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INTERNSHIP PROGRAMS

OVERVIEW OF THE INTERNSHIP PROGRAMS

Thank you for your interest in obtaining an internship with the San Francisco District Attorney's Office (SFDA). The SFDA is seeking motivated students who are interested in gaining hands-on experience in the criminal justice system and working to help the District Attorney represent the People of San Francisco. The SFDA offers a variety of opportunities for eligible students (including high school students attending San Francisco high schools, undergraduate, paralegal and law school students).

These positions allow students to learn about the criminal justice system by working closely with prosecutors, investigators, and support staff, as well as court officers and law enforcement representatives. Interns are an integral part of the SFDA. As such, the experiences and exposure that our internship programs offers to students are unique opportunities for anyone interested in the criminal justice system.

POSITIONS AND DESCRIPTIONS OF INTERNSHIPS

Law School Fellows: Students attending participating law schools are eligible to apply for full-time internship positions during their respective fall and spring semesters. Fellows typically receive academic credit in exchange for their work at the SFDA. Law School Fellows perform the same tasks as Law Clerks (noted below). These positions require prior approval from the student's respective law school and certification under the California State Bar's Practical Training of Law Students (PTLS) Program. Current requirements for certification are located at <http://calbar.ca.gov>.

Summer Law Clerks: Second-year law students who are eligible for certification under the PTLS Program are encouraged to apply to the Summer Law Clerk program at the SFDA. As a Law Clerk, you will have the opportunity to write and argue motions, participate in calendar, engage in preliminary hearings, and assist with trial proceedings.

Legal Interns: Internship opportunities with the SFDA are available for law students in all stages of their legal education. Many law schools offer clinical programs in which students can receive school credit for their internship. Contact your respective faculty advisors to learn more about opportunities available at your respective school. The SFDA also has a robust summer internship program. Interns in this program will have the opportunity to write motions and assist with all stages of trial preparation.

Undergraduate and High School Interns: The SFDA offers internship positions for undergraduate and high school students with an interest in criminal justice who seek exposure to the unique and diverse opportunities the SFDA offers. Undergraduate and high school students assist prosecutors in a variety of clerical tasks, such as organizing and preparing case files for

trial, contacting witnesses, and managing subpoenas and records surrounding both pre-trial hearings and jury trials. Applicants should be reliable and well-organized students who can successfully balance their studies with their work at the office.

Post-Bar Clerks: Law school graduates are eligible to apply for a full-time clerkship after they take the California Bar Exam. The program is ten weeks long and gives graduates interested in becoming Assistant District Attorneys a unique opportunity to build upon their legal skills while awaiting their Bar results.

PROGRAM REQUIREMENTS

To participate in any internship program, the following requirements must be met:

- Maintain a consistent schedule throughout the program.
- Regularly report to supervising attorneys.
- Attend mandatory training sessions & events

APPLICATION PROCESS

Submit the following items to **SFDAInternships@gmail.com**:

- Cover letter
- Resume
- Background Form available at **<http://sfdistrictattorney.com/userfiles//background.pdf>**.
- Optional writing sample (3 page maximum)

Sincerely,

Paul D. Henderson
Chief of Administration

The San Francisco District Attorney's Office is committed to encouraging gender and ethnic diversity in the office and the legal profession. The Office is an equal opportunity employer. Women, people of color, LGBT persons, and people with disabilities are encouraged to apply.