



KAMALA D. HARRIS  
District Attorney

PAUL D. HENDERSON  
Chief of Administration

## **VOLUNTEER ATTORNEY PROGRAM**

### ***OVERVIEW OF VOLUNTEER ATTORNEY PROGRAM***

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Thank you for taking an interest in the Volunteer Attorney Program. Our partnership with the private bar association and law firms is an important part of serving the San Francisco community. By volunteering with the San Francisco District Attorney's Office (SFDA), you have the opportunity to make a meaningful difference in people's lives. You will be helping victims, seeking justice, and fighting for public safety with your service.

The SFDA is responsible for the prosecution of thousands of felony and misdemeanor cases each year and is actively involved in the filing of writs and appeals, the training of law enforcement agencies, and the teaching of trial practice.

The Volunteer Attorney Program is one of many ways that the SFDA seeks to ensure public safety in the community. Partnerships with different members of the community represent part of the SFDA's smart-on-crime initiatives.

The SFDA established the Volunteer Attorney Program to allow qualified attorneys the unique opportunity to gain actual trial experience. The Program is designed to provide practical and meaningful litigation experience.

### ***VOLUNTEER RESPONSIBILITIES***

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- Conduct pre-trial conferences with defense attorneys and the court.
- Conduct research and prepare legal briefs for misdemeanor pre-trial and trial issues.
- Litigate pre-trial motions, including Motions to Suppress, Motions to Continue, Speedy Trial Motions, Demurrers, Discovery Hearings and Bail Hearings.
- Conduct jury trials. Participants are placed in a regular trial rotation in their respective department.

### ***REQUIREMENTS***

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- Law firm sponsorship
- California State Bar Membership
- 3-5 years practicing law
- Pass background check
- 3 month commitment

***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.*