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ROC No.599/SO/2023

Dated 24 **.02.2026**

To

All the Principal District Judges
in Andhra Pradesh.

Sir/Madam,

Sub: High Court of Andhra Pradesh – Guidelines for offering Internship to the Law Students with the District Courts in District Judiciary - as directed – forwarded to extend the scheme of Internship to District Judiciary - Reg.

Ref: Letter dated 31.08.2023 of the General Secretary & others, Legal Right Council-India, "For Awareness of Law", Chennai.

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Adverting to the subject and reference cited, as directed, I am herewith forwarding Guidelines for offering Internship to Law Students with the District Courts in District Judiciary.

Further you are requested to direct the concerned to upload the Guidelines in the official website of the District Court and circulate it to the nearby Law colleges, for wider dissemination.

Yours sincerely,

YVSB Pardha Sarathi

REGISTRAR GENERAL

Encl: As stated.

GUIDELINES FOR APPLICATION FOR INTERNSHIP WITH THE DISTRICT COURTS IN DISTRICT JUDICIARY

I Eligibility:

A candidate desirous of doing Internship with the Courts of District Judiciary should-have been pursuing 4th or 5th year of 5-year L.L.B course or final year of 3-year B.L Or L.L.B., course and must have a good academic and co-curricular record and minimum computer skills like familiarity with online-research and common MS Office applications.

II Application Procedure:

1. Candidates are required to submit their applications in the prescribed format. The application should be sent so as to reach the Office of the concerned Prl. District Court latest by two weeks preceding the commencement of proposed internship.
2. The Application should be accompanied by the following:
   (i) Copy of the forwarding letter of the college/university/law school issued by the Head of Department, Dean, Director or the Registrar as the case may be with his/her remarks and, mentioning the proposed period of internship.
   (ii) Curriculum Vitae (CV) providing basic details including academic record, co-curricular activities and previous internship experience, if any.
   (iii) Photostat copy of the Student Identity card issued by the law school/college/university, attested by the Head of Department, Dean, Director or the Registrar.
3. Application along with copy of the Forwarding Letter, Photostat copy of the Student Identity Card and Curriculum Vitae (CV) should be submitted in person or sent by post or be e-mailed to the Prl. District Judge of the Concerned District. The envelope or the e mail should state at the top as "Application for internship".

4. Forwarding letter, Curriculum Vitae (CV) and the student Identity Card in original must be produced at the time of reporting at the Office of the concerned Prl.District Judge.
5. If the application is not in order or defective, the same may be returned for compliance/rectification.

III Duration:

The duration of internship is 4 weeks for candidates pursuing 5-year Law course and 3- weeks for those pursuing 3-year Law Course.

IV No stipend or remuneration or any allowance will be paid to the intern nor any accommodation or conveyance will be provided.

V The application format can be downloaded from the District Court web site.

VI For any Queries/Clarifications, the Applicant may contact the Internship Co-Ordinator, that is, the Administrative Officer/Superintendent, as the case may be, of the concerned Court.

APPLICATION FOR INTERNSHIP FOR LAW STUDENTS

AT DISTRICT COURTS OF ANDHRA PRADESH

1	NAME OF THE APPLICANT [IN BLOCK LETTERS]	
2	GENDER	
3	DATE OF BIRTH	
4	AGE [IN FIGURES AND WORDS]	
5	e MAIL ADDRESS	
6	RESIDENTIAL POSTAL ADDRESS	
7	ADDRESS AND MOBILE NUMBER OF THE CONTACT PERSON IN THE FAMILY OF THE APPLICANT	
8	MOBILE NUMBER OF THE APPLICANT	
9	NAME OF THE EDUCATIONAL INSTITUTION	
10	ADDRESS OF THE EDUCATIONAL INSTITUTION	
11	MOBILE NUMBER OF THE CONTACT PERSON OR INTERNSHIP CO-ORDINATOR OF THE EDUCATIONAL INSTITUTION	
12	EDUCATIONAL QUALIFICATIONS	
13	DURATION OF INTERNSHIP	FOUR WEEKS FOR FIVE YEAR LAW COURSE AND THREE WEEKS FOR THREE YEAR LAW COURSE
14	PREFERRED SUBJECT/S OF LAW FOR INTERNSHIP	
15	ANY OTHER RELEVANT INFORMATION, WHICH THE APPLICANT WISHES TO FURNISH	

16	VERIFICATION	I HAVE GONE THROUGH THE INSTRUCTIONS AND GUIDELINES FOR INTERNS AND I DECALRE THAT THE INFORMATION FURNISHED IN THIS APPLICATION IS CORRECT AND I AGREE TO FURNISH CONFIDENTIALITY UNDERTAKING ON ACCEPTANCE OF MY REQUET FOR INTERNSHIP.
17	SIGNATURE OF THE APPLICANT AND DATE	

ENCLOSURES:

(i) Copy of the forwarding letter of the college/university/law school issued by the Head of the Department, Dean, Director or the Registrar, as the case may be, with his/her remarks and, mentioning the proposed period of internship.

(ii) CV providing basic details including academic record, co-curricular activities and previous internship experience, if any.

(iii) Photostat copy of the student Identity card issued by the law school/college/university, attested by the Head of Department, Dean, Director or the Registrar.

SIGNATURE FO THE APPLICANT

INSTRUCTIONS/GUIDELINES FOR INTERNS

1. On being selected to undergo Internship at the District Courts in District Judiciary, the intern should report .....

2. Interns are required to adhere to the Court timings and report daily to the concerned Judge of the Court to whom the intern is attached. In case the Intern wants to work overtime in the Court or at the residential office, the Intern must obtain prior permission from the concerned Judge.

3. Interns shall observe the formal dress code prescribed during the internship period and maintain the dignity, decorum and discipline of the workplace in the District Judiciary. The Interns should follow the instructions given by the concerned Judge from time to time as may be necessary for the completion of the internship.

4. Interns shall not unnecessarily interact with the officers and staff of the District Judiciary.

5. The computers, internet, databases and office facilities will be made available to the Intern subject to availability, as directed by the concerned Judge, for research and other purposes. The Intern shall not use the internet or computer facility for personal purposes. The Interns shall not modify or tamper with the computer system or data.

6. Interns may use the District Judiciary Library facility as may be required for purpose of internship, however, under the supervision of the Librarian.

7. Interns shall not loiter in the Court premises unnecessarily or interfere with the work of the officers and staff of the Court.

8. Interns shall not take leave on court/office working days. Leave in case of exigencies will be granted on the directions of the concerned Judge to whom the Intern is attached.

9. Interns shall not entertain/interact with any outsiders in the Court premises. If need be, permission for the same shall be taken from the concerned Judge.

10. Any complaints of misconduct by an Intern may result in disciplinary action including termination of the internship.

11. Interns may be asked by the concerned District Judge to make a presentation on the research work done at the end of the internship period.

12. Interns shall maintain a diary on a daily basis duly noting the work turned out by them.

13. Interns shall submit a written report of the work done along with the diary to the office of the concerned Judge for assessment of the interns' work and grant of certificate of successful completion of the internship.

14. Interns shall treat all information pertaining to the work as privileged and confidential and shall in no circumstances reveal or pass on to any one any such information/data/document, whether in tangible or intangible form.

15. The intern at the time of joining the internship program shall sign a confidentiality undertaking in the prescribed format before the concerned Judge.

16. Interns shall have access to the court records/registers only to such limited extent as may be directed/permitted by the concerned Judge.

17. Interns shall not at any point of time misuse/abuse any information pertaining to the work of District Judiciary to which the Intern is a privy in the course of his/her internship.

18. If at any point of time during the internship it is found that the intern has violated/disobeyed any directions/instruction required to be followed and in the opinion of concerned Judge further continuation of his/her internship is not desirable, the internship shall be terminated with immediate effect and duly communicated to the head of the institution in which the intern is pursuing his/her Law course.

19. On his/her joining the internship program the intern shall be provided with an identity card/pass which shall be shown/displayed whenever required during the internship period at the place of work and shall surrender the same at the end of internship.

20. On successful completion of the internship and on the directions of the concerned Judge, Administrative Officer of the concerned court will issue Certificate in the prescribed format to the intern and forward a copy of the same to the institution in which the intern is pursuing the Law course. The concerned Judge, may in his/her discretion, consider issuing a separate certificate of appreciation to deserving candidate.

21. The Law students during their internship shall not be associated with any advocate or their office.

CONFIDENTIALITY UNDERTAKING

I, ..., S/o or D/o ....., student of ..... R/o ..... selected for internship at the District Court /Additional District Court for the period from ..... to ..... understand that 'Confidential Information' means any information of secret or confidential nature relating to the internship workplace, which may include methods, documents, data, drawings, manual, registers, notebooks, reports, processes, software, information systems, contracts, proposals, training materials, case files/records, orders of all kinds, judgments and case/proceedings information [whether in tangible or intangible form] to which I, as an intern is a privy in the course of my internship.

I, agree and state that I have read and understood the meaning and purport of 'Confidential Information'. I agree that I will not, at any time, both during and after completion of internship, communicate or disclose confidential information to any person or any entity unless required by applicable law or legal process.

Intern's Signature. Date:

Full Name:

PROCEDURE TO BE FOLLOWED BY THE DISTRICT JUDICIARY REGARDING INTERNSHIP PROGRAMME

1. On receiving the applications seeking Internship, the concerned Principal District Judge shall get the same scrutinized by the Administrative Officer.
2. On being found to be in order, the Administrative Officer shall submit a note to the Principal District Judge for orders regarding approval and allotment of the Intern to the Principal District Judge or Additional District Judge/s. No intern shall be allotted to the Court of Civil Judge (Junior Division) or Civil Judge (Senior Division).
3. Pursuant to the orders of the Principal District Judge, the Administrative Officer shall issue proceedings to the applicant fixing the date and time for reporting along with the originals.
4. A copy of the proceedings be communicated to the concerned court and also to the head of the institution in which the applicant is pursuing the Law course.
5. If the application is not in order or defective, the same may be returned for compliance/rectification.
6. On the applicant reporting on the date fixed, along with a joining report, the Administrative Officer shall get his/her credentials verified and if satisfied, the District Judge may permit the applicant to join the internship, after obtaining confidentiality undertaking in the prescribed format.
7. In the event of any complaint against the Intern regarding any misbehavior or indiscipline or violation of any guidelines, during the course of Internship, the Administrative Officer may get the same enquired and if the complaint is found to be true, submit a note before the District Judge proposing termination of the Internship with immediate effect.
8. Pursuant to the orders of the concerned District Judge, the Administrative Officer shall issue necessary proceedings and communicate the same to the Intern and also to the head of the institution in which the Intern is pursuing the Law Court.

9. On successful completion of the internship as informed by the concerned Judge, the Administrative Officer after obtaining the orders of the District Judge shall issue a certificate of successful completion to the Intern and inform the same to the institution concerned.
10. The number of interns who can be permitted or allotted at any time shall be in the discretion of the concerned District Judge.