



GEORGE GASCÓN
DISTRICT ATTORNEY
CITY AND COUNTY OF SAN FRANCISCO

The San Francisco District Attorney's Office is excited to have this unique opportunity for students interested in acquiring hands-on prosecutorial experience. These internships allow students to work closely with prosecutors, investigators and support staff, as well as court officers and law enforcement. Here are answers to a few frequently asked questions that you may have before beginning your internship, any other questions you may have will be answered at orientation.

How are assignments determined?

Assignments will be given out during orientation. You are assigned as needed to particular departments. **There are no requests taken.**

What is the appropriate office attire?

Business casual; business suits will be expected on days you are attending court. No open-toed shoes, flip flops, tennis shoes, jeans, revealing clothing, or exposed tattoos will be tolerated. This is a professional environment, we expect you to look the part.

Do I need to fill out a background form?

Every applicant must complete and submit a background form. They can be found on the San Francisco District Attorney's website. You will only be informed about your background check if there is a problem.

Who do I address my cover letter to?

Letters can be addressed to the Intern Coordinator.

What are the business hours?

The Building is open from 8:00 a.m. to 5:00 p.m. After you have received your assignment, your supervising attorney will advise you as to your specific hours.

Do I need to keep a time sheet?

No.

Is this position only available as full-time?

Interns are expected to have regular schedules, but we do understand the need to supplement your income. Interns can work out part-time schedules if necessary, **excluding summer sessions.**

Are we able to split internships?

No.

Am I able to take time off for personal reasons?

Yes, as long as prior approval has been made by your supervising attorney.

How do I become certified to fully participate in court?

Certification allows law students to fully participate in the courtroom under the supervision of an assigned attorney. Students will have the opportunity to present and argue motions, help with calendar, and practice other courtroom skills. The certification process should be started prior to arriving for work. To be eligible for certification, students must have completed their first year of law school and must either have completed or be enrolled in evidence and civil procedure. The forms are available on-line at: http://calbar.ca.gov/state/calbar/calbar_extend.jsp?cid=10113&id=25990. Complete forms with a check for the appropriate amount may be mailed to, or hand delivered to: The State Bar of California, Office of Certification, PTLIS Program, 180 Howard Street, San Francisco, CA 94105. We encourage interns and law clerks to apply for certification before beginning service as the process may take 2-3 weeks to complete. Please allow 2-3 weeks for your certification to be processed. **Only Law Clerks are able to participate in court during our summer sessions.**

Will I be receiving compensation for this internship?

No, these internships are non-contributory.

How do I notify you that I will be doing work-study?

If you are doing work study, you can fax your work study forms to: (415) 553-9700 or email them to SFDAinternship@gmail.com. Indicate on your forms if you want it sent back to your school or back to your home address and make sure the language in the work-study form is non-contributory.

Will there be training sessions every week?

Yes, for Law Clerk positions only, they are mandatory and are held one evening per week, day to be determined. These training sessions typically last from around 4:30-5:30 p.m.

How do I get computer and Internet access?

You are encouraged to bring your own laptop.

How do I get a card key through security doors?

Key cards will be distributed along with the I.D. Badges at the start of the internship session.

How do I get an I.D.?

There are no individual appointments for I.D.'s, make sure you take your photo when told and you will receive your I.D. shortly thereafter.

Where do I park?

There is street parking surrounding 850 Bryant Street, most of which is metered. There are a few non-metered spaces and paid lots averaging \$10-\$12 per day near the building.

Is there Public transit nearby?

The nearest B.A.R.T. station is the Civic Center Station at Market and 9th Streets, which is about a 10-15 minute walk to and from 850 Bryant Street. There is also MUNI which runs directly in front of the building, please consult their website to find the most appropriate route: www.sfmuni.com.

Does the SFDA assist with intern housing?

No.

Where do I get phone messages?

Personal calls should be directed to your personal cell phones, messages will not be taken unless it is an emergency.

Where do I eat lunch?

There are many places to eat within walking distance of the building, many interns and employees also eat in the library during lunch.

Where are the restrooms?

Each floor has its own set of restrooms for the public, as well as restrooms reserved for staff. These will be pointed out at orientation.

Will I have my own work space?

Interns will work along side attorneys or in the computer lab or library. We highly encourage you to bring your own laptops as available computers are very limited.

Can I come in and meet with my supervising attorney or tour the office prior to the start of my internship?

No. Interns will be given assignments, along with a tour, at the mandatory orientation.

What if I can not attend the mandatory orientation?

The orientation is **mandatory**. There is only one per session.

Who should I contact for further questions?

850 Bryant Street, San Francisco, CA 94103 ▪ (415) 553-1752 ▪ <http://www.sfdistrictattorney.org>

All questions should be put fourth in an email to SFDAinternship@sfgov.org .

Do you accept high school interns?

Yes. Please inquire via email to SFDAinternship@sfgov.org with the subject line “High School Internship”.

What can I expect working at the San Francisco District Attorney’s Office?

You can expect a lot of hands-on, real experience. Motions you draft will be filed with the Court and read by Judges and attorneys. Interns typically draft a lot of motions; they also do a lot of research, help their attorneys with calendaring, etc. Interns will sometimes be expected to pull calendar, do some filing, subpoena witnesses and discover evidence to defense. You will also be able to find time to sit in and watch trials and motions being argued by other attorneys.

Interns are expected to be punctual. It is important that you are patient; you will get thrown into the work, but assignments and procedures will become clear to you once you have begun. It is also essential to maintain good communication, because you will be working very closely with your supervising attorneys and the other interns. Everyone at the Office is very friendly and it is a very positive work environment.