



KAMALA D. HARRIS  
District Attorney

PAUL D. HENDERSON  
Chief of Administration

## JUSTICE FELLOWSHIP PROGRAM

### *OVERVIEW OF JUSTICE FELLOWSHIP*

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Thank you for your interest in the San Francisco District Attorney's Office (SFDA) Justice Fellowship Program. The Justice Fellowship seeks qualified attorneys to work temporarily as Assistant District Attorneys in either the Misdemeanor Trial Division or the Writs and Appeals Division (depending on criteria noted below). Justice Fellows will be nominated and financially sponsored by their respective law firms and will be expected to serve for no more than six months.

### *REQUIREMENTS*

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To qualify for a Justice Fellowship, the candidate must meet the following requirements:

- California State Bar Membership (unless a recent graduate)
- Pass background check
- Nominated by candidate's law firm
- 6 month commitment
- Approved by SFDA Justice Fellows Committee

In addition, the applicant must submit a resume and be approved by the SFDA Justice Fellows Committee. Justice fellows need not have prior criminal law experience, although it may be helpful.

### *ASSIGNMENTS & RESPONSIBILITIES*

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Justice Fellows who have passed the California Bar Exam will be assigned to the Misdemeanor Trial Division; those who have not will be assigned to the Writs and Appeals Division.

Justice Fellows assigned to the **Misdemeanor Trial Division** will be responsible for the prosecution of all types of misdemeanor crimes with the exception of domestic violence cases, which are handled by the specialized Domestic Violence Unit. Crimes most commonly handled by the Division include driving under the influence, theft, prostitution, driving on a suspended license, assault and battery, weapons possession, vandalism, animal abuse, and a variety of quality-of-life crimes. The Division also processes diversion programs such as Pretrial Diversion, the First Offender Prostitution Program, and the Early Intervention Prostitution Program. Justice Fellows in the Misdemeanor Trial Division will have the same duties and responsibilities as permanent Assistant District Attorneys. Duties for the Justice Fellows include:

- Trying misdemeanor cases to a jury
- Conducting the court “calendar,” which includes arraignments, pretrial hearings, motions practice, pleas, and sentencing
- Extensive discovery practice

Justice Fellows in the **Writs and Appeals Division** will prosecute cases in the superior and appellate courts. Fellows will be responsible for writing briefs, oral arguments, motion practice, docket management, and all of the other duties and responsibilities of permanent Assistant District Attorneys in that Division.

All Fellows will be provided with trial skills training, specialized training in various specialties of criminal law, and will be fully integrated into the SFDA where they will be able to avail themselves of a myriad of office programs.

### ***APPLICATION PROCESS***

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To be considered for a position, forward a cover letter and resume to:

Paul D. Henderson  
Chief of Administration  
c/o David Burke – Project Manager  
Volunteer Lawyer Program  
850 Bryant Street, room 207  
San Francisco, CA 94103

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.*