Request for Information No.: CFCC-2024-19-LP

Title: Summer 2025 Internship Program with Juvenile Dependency Lawyers and Law Firms

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 (Judicial Council), 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 Judicial Council's Center for Families, Children & the Courts (CFCC) is to assist the courts in maximizing access to and effectiveness of court services for children, families, and other vulnerable litigants.

Juvenile dependency law is a very specific practice of law that requires specialized training. The CFCC is committed to increasing the number of attorneys dedicated to the practice of juvenile dependency law and to providing quality legal representation to children and families.

II. INVITATION TO RESPOND

You are invited to respond with information to assist the Judicial Council in identifying prospective juvenile dependency court appointed counsel who might be interested in participating in the Judicial Council law student summer 2025 intern program.

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) Program.

III. DESCRIPTION OF SERVICE

The CFCC is funding a program to increase law students' exposure to juvenile dependency law with the hope 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 lawyers.

The purpose of this Request for Interest (RFI) is to determine interest from juvenile dependency court appointed counsel providers in participating in a program that would allow law firms to mentor law school students, who would intern in their law practice during the law school summer break, typically starting in May 2025 or June 2025.

This internship program funds interns for 240 to 400 hours of work at the state minimum wage, at a minimum.

IV. REQUIREMENTS

The Respondents providing management of the internship program can be a firm or an individual. The firm or manager of the intern project must have at least seven (7) years of legal experience and at least five (5) years of juvenile dependency law experience. Five (5) years of legal experience may be substituted if the attorney is credentialed as a Child Welfare Law Specialist 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 responsible for recruiting the law students for the internship. Respondents should consider law student interns who may provide diversity, equity and inclusion to the practice of juvenile dependency law. CFCC will help, to the extent possible, in the law student recruitment by providing information about law schools that have courses or clinics in juvenile dependency law.

Each Respondent must provide a description of their proposed internship program to include:

- How the law student interns will be recruited, trained, and mentored, including strategies aimed at diversity, equity and inclusion.
- The training curriculum.
- The tasks the intern will perform.
- How student interns will receive feedback on performance.
- Confidentiality agreements or other assurances that interns maintain client confidentiality.
- Confirmation that the program mentor will be an experienced dependency practitioner.
- Confirmation that the law school interns will observe court and accompany attorneys, social workers, and/or investigators on interviews.

Respondents 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) are located, and a pay range per intern comparable to other paid internships in nonprofit legal organizations.

Respondents may request stipends for summer interns as follows:

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

The cohort of law student interns will be expected to meet at least three (3) times during the internship period of 240 to 400 hours with Judicial Council staff or designee to discuss their internship experience, provide feedback for improvements if needed, any barriers encountered, and complete the Judicial Council's exit survey about their internship experience.

The supervision of law student interns in this project is eligible for title IV-E activities through the Judicial Council'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 must include the following information:
 - a. Response title;
 - b. Date submitted;
 - c. Respondent's name and business 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: Respondent must provide a description of their proposed internship program as described in Section IV. Requirements, above..
3. Competency and Experience Requirements: Provide verification that the attorney or firm has at least seven (7) years of legal experience and at least five (5) years of juvenile dependency law experience or that the lead attorney holds a credential as a Child Welfare Law Specialist from 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 January 30, 2025, no later than 2:00 P.M. (PST). All interested parties must submit an electronic version of the entire response marked "**Response to RFI No. CFCC-2024-19-LP**" to be transmitted by email to the Judicial Council's solicitations mailbox at solicitations@jud.ca.gov.

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

Interested parties must not contact any other Judicial Council 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 Judicial Council to form a binding contract. The Judicial Council 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 Judicial Council 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), 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 Judicial Council'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 Judicial Council finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Judicial Council 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 Judicial Council. The objective will be to gain further understanding of your proposed approach.

X. STATEMENT OF LIMITATIONS

The Judicial Council represents that this RFI, submissions from Respondents to this RFI, and any relationship between the Judicial Council 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 RFR and without the need for any further documentation, the Respondent acknowledges and accepts the Judicial Council'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 Judicial Council 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 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 Judicial Council's knowledge, the information provided herein is accurate. Notwithstanding, the Judicial Council makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Judicial Council, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to Respondents by the Judicial Council.

Notwithstanding anything else in this RFI, the Judicial Council 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.

The Judicial Council 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 Judicial Council may independently verify any information in any submission.

The Judicial Council reserves the right to amend or modify one or more provisions of this RFI by written notice posted online at [Bidders / Solicitations | Judicial Branch of California](#) prior to the closing date.

END OF RFI