

**HIRING PRACTICES**

**OF**

**CALIFORNIA**

**DISTRICT ATTORNEY**

**OFFICES**

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2017-2018

# County Map of California





# ***California District Attorney Office Hiring Practices***

## **INTRODUCTION**

This directory was compiled by the UC Davis School of Law in the Spring of 2017. It contains information about student and attorney positions at district attorney offices throughout California. This information is based on entries in an earlier directory, previous job listings, web site information, and follow-up telephone calls.

Some counties conduct on campus interviews for third year students or both second and third year students at several law schools in the fall. The UC Davis School of Law will advertise these opportunities.

Please note that you should always verify the names of any hiring attorney or District Attorney, and the office address, before corresponding with these offices. Before any interview, you should research each particular office and the background of the District Attorney. Also, hiring practices can change at any time due to changes in budgets and turnover. If you are particularly interested in a county, it is recommended that you contact the representative listed, the district attorney office, or the county's personnel office directly to determine hiring needs. The vast majority of the offices are very helpful and willing to provide necessary information to those who are interested.

Another great resource for finding employment opportunities in prosecution is the California District Attorneys' Association website. The association's web address is [www.cdaa.org](http://www.cdaa.org).

Good luck!

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**County:** Alameda

**Address:** 1225 Fallon Street, Suite 900  
Oakland, CA 94612

**Telephone:** (510) 272-6222

**Web Address:** <http://www.alcoda.org>

**Email:** [info@alcoda.org](mailto:info@alcoda.org)

**Contact:** **Mike Nieto, Assistant District Attorney**  
Director of Recruitment and Development  
Alameda County District Attorney's Office  
661 Washington St., Suite 225  
Oakland, CA 94607  
[Mike.Nieto@acgov.org](mailto:Mike.Nieto@acgov.org)  
(510) 268-7500

### **Student Law Clerk**

The majority of our attorney hiring is done through our Summer Law Clerk Program.

Each year, we conduct on-campus interviews of over 200 second year law students from the 8 major law schools in Northern California\*. Of the initial applicants, approximately 40 students advance to a second round interview, with clerkships ultimately offered to 8 to 12 students.

The selected students participate in a 10 week paid program in which they are certified under the State Bar of California rules concerning the Practical Training of Law Students. Under attorney supervision, the students put on many different types of evidentiary hearings, including misdemeanor jury trials. Based on their performance, this becomes the main hiring vehicle for future employment as a Deputy District Attorney in Alameda County.

*We do not offer volunteer attorney positions or outside post-bar clerkships.*

Volunteer opportunities during the year for 2L and 3L law students are done on an as-need basis.

\* Hastings, Golden Gate, Davis, University of San Francisco, Santa Clara, Berkeley, Mc George, and Stanford.

### **Application Process**

To apply for the Summer Law Clerk Program, students must apply through On-Campus Interviewing in the fall prior to the summer they intend to clerk. Applications sent directly to the office will not be considered.

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**County:** **Alpine**

**Mailing Address:** PO Box 248  
Markleeville, CA 96120

**Street Address:** 270 Laramie Street  
Markleeville, CA 96120

**Telephone:** (530) 694-2971

**Fax:** (530) 694-2980

**Web Address:** <http://www.alpinecountyca.gov/index.aspx?NID=189>

**Contact:** **Karen Dustman, District Attorney**  
kdustman@alpinecountyca.gov

Alpine County District Attorney is a single attorney office and does not accept applications for summer interns or post graduate law clerks.

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**County:** **Amador**

**Address:** 708 Court Street  
Jackson, CA 95642

**Telephone:** (209) 223-6444

**Fax:** (209) 223-6304

**Web Address** <http://www.co.amador.ca.us/home>

**Contact:** **Julie Tonn, [jtonn@amador.gov](mailto:jtonn@amador.gov)**

Interested students and graduates should contact Julie Tonn at [jtonn@amador.gov](mailto:jtonn@amador.gov) or call the phone number listed to inquire about law clerk or attorney positions.

Please email your resume and letter of interest to Amador County's Personnel Department of the District Attorney's Office at the above email address. Fingerprinting and a background check will be required.

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**County:** **Butte**

**Address:** Administration Building  
25 County Center Drive  
Oroville, CA 95965

**Telephone:** (530) 538-7411

**Fax:** (530) 538-7071

**Web Address:** <http://www.buttecounty.net/da/>

Students interested in law clerk positions should complete the online application and Live Scan Document at <http://www.buttecounty.net/da/intern.htm>, or print and complete them, and mail or email a cover letter and resume to the Office of the District Attorney, attention: **Lori Stock**, [lstock@buttecounty.net](mailto:lstock@buttecounty.net).

Check the county's Human Resources website for attorney job postings.

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**County:** **Calaveras**

**Address:** 891 Mountain Ranch Road  
San Andreas, CA 95249

**Telephone:** (209) 754-6330

**Fax:** (209) 754-6645

**Web Address:** [http://www.co.calaveras.ca.us/departments/district\\_atty.asp](http://www.co.calaveras.ca.us/departments/district_atty.asp)

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** **Colusa**

**Address:** 346 Fifth Street, Suite 101  
Colusa, CA 95932

**Telephone:** (530) 458-0545

**Fax:** (530) 458-8265

**Web Address:** <http://www.colusada.net>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** **Contra Costa**

**Address:** 900 Ward Street  
Martinez, CA 94553

**Telephone:** (925) 957-2200

**Web Address:** <http://www.co.contra-costa.ca.us/203/District-Attorney>

### **Student Law Clerk**

The Contra Costa County District Attorney's Office recruits 2L students for the position of Summer Law Clerk. Law Clerks will receive orientation beginning after Memorial Day, including specific prosecution skills as well as basic office procedures. This will include a full day of training from the California District Attorneys' Association on prosecuting Driving Under the Influence (DUI) cases, as well as discussion of



Domestic Violence and the opportunity to observe a portion of a felony trial. From there, the Law Clerks will begin a rotation through 3 different units in the office for a period of 3 weeks each. These units include Misdemeanor Prosecutions, Felony Preliminary Hearings, and Felony Law and Motion. Each Law Clerk must be certified by the State Bar to make supervised court appearances.

During the misdemeanor rotation, law clerks will participate in all facets of misdemeanor prosecution, including drafting complaints after reviewing police reports, preparing cases for trial, participating in pretrial conferences, and even trying a case to a jury. The majority of our summer law clerks have been able to complete a jury trial from start to finish. Law clerks will also respond to speedy trial motions and motions to suppress evidence and argue to legal issues in court. On the spot feedback will be given during and at the conclusion of court proceedings.

The felony preliminary hearing rotation will consist of preparing cases for preliminary hearing, including witness interviews and motion preparation, as well as present the evidence to a magistrate. The law clerk will write an evaluation of the hearing presented and make a recommendation regarding the filing of felony charges. The work will be reviewed and critiqued by a felony supervisor.

Attorneys in our Law and Motion Unit respond to motions for the Felony Trial Team. Generally these are motions to set aside information pursuant to California Penal Code section 995, or motions to suppress evidence pursuant to California Penal Code section 1538.5. Law Clerks will be assigned individual motions and write a written response under the guidance of the unit supervisor. They will also argue the motion in court, including calling and questioning of witnesses as necessary. Law clerks will also be encouraged to observe as many court proceedings as possible during their time in the office. In addition, previous summer clerks have attended a Comp Stat meeting of the Richmond Police Department Command Staff, an autopsy at the coroner's office, and a tour at San Quentin State Prison and the County's Main Detention Facility.

### **Requirements**

Second and third year students may apply.

### **Description**

#### **Application Process**

In the fall of each year, we interview law students for paid law clerk positions for the following summer and fall. We participate in on-campus interviewing (OCI) at many northern California law schools and a few southern California law schools. In addition, we set aside time for interviews in our office for interested students attending non-OCI law schools.

Interested students should contact Career Services and follow their instructions for OCI.

## **Post Graduate Law Clerk**

**Description**

Individuals work in this position after graduation, while awaiting bar examination results. The duties are similar to the description for student law clerks above, however, individuals are given greater discretion to decide the strategy and handling of their cases, and they are expected to exercise more independent judgment than student law clerks. Additionally, post graduate law clerks participate in *in camera* hearings, argue motions in which other attorneys have written the People’s memorandum of points and authorities, and draft and argue motions filed in major felony cases.

**Application Process**

Send a resume, cover letter, and transcript, to the attention of Dan Cabral at the contact information listed above.

**Deputy District Attorney**

Visit <http://www.co.contra-costa.ca.us/index.aspx?NID=944> for current opportunities and application instructions.

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**County:** Del Norte  
**Address:** 450 H Street, Room 171  
Crescent City, CA 95531  
**Telephone:** (707) 464-7210  
**Fax:** (707) 465-6609  
**Web Address:** <http://www.co.del-norte.ca.us/departments/district-attorney>

Students interested in law clerk positions should contact the offices directly. Check the county’s Human Resources website for attorney job postings.

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**County:** El Dorado  
**Address:** 515 Main Street  
Placerville, CA 95667  
**Telephone:** (530) 621-6472  
**Fax:** (530) 621-1280  
  
**Second Location:** 1360 Johnson Blvd.  
South Lake Tahoe, CA 96150  
**Telephone:** (530) 573-3100  
**Fax:** (530) 544-6413  
  
**Web Address:** <http://www.edcgov.us/ELDODA/>  
**E-mail:** [vern.pierson@edcgov.us](mailto:vern.pierson@edcgov.us)

**Contacts:**                **James A. Clinchard**, Assistant District Attorney  
                                  [james.clinchard@edcgov.us](mailto:james.clinchard@edcgov.us)  
                                  **Jamie Pesce**, Deputy District Attorney  
                                  [jamie.pesce@edcgov.us](mailto:jamie.pesce@edcgov.us)

**Student Law Clerk**

To apply for an unpaid summer internship offered out of the Placerville location, please email your resume to James Clinchard or Jamie Pesce, at the above email addresses.

**Deputy District Attorney**

Please visit El Dorado County's Department of Human Resources at <http://agency.governmentjobs.com/edcgov/default.cfm> for available District Attorney positions.

~~County:~~                **Fresno** \_\_\_\_\_

**Address:**                2220 Tulare Street, Suite 1000  
                                  Fresno, CA 93721

**Telephone:**            (559) 600-3141

**Fax:**                      (559) 600-4400

**Web Address:**        <http://www.co.fresno.ca.us/Departments.aspx?id=156>

**E-mail:**                 [demail@co.fresno.ca.us](mailto:demail@co.fresno.ca.us)

**Student Law Clerk**

**Responsibilities:**

1st Year Law Students:

- Perform legal research
- Help attorneys prepare for trial by organizing files and gathering information
- Review police reports and other legal documents
- Observe preliminary hearings, trials and other court proceedings

2nd - 4th Year Law Students:

*Must complete or be enrolled in Evidence and Civil Procedure courses.*

- State Bar Certified Students are allowed to argue motions and make supervised appearances in court
- Conduct felony preliminary hearings and misdemeanor prosecutions
- Review police reports and other legal documents
- Perform major legal research and writing projects

- Observe preliminary hearings, trials and other court proceedings

### **Intern Opportunities:**

Interns are required to meet a minimum of sixteen hours a week.

Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.; however, internship hours are flexible and efforts will be made to work around school schedules.

### **Application Process:**

#### Application Due Dates

Fall 2016: August 19, 2016

Spring 2017: November 14, 2016

Summer 2017: March 27, 2017

#### Law Students must submit the following documents:

- Cover letter
- Resume
- Grade Transcripts
- Writing Sample (5 - 10 pages)

Submit required documents to Traci Fritzler-Kirkorian or Stacey Phillips. Upon receipt of application materials, the Internship Program Coordinator will schedule a panel interview. Each prospective intern must complete and pass a comprehensive background investigation. Failure to submit to and/or pass the background investigation will disqualify the prospective intern from further consideration.

### **Post Graduate Law Clerk**

The competitive Post Bar Law Clerk Program of the Fresno County District Attorney's Office affords individuals who have taken the California Bar examination the opportunity to develop their legal analysis and courtroom presentation skills in a fast-paced, collaborative, dynamic prosecuting agency while awaiting California Bar results. Employment in this position, while subject to some flexibility, begins in September. Successful Post Bar applicants are expected to be certified to appear in court by the California State Bar.

Post Bar Law Clerks are generally assigned to the busiest units within the Fresno County District Attorney's Office to maximize the amount of experience and exposure each Post Bar Law Clerk receives while participating in our Program. Program participants shall gain essential prosecutorial experience by answering defense motions, conducting legal research and writing memoranda thereon, assisting attorneys in trial preparation, conducting felony preliminary hearings, opposing motions to suppress evidence, and possibly assisting in misdemeanor jury trials, all under the supervision of experienced Deputy District Attorneys.

## **Application Process:**

The requirements to apply to the Fresno County District Attorney Post Bar Program are as follows\*:

- 3L (or equivalent part-time JD program last-year) standing, with JD degree to be awarded the Spring term before Program participation.
- Commitment to taking the California Bar exam in July of the year of Program participation
- The ability to be certified through the PTLS Program of the State Bar during the Program period
- Resume, cover letter and transcript
- Writing Sample (not to exceed three typed pages)
- 2 Letters of Recommendation (Please provide 2 only)
- Submit to a thorough background investigation, receiving a positive determination

**Deadlines:** December 5, 2016 (Winter)  
March 27, 2017 (Summer)

\*All offers made to applicants are contingent upon the successful completion of each requirement. Those requirements that an applicant cannot have completed at time of application (i.e. successful completion of his or her JD program, positive determination of background investigation and completion of California Bar exam) MUST be successfully completed within a reasonable time before the beginning of the Post Bar Program period for which the applicant was accepted.

Those interested in joining our Office as Post Bar Law Clerks must timely submit their required application materials, in a single .pdf file to Traci Fritzler-Kirkorian at [fritzler-kirkorian@co.fresno.ca.us](mailto:fritzler-kirkorian@co.fresno.ca.us) or Stacey Phillips at [sphillips@co.fresno.ca.us](mailto:sphillips@co.fresno.ca.us).

## **Deputy District Attorney**

### **Description**

Deputy District Attorneys practice criminal/civil law in the prosecution of individuals accused of violating state and/or local laws. Deputy District Attorneys prepare, file, and present the prosecution case in all phases of criminal cases, including jury trials and court trials. These duties include the following: interview witnesses and other relevant individuals; review and analyze evidence, reports and other material; conduct legal research and confer with other staff for information and opinions, all for the purpose of obtaining necessary information to prosecute pending cases and special case assignments. Deputy District Attorneys also perform other varied duties as assigned by the District Attorney.

### **Minimum Qualifications**

Graduation from an accredited school of law. Member in good standing of the California State Bar. Valid California driver's license at the time of appointment or the ability to provide transportation for travel.

### **Experience**

Deputy District Attorney I – Graduation from an accredited law school.

Deputy District Attorney II – One year as an attorney at law. The experience must be acceptable to the District Attorney. Deputy District Attorney III – Two years as an attorney at law. The experience must be acceptable to the District Attorney.

Deputy District Attorney IV – Three years as an attorney at law. The experience must be acceptable to the District Attorney.

### **Selection Process**

Based on the information provided in the application documents the best qualified applicants would be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of examination. Depending upon the number of applications received, the selection process may consist of screening committee review of application materials, with the best-qualified applicants invited to Fresno to participate in oral interviews. Selected candidate must submit to and clear a background check conducted by the Fresno County District Attorney's Office of Bureau of Investigations prior to employment.

### **Application Process**

Submit a completed application form (link below), cover letter, resume and writing sample to:  
Hiring Committee  
Fresno County Office of the District Attorney  
2220 Tulare Street, Ste. 1000  
Fresno, CA 93721

For more information regarding recruitment, contact Elizabeth Sahagian at (559) 600-4465 or [esahagian@co.fresno.ca.us](mailto:esahagian@co.fresno.ca.us). Application form available at <http://www.co.fresno.ca.us/DepartmentPage.aspx?id=13427>.

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<b>County:</b>	<b>Glenn</b>
<b>Address:</b>	PO Box 430 Willows, CA 95988
<b>Telephone:</b>	(530) 934-6525
<b>Fax:</b>	(530) 934-6529
<b>Web Address:</b>	<a href="http://www.countyofglenn.net/govt/departments/district_attorney/">http://www.countyofglenn.net/govt/departments/district_attorney/</a>
<b>Contact:</b>	<b>Dwayne Stewart</b> , District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Humboldt

**Address:** 825 5th Street, Fourth Floor  
Eureka, CA 95501

**Telephone:** (707) 445-7411

**Fax:** (707) 445-7416

**E-mail:** [districtattorney@co.humboldt.ca.us](mailto:districtattorney@co.humboldt.ca.us)

**Web Address:** <http://co.humboldt.ca.us/distatty/>

**Contact:** Maggie Fleming, District Attorney

Students interested in law clerk positions should contact District Attorney Maggie Fleming at email listed. Check the county's Human Resources website for attorney job postings.

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**County:** Imperial

**Address:** 940 West Main Street, Suite 102  
El Centro, CA 92243

**Telephone:** (442) 265-1184

**Web Address:** <http://www.co.imperial.ca.us/districtattorney/index.html>

**Contact:** Darlene Hale

**Student Law Clerk**

Students interested in law clerk positions should contact Darlene Hale at the phone number above.

**Deputy District Attorney**

View <http://www.co.imperial.ca.us/human-resources/index.asp?fileinc=jobopp> for current District Attorney opportunities.

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**County:** Inyo

**Mailing Address:** PO Drawer D  
Independence, CA 93526

**Physical location:** 230 W. Line St.  
Bishop, CA 93514

**Telephone:** (760) 878-0282

**Fax:** (760) 878-2383

**Web Address:** <http://www.countyofinyo.org/index.htm>

**Contact:** Maureen McVicker, Assistant to the District Attorney  
[mmcvicker@inyocounty.us](mailto:mmcvicker@inyocounty.us)

### **Student Law Clerk**

Please call the office at the number listed above to inquire about student internships. The District Attorney's Office of Inyo County offers volunteer student internships.

### **Deputy District Attorney**

Visit <http://www.countyofinyo.org/jobs/> to view current District Attorney opportunities and download an application form. Applicants must complete an Inyo County application form and submit to the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached". Incomplete applications will not be processed.

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**County:** Kern

**Address:** 1215 Truxtun Avenue, 4<sup>th</sup> Floor  
Bakersfield, CA 93301

**Telephone:** (661) 868-2340

**Fax:** (661) 868-2700

**Web Address:** <http://www.co.kern.ca.us/da/>

**E-mail:** [DA@co.kern.ca.us](mailto:DA@co.kern.ca.us)

**Contacts:** **For Graduates with Bar Results or Pending Bar Results:**

**Mark Pafford**, Chief Deputy District Attorney

[mpafford@co.kern.ca.us](mailto:mpafford@co.kern.ca.us)

**For Student Law Clerk positions:**

**Melissa Allen**, Supervising Deputy District Attorney

[mallen@co.kern.ca.us](mailto:mallen@co.kern.ca.us)

Interested students and graduates should contact the office to inquire about law clerk or attorney positions.

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**County:** Kings

**Address:** 1400 West Lacey Blvd.  
Hanford, CA 93230

**Telephone:** (559) 582-0326

**Fax:** (559) 583-9650

**Web Address:** <http://www.countyofkings.com/departments/public-safety/district-attorney>

### **Deputy District Attorney**



Visit <http://agency.governmentjobs.com/kingscounty/default.cfm> for open opportunities and apply online.

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**County:** Lake

**Address:** 255 N. Forbes Street  
Lakeport, CA 95453

**Telephone:** (707) 263-2251

**Fax:** (707) 263-2328

**Web Address:** [http://www.co.lake.ca.us/Government/Directory/District\\_Atorney.htm](http://www.co.lake.ca.us/Government/Directory/District_Atorney.htm)

**Contact:** Don Anderson, District Attorney

Interested students and graduates should contact the office to inquire about law clerk or attorney positions.

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**County:** Lassen

**Address:** 220 South Lassen Street, Suite 8  
Susanville, CA 96130

**Telephone:** (530) 251-8283

**Fax:** (530) 251-2692

**Web Address:** <http://www.lassencounty.org/dept/district-attorney/welcome>

**Email:** [LassenDA@co.lassen.ca.us](mailto:LassenDA@co.lassen.ca.us)

For information about current openings, go to Lassen County Personnel Department at <http://old.lassencounty.org/govt/dept/personnel/LassenCountyJobOpportunities.asp>.

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**County:** Los Angeles

**Address:** 210 West Temple Street, Suite 1200  
Los Angeles, CA 90012

**Telephone:** (213) 974-3501

**Fax:** (213) 974-1484

**Web Address:** <http://da.co.la.ca.us/>

**Contact:** Regina Mayo, Recruitment Coordinator  
Los Angeles County District Attorney's Office  
210 West Temple St., Room 18-215  
Los Angeles, CA 90012

**Email:** [mayo@da.lacounty.gov](mailto:mayo@da.lacounty.gov)  
**Phone:** (213) 974-7788 or (213) 893-0174

### **Volunteer Law Clerk**

Early in your legal education you can lay the foundation for a career in a public prosecutor's office by serving as a volunteer law clerk. Volunteer law clerks assist deputy district attorneys in all phases of prosecution of misdemeanor and felony crimes and will likely attend court proceedings.

In addition, volunteer law clerks may be asked to assist in:

- Legal research and writing
- Reviewing transcripts
- Trial strategy discussions
- Collecting and analyzing statistics
- Composing drafts of motions
- Obtaining restitution information
- Preparing reports, documents and memoranda
- Contacting victims and witnesses
- Sorting and evaluating evidence
- Assembling trial notebooks
- Related tasks, including clerical work

Volunteer positions are available during the fall and spring semesters and during summer sessions at many of the non-administrative offices maintained by the District Attorney's Office. Interested students should consider reviewing the District Attorney's Office Directory for a list of the locations of its offices and additional information about office operations: <http://da.lacounty.gov/dao.htm>.

Volunteer positions are not available to individuals who have either been admitted to the California State Bar or have been informed of their prospective admission to the Bar.

**Minimum commitment:** 16-24 hours per week, for a minimum of six weeks. All volunteer law clerks must pass a background investigation.

#### **How to Apply**

Send a cover letter and resume to the District Attorney's Recruitment Coordinator

### **Certified Law Clerk** **Externships**

Direct courtroom experience is the goal of this externship with a focus on courtroom trial skills. Under State Bar of California rules, "certified law students" may make appearances in court under the supervision of a deputy district attorney.

Students who have completed at least one full year at an accredited law school and have either successfully completed, or are currently enrolled in, courses on evidence and civil procedure are eligible to apply to be certified law students. Certification forms are available from the State Bar and at most law schools.

Certified law clerk positions are available during the fall and spring semesters and during summer sessions. Certified law students are generally assigned to the office's Preliminary Hearing Unit at the Foltz Criminal Justice Center in downtown Los Angeles or to a branch, area or juvenile office. Interested students should consider reviewing the District Attorney's Office Directory for a list of the locations of its offices and additional information about office operations: <http://da.lacounty.gov/dao.htm>

Students must be available to attend a one-day training program on how to present evidence in a criminal proceeding and how to conduct a preliminary hearing or juvenile adjudication.

**Minimum commitment:** 16-24 hours per week, for a minimum of six weeks. All volunteer law clerks must pass a background investigation.

**Application deadlines:**

February 15 for summer

June 15 for fall

October 15 for spring

**How to Apply:** Send a cover letter and resume to the District Attorney's Recruitment Coordinator

**Senior Law Clerk**

**Law School Graduates**

The senior law clerk positions offer hands-on case development and trial preparation experience. Importantly, these are not deputy district attorney-trainee positions. Also, senior law clerks who have been admitted to the State Bar or have been informed of their prospective admission to the Bar are not permitted to make appearances in court, even under the supervision of a deputy district attorney.

Placement is limited to certain divisions and occurs throughout the year. You must have graduated from law school and received your final law school transcript in order to apply for these full-time positions.

All paid senior law clerks must pass a background investigation. District Attorney's Office divisions where senior clerk positions may be available include:

- Appellate Division, Habeas Corpus Litigation Team
- Automobile Insurance Fraud Division
- White Collar Crime Division, Real Estate Fraud Section
- Public Integrity Division, Internal Welfare Fraud Section
- Target Crimes Division, Child Abduction Section
- Consumer Protection Division, Elder Abuse Section
- Public Assistance Fraud Division
- Healthcare Fraud Division

**How to Apply**

- Complete a District Attorney employment application.
- Applications are available on the District Attorney's website at: <http://da.lacounty.gov/hr/>.
- Attach a copy of your official final law school transcript showing the date your degree was awarded.
- Attach your resume.
- Send the original application to:

Human Resources Division  
 Los Angeles County District Attorney's Office  
 201 North Figueroa Street, Suite 1300  
 Los Angeles, California 90012  
 Telephone: 213-202-7701

### Deputy District Attorney

#### Law School Graduates

A genuine interest in a career in public service, the ability to think clearly on your feet and the energy and enthusiasm to do trial work are all qualities we seek in a good candidate for deputy district attorney. You can prepare for this career while still in law school by:

- Participating in moot court and/or trial advocacy programs and competitions
- Taking advanced level criminal law course work
- Doing an externship in a prosecutor's or public defender's office

You must pass the California Bar examination in order to file for the position of deputy district attorney I. U.S. citizenship is required at time of appointment.

Two-week application filing periods are traditionally held in June and December, immediately after bar examination results are announced. However, this schedule is dependent on office needs and budgetary considerations.

All deputy district attorney appointees must pass a background investigation.

#### How to Apply

- Send a cover letter and resume to the Recruitment Coordinator (see back panel), and you will be notified of the next application period.
- Applications are available on the District Attorney's website at <http://da.lacounty.gov/hr/>.
- Send the completed application to the Human Resources Division (see address above)

<b>County:</b>	<b>Madera</b>
<b>Address:</b>	209 West Yosemite Avenue Madera, CA 93637
<b>Telephone:</b>	(559) 675-7726
<b>Fax:</b>	(559) 673-0430
<b>Web Address:</b>	<a href="http://www.madera-county.com/index.php/department-overview">http://www.madera-county.com/index.php/department-overview</a>

**Email Info:** [DAinfo@Madera-County.com](mailto:DAinfo@Madera-County.com)

**Contact:** **Angie Hill**, Assistant District Attorney

Students interested in law clerk positions should contact **Angie Hill** at the number listed above. Check the county's Human Resources website for attorney job postings.

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**County:** **Marin**

**Address:** 3501 Civic Center Drive, Room 130  
San Rafael, CA 94903

**Telephone:** (415) 473-6450

**Fax:** (415) 473-6734

**Web Address:** <http://www.co.marin.ca.us/depts/DA/Main/index.cfm>

**Contact:** **Barry Borden**  
No telephone calls

### **Student Law Clerk**

**Paid/Unpaid** Unpaid

The Marin County District Attorney's Office will offer to California State Bar legally certified interns an opportunity to work in our office under the supervision of one of our regular-hire deputy district attorneys. The permitted scope of work will be limited to providing legal research assistance which may include the preparation of legal briefs and assistance in case preparation. The certified legal intern shall not be permitted to make court appearances, handle calendar appearances, or conduct and participate in hearings or trials. Any deputy district attorney may refer any interested law student to the Chief Deputy District Attorney for information on becoming a certified legal intern in this office. If a deputy district attorney has been in communication with a certified legal intern who is interested in working in our office, the deputy district attorney shall notify and review the potential certified legal intern with the Chief Deputy District Attorney to obtain approval before the legal intern commences his or her work assignments. It shall be required that any legal intern working in our office be certified under the California State Bar regulations and be supervised consistent with the Bar's guidelines and required procedures.

All internships are UNPAID. Interested law students may submit a cover letter and resume to Chief Deputy District Attorney **Rosemary Slote** at [rslote@marincounty.org](mailto:rslote@marincounty.org). We will only respond to

applications if we have a need for an intern and we are interested in further pursuing the law student's application. Please, no phone calls.

### **Deputy District Attorney**

#### **Description**

Duties may include but are not limited to: prosecuting misdemeanor and felony criminal cases; conducting pretrial interviews with victims, witnesses, defense attorneys and arresting officers; preparing cases for trial; refusing or approving and issuing complaints in misdemeanor matters and non-complex felony matters; advising law enforcement agencies in legal and evidentiary matters prior to issuance of criminal complaints; and preparing search warrants and arrest warrants.

#### **Requirements**

Current active membership in the California State Bar is required.

#### **Application Process**

This is a civil service office. Individuals are hired as necessary through the county personnel office. Obtain application materials from the Marin County Human Resources Department. A list of current recruitments may be obtained by accessing the Marin County Job Postings List, by calling the job hotline at (415) 473-7800, or by going to the Marin County Human Resources Department at <https://www.jobaps.com/marin/default.asp>.

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<b>County:</b>	<b>Mariposa</b>
<b>Address:</b>	5101 Jones Street P.O. Box 730 Mariposa, CA 95338
<b>Telephone:</b>	(209) 966-3626
<b>Fax:</b>	(209) 966-5681
<b>Web Address:</b>	<a href="http://www.mariposacounty.org/index.aspx?nid=74">http://www.mariposacounty.org/index.aspx?nid=74</a>
<b>E-mail:</b>	<a href="mailto:mcda@mariposacounty.org">mcda@mariposacounty.org</a>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Mendocino  
**Address:** PO Box 1000  
100 North State Street, Room G-10  
Ukiah, CA 95482  
**Telephone:** (707) 463-4211  
**Fax:** (707) 463-4687  
**Web Address:** <http://www.co.mendocino.ca.us/da/>  
**E-mail:** [da@co.mendocino.ca.us](mailto:da@co.mendocino.ca.us)

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Merced  
**Address:** 550 W. Main Street  
Merced, CA 95340  
**Telephone:** (209) 385-7381  
**Fax:** (209) 725-3669  
**Web Address:** <http://www.co.merced.ca.us/index.aspx?nid=67>  
**E-mail:** [dainfo@co.merced.ca.us](mailto:dainfo@co.merced.ca.us)

Students interested in law clerk positions should contact the offices directly. There is no defined internship program, but the office usually has one paid internship position as well as unpaid positions depending on need.

Check the county's Human Resources website for attorney job postings.

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**County:** Modoc  
**Address:** 204 South Court Street, Ste 202  
Alturas, CA 96101  
**Telephone:** (530) 233-6212  
**Fax:** (530) 233-4067  
**Email:** [da@co.modoc.ca.us](mailto:da@co.modoc.ca.us)

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Mono  
**Mailing Address:** PO Box 617  
Bridgeport, CA 93517  
**Physical Address:** Old Courthouse Main  
Bridgeport, CA 93517  
**Telephone:** (760) 932-5550  
**Fax:** (760) 932-5551  
**Email:** [districtattorney@mono.ca.gov](mailto:districtattorney@mono.ca.gov)  
**Web Address:** <http://www.monocounty.ca.gov/da>

**Student Law Clerk**

Applicants interested in student internships should contact **District Attorney Tim Kendall** directly at the number above to inquire about current opportunities.

**Deputy District Attorney**

Visit [http://www.monocounty.ca.gov/departments/job\\_listings/JobListings.html](http://www.monocounty.ca.gov/departments/job_listings/JobListings.html) for open opportunities and application instructions. Our application procedure requires you to turn in applications for current open positions rather than for positions that may be available in the future.

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**County:** Monterey  
**Address:** PO Box 1131, Salinas, CA 93902  
230 Church Street, Salinas, CA 93902  
**Telephone:** (831) 755-5070 (Main office in Salinas)  
(831) 647-7770 (Monterey office)  
(831) 769-3389 (Fax)  
**Web Address:** <http://www.co.monterey.ca.us/da/>  
**Contact:** **Sherri Hall**  
(831) 755-5470; [halls@co.monterey.ca.us](mailto:halls@co.monterey.ca.us)

**Student Law Clerk**

**Description**

Individuals who have completed their first year of law school qualify to volunteer in this office.

**Requirements**

The only requirement is an interest and willingness to commit to whatever arrangement is made between the student and the prosecutor. This office describes itself as very flexible and willing to work around the student's schedule.



**Application Process**

Interested parties should download, complete and send a volunteer/intern application (<http://www.co.monterey.ca.us/da/pdfs/davolunteerform.pdf>) along with a cover letter, a copy of their resume and a writing sample to Ms. Hall via email at the email address listed above. All applicants are required to complete and successfully pass a civilian background investigation prior to acceptance. **Receipt of background results can take approximately 2- 4 weeks.**

**Post Graduate Law Clerk**

Prior to passing the bar, interested parties may apply for a position as a Legal Assistant. However, volunteers are welcome at any time. See the information for student law clerks above.

**Deputy District Attorney**

Visit <http://agency.governmentjobs.com/montereycounty/default.cfm> to view current openings and application instructions.

<b>County:</b>	<b>Napa</b>
<b>Address:</b>	Carithers Building 931 Parkway Mall Napa, CA 94559
<b>Telephone:</b>	(707) 253-4211
<b>Fax:</b>	(707) 253-4041
<b>Email:</b>	DA@countyofnapa.org
<b>Web Address:</b>	<a href="http://www.countyofnapa.org/DA/">http://www.countyofnapa.org/DA/</a>

Students interested in 10-week full-time summer law clerk positions should email cover letter and resume to Taryn Hunter, Deputy District Attorney at [taryn.hunter@countyofnapa.org](mailto:taryn.hunter@countyofnapa.org) and Paul Gero, Assistant District Attorney at [paul.gero@countyofnapa.org](mailto:paul.gero@countyofnapa.org).

Check the county’s Human Resources website for attorney job postings.

<b>County:</b>	<b>Nevada</b>
<b>Address:</b>	201 Commercial Street Nevada City, CA 95959
<b>Telephone:</b>	(530) 265-1301
<b>Fax:</b>	(530) 478-1871
<b>Web Address:</b>	<a href="http://www.mynevadacounty.com/nc/da/Pages/Home.aspx">http://www.mynevadacounty.com/nc/da/Pages/Home.aspx</a>
<b>Contact:</b>	<b>Clifford Newell</b> , District Attorney <a href="mailto:clifford.newell@co.nevada.ca.us">clifford.newell@co.nevada.ca.us</a>

### Student Law Clerk

**Paid/Unpaid**                      Unpaid/Course Credit (academic year)

#### **Description**

Certified law students work under the supervision of District Attorneys and make court appearances. Efforts are made to assign one jury trial to a Law Clerk. Additionally, the office reviews and corrects Law Clerk application materials and sets up mock interviews to prepare exiting Law Clerks for interviews with District Attorney offices. The office hires Law Clerks throughout the academic year and during the summer. The office typically has one law clerk, but can take up to three.

#### **Application Process**

The office gives preference to second year law students eligible for certification by the California State Bar. Interested students may contact the office at [District.Attorney@co.nevada.ca.us](mailto:District.Attorney@co.nevada.ca.us). Applicants offered a law clerk position will be required to successfully pass a drug test (which tests for marijuana) and a background check.

### Deputy District Attorney

Visit <http://www.mynevadacounty.com/nc/hr/Pages/Home.aspx> for job descriptions, application information and current openings.

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**County:**                              **Orange**

**Address:**                            401 Civic Center Drive West  
Santa Ana, CA 92701

**Telephone:**                        714-834-3600

**Web Address:**                      [www.OrangeCountyDA.com](http://www.OrangeCountyDA.com)

**Contact:**                            **Keith Bogardus**, Sr. Deputy District Attorney, 714-347-0511

### Student Law Clerk

1L and 2L students interested in full-time volunteer law clerk positions should apply directly. There are 19 prosecutorial units where clerks can work. Clerks are assigned to one unit for the summer based on need and clerk's preference. Application process is to email cover letter and resume to [director-lciprogram@da.ocgov.com](mailto:director-lciprogram@da.ocgov.com) by February 10. Once the office receives emailed application, they will review materials, schedule phone or Skype interviews and make offers shortly after interviews.

Hiring Process: The Orange County District Attorney's Office will review emailed materials, schedule phone or Skype interviews and make offers shortly after interviews.

### **Post Graduate Fellows Program**

Fellowship term runs from early August through early May. Interviews for program are conducted through on-campus interviews in January prior to graduation. Only current 3Ls graduating in May are eligible to apply. Positions are paid.

### **Deputy District Attorney**

Check the county's Human Resources website for attorney job postings.

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**County:** Placer  
**Address:** 10810 Justice Center Drive Suite #240  
Roseville, CA 95678  
**Telephone:** (916) 543-8000  
**Fax:** (916) 543-2550  
**Web Address:** <http://www.placer.ca.gov/Departments/DA.aspx>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Plumas  
**Address:** 520 Main Street, Room 404  
Quincy, CA 95971  
**Telephone:** (530) 283-6303  
**Fax:** (530) 283-6340  
**Web Address:** [www.countyofplumas.com](http://www.countyofplumas.com)  
**Contact:** David Hollister, District Attorney  
(530)283-6303

### **Student Law Clerk**

#### **Requirements**

First year students may apply, but there is a preference for second year students who are eligible for certification by the California State Bar.

**Application Process**

Submit resume, cover letter and three references to David Hollister, District Attorney at the above address. The office will contact applicants who it wants to conduct phone interviews with.

**Post Graduate Law Clerk**

Post-bar clerkships are available based on need. Contact the office directly to inquire about opportunities.

**Deputy District Attorney**

**Application Process**

Submit resume, cover letter and three references to David Hollister, District Attorney at the above address. The office keeps application materials on file and refers back to them when a position becomes available.

**County:** **Riverside**  
(Offices in Riverside, Murrieta/Temecula, & Indio)

**Address:** 3960 Orange Street  
Riverside, CA 92501

**Telephone:** (951) 955-5400

**Web Address:** <http://rivcoda.org/opencms/daoffice/employment.html>

**Law Student/Post Graduate Law Clerk**

The district attorney recruits first- and second- year law students for summer externships and third-year law students for post-bar clerking positions. The district attorney seeks students with a demonstrated commitment to excellence and community service. The district attorney believes excellence in prosecution can only be achieved by ethical, assertive, articulate, persuasive advocates with high levels of initiative, creativity, maturity, work ethic, and good judgement and who are willing to use those abilities for the public good. Applications are sought from students who have had an active participation in law school and law-related activities and who are committed to excellence in accepting personal responsibility for cases of importance.

On-campus interviews are normally scheduled at most Southern California accredited law schools. Each January and February the office participates in the Northern California Public Interest Public Career Day (typically held at UC Hastings) and the Southern California Public Interest/Public Sector Career Day (typically held at UCLA). Students attending other law schools or that are unable to attend a career fair are invited to submit their resumes for externships to the extern recruitment coordinator at [externshipprogram@RivCoDA.org](mailto:externshipprogram@RivCoDA.org).

A list of positions that are currently available can be obtained from the county's Human Resources Web Page. All positions require that a resume be submitted to Human Resources online via their web site.

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**County:** Sacramento  
**Address:** 901 G Street  
Sacramento, CA 95814  
**Telephone:** 916.874.8847  
**Contact:** Mercy Baylis, Hiring Team Coordinator  
**Email:** DAHiringTeam@SacDA.org  
**Web Address:** <http://www.sacda.org/>

### **Student Law Clerk**

#### **Volunteer Fall and Spring Law Student Internship Program (2nd/3rd year students)**

Volunteer intern positions are also available during the fall and spring semesters for second year day or third year evening students. Some law schools may allow students to receive law school units for the work performed (clinical internship). Students interested in receiving units for work performed must coordinate receipt of credits with their law school's clinical department. Volunteer and clinical interns will work with Deputy District Attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment courts. Students must be presently enrolled in or have completed a course in Evidence and Civil Procedure.

Please submit a letter of interest and resume to Deputy District Attorney Sheri Greco at [GrecoS@sacda.org](mailto:GrecoS@sacda.org) or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

#### **FALL**

- Application Deadline: TBA
- Interviews Conducted: TBA
- Mandatory Training: TBA

#### **SPRING**

Application Deadline: October 5, 2016

- Interviews Conducted: October 12 & 13, 2016
- Mandatory Training: TBA

### **Summer Law Student Internship Program (2nd/3rd year students)**

The Sacramento County District Attorney's Office is accepting applications for its paid summer intern program. Interns will work with deputy district attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court. Specifically, interns in this program will be given the responsibility of preparing misdemeanor cases, presenting offers in court, negotiating plea bargains, taking the pleas on the record and sentencing defendants. Interns could also be assigned to the Juvenile Division where they would have the opportunity to argue motions. Summer Interns would also be given the opportunity to appear and present evidence in preliminary hearings, motions to suppress, motions for discovery and violations of probation.

The qualifications for this position require full-time enrollment at an ABA or California accredited university leading to a degree in law and applicants should have completed the second year day or third year evening of law school and have taken or enrolled in a course in Evidence. Completing courses in Criminal Law, Criminal Procedures & Constitutional Law by the time the program begins would be helpful. This is a 10 week program. Compensation will be at a rate of \$17.50/hour.

If you are interested, check fall OCI schedule to apply. please submit a letter of interest and resume on or before October 1, 2016 to Mercy Baylis at [DAhiringteam@sacda.org](mailto:DAhiringteam@sacda.org). Address cover letters to Supervising Deputy District Attorney Scott Triplett.

- Application Deadline: October 1, 2016
- Interviews Conducted: October and November 2016
- Start Date: May 30, 2017

### **Volunteer Summer Law Student Internship program (1st year students)**

Students who have completed their first year of law school, or second year if enrolled in an evening program, may work over the summer months with Deputy District Attorneys doing legal research, assisting in court and handling assignments in the misdemeanor arraignment courts. Enrollment in or completion of a course in Evidence or Civil Procedure is preferred, but not required.

Please submit a letter of interest and resume on or before TBD to Deputy District Attorney Sheri Greco at [GrecoS@sacda.org](mailto:GrecoS@sacda.org) or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

- Application Deadline: February 10, 2017
- Interviews Conducted: February 15 & 16, 2017
- Start Date: May 30, 2017

### **Post-Bar Legal Research Assistants**

**APPLICATION DEADLINE: A letter of interest and your resume must be received on or before October 1, 2016. No longer accepting applications for 2017 season.**

The Sacramento County District Attorney's Office is accepting applications for post-bar Legal Research Assistants to begin work in August 2017 after taking the February or July 2017 California Bar Exam. The position is limited to those taking the first California Bar exam offered after graduation.

Legal Research Assistants will work under supervision of deputy district attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court. Legal Research Assistants will also be assigned to the misdemeanor law and motion calendar where they will conduct evidentiary hearings and to the Felony Bureau where they will conduct preliminary hearings. Upon admission to the Bar, Legal Research Assistants will be assigned Misdemeanor Trial caseloads. This can then transition to a permanent deputy district attorney position.

Qualifications for this position include graduation from an ABA or California accredited law school in 2017, with plans to take the next available California State Bar exam. **Please do not send a resume unless you meet the criteria.** Candidates must be available for assignment within approximately one to two weeks after taking the California State Bar exam. Compensation will be at a rate of \$23.42/hour.

- Submit a letter of interest and resume on or before October 1, 2016 to Mercy Baylis at [DAhiringteam@sacda.org](mailto:DAhiringteam@sacda.org).
- Address cover letters to Supervising Deputy District Attorney Scott Triplett.
- Interviews will be conducted in October and November 2016.

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<b>County:</b>	<b>San Benito</b>
<b>Address:</b>	419 4th Street Hollister, CA 95023-3801
<b>Telephone:</b>	(831) 636-4120
<b>Fax:</b>	(831) 636-4126
<b>Web Address:</b>	<a href="http://www.san-benito.ca.us/departments/">http://www.san-benito.ca.us/departments/</a>

Students interested in law clerk positions should contact the offices directly.

#### **Deputy District Attorney**

Interested applicants should apply online when there are availabilities. Opportunities for District Attorneys can be found at <http://agency.governmentjobs.com/sanbenito/default.cfm>

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**County:** San Bernardino

**Address:** 303 West 3<sup>rd</sup> Street, 6<sup>th</sup> Floor  
San Bernardino, CA 92415-0502

**Telephone:** (909) 382-3669

**Web Address:** <http://www.sbcountyda.org/>

**Email:** [da@sbcda.org](mailto:da@sbcda.org)

### **Student Law Clerk**

#### **Law Interns – Criminal**

These law interns will be assigned to assist our various trial attorneys throughout the county. They should have some legal education. Depending on the level of legal education, law interns can be assigned a variety of duties from research and writing to limited court appearances. Certified interns may be assigned to argue motions or preliminary hearings. (See the California State Bar Website for certification requirements and information on the Practical Training of Law Students Program.)

#### **Law Interns - Appellate Services Unit**

Law interns assigned to this specialty unit will assist in researching novel legal issues, writing pleadings and memos for distribution both within the District Attorney's office and to local law enforcement agencies, drafting and compilation of practice guides and will provide general support to unit attorneys. This unit practices before the superior court, the local appellate division, the state Court of Appeal and the Supreme Court of California. The Appellate Services Unit litigates petitions for habeas corpus relief, recusal motions, and a variety of specialized motions and hearings. Excellent research and writing skills are required as is attention to detail and thoughtfulness when presented with challenging legal questions. Certified law interns may have the opportunity to litigate certain matters as opportunities arise.

Applications are accepted year around with open positions filled as needed. Click here to download application. Applicants should submit a cover letter, resume, and a writing sample along with the application.

### **Volunteer Attorneys**

Volunteer Attorneys are those who have passed the Bar, have their licenses, and wish to do an internship with our office. Volunteer Attorneys may be assigned tasks that include: research, writing and arguing motions; presenting preliminary hearings; and handling misdemeanor cases. They would be Specially Deputized so that they may perform these functions. (See above for application information).

### **Deputy District Attorneys**

Visit [http://www.sbcounty.gov/hr/Emp\\_Opp\\_Home.aspx](http://www.sbcounty.gov/hr/Emp_Opp_Home.aspx) to view current opportunities and application instructions.



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**County:** San Diego

**Address:** San Diego District Attorney's Office  
Hall of Justice  
330 West Broadway  
San Diego, CA 92101

**Telephone:** 619-531-4040

**Fax:** 619-237-1351

**Web Address:** <http://www.sdcda.org/>

### **Student Law Clerk**

#### **Certified Legal Internship Program**

##### ***Job Description***

The Certified Legal Intern Program of the San Diego District Attorney's Office offers volunteer positions to law students who are interested in a career in the field of criminal law. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. All Certified Legal Interns work closely with Deputy District Attorneys in all phases of prosecution.

Interns may be assigned to work in any one of a variety of divisions within the Office, as well as to any of the locations served by the Office, according to staffing needs. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.

The Certified Legal Intern Program is divided into two categories: (1) Summer Legal Interns; and (2) Fall/Spring Legal Interns. The Summer Legal Internship program is a volunteer internship position open to 2L students. The Fall/Spring Legal Internship program is a volunteer position open to 2L and 3L students who are enrolled in the local San Diego area law schools.

##### ***Training***

Every Certified Legal Intern participates in an introductory training course before being assigned into a particular division. Experienced trial deputies administer this training to familiarize Certified Legal Interns with the California criminal justice process and our Office. After the initial training, each Certified Legal Intern will receive on the job mentorship from an experienced prosecutor who will provide relevant training for each assignment.

All Certified Legal Interns are expected to apply with the State Bar for their certification. Such certification status allows those then Certified Legal Interns to research, write, and argue motions, conduct preliminary hearings, assist in the preparation of serious felony cases including such crimes as rape, felony assault, kidnap or murder trials.

### ***Fall/Spring Intern Application Process***

The Fall Legal Intern program and Spring Legal Intern program are separate volunteer internship positions open to 2L and 3L law students who attend California Western School of Law, Thomas Jefferson School of Law and the University of San Diego School of Law.

Employment in the 2017 Spring Legal Intern Program would begin in January 2017. Applications for the position will be due on **September 16, 2016**. Please coordinate with your respective law school about applying through their On-Campus Interviewing application process. On-Campus interviewing at California Western School of Law, Thomas Jefferson School of Law and the University of San Diego School of Law is anticipated to occur the week of September 26, 2016.

Employment in the 2017 Fall Legal Intern Program would begin in approximately August 2017. Applications for the position will be due in early **February, 2017**. Please coordinate with your respective law school about applying through their On-Campus Interviewing application process. On-Campus interviewing at California Western School of Law, Thomas Jefferson School of Law and the University of San Diego School of Law is anticipated to occur the final week of February 2017. More specific information for application deadlines and interview schedules will be available in January 2017.

**Frank Jackson and Melissa Diaz**, Hiring Deputy – Fall and Spring Legal Intern Program

Office of the District Attorney  
330 W. Broadway, Suite 940  
MS: D-422  
San Diego, CA 92101  
[recruiting@sdcdca.org](mailto:recruiting@sdcdca.org)

**Marisela Martinez**

Office of the District Attorney  
330 W. Broadway, Suite 1300  
MS: D-421  
San Diego, CA 92101

### ***Summer Legal Intern Application Process***

The Summer Legal Intern program is a volunteer internship position open to 2L students only. These internship positions can provide invaluable experience to law students interested in a career in the field of criminal law. Summer Legal Interns work closely with Deputy District Attorneys in all phases of prosecution. Employment in this position would start in mid-to-late May 2017 and end in mid-to-late August 2017.

Last year our Office had Summer Legal Interns from 23 different law schools. We hope to continue to attract dedicated, diverse and passionate law students who aspire to pursue a career in criminal prosecution.

The requirements for the Summer Legal Intern position are as follows:

- 2L Status and completion of Evidence and Civil Procedure Courses
- Resume, cover letter, and unofficial transcript
- Must be available to work a minimum of 40 hours per week
- Grade Point Average of 3.0
- Subject to background clearance
- If you have worked for our office before, please include in your application the names of any supervisors to whom you have been previously assigned or other DDAs who can speak to your work.

Please coordinate with your respective law school about any potential funding available through your institution for these volunteer positions. Some law schools also provide for school credit for participation in our Summer Legal Internship program. While the Office would prefer a commitment by Summer Legal Interns to work the entire summer, splitting the summer with another employer will be considered on a case-by-case basis.

For the Summer Intern position, interviewing will take place either through on-campus interviewing or through Skype/teleconferencing in early to mid-October and offers will be sent out late October.

To apply for the Summer Legal Intern position, please submit a (1) Resume, (2) Cover Letter, (3) Official or Unofficial Transcript, (4) only if you have previously worked for the San Diego County District Attorney's Office, the names of any supervisors to whom you have previously been assigned or other DDAs from our Office who can speak to your work. Please submit the materials as a SINGLE PDF through email to [recruiting@sdccda.org](mailto:recruiting@sdccda.org). The applications are due August 31, 2016.

**Note for applicants for which our Office conducts on-campus interviewing:** Please apply through your law schools' Symplicity website. You do NOT need to send the requested materials directly to [recruiting@sdccda.org](mailto:recruiting@sdccda.org). Your law school will organize and provide us with the requisite materials. If you are unsure if our Office is conducting on-campus interviews at your school, please email your Career Service Office.

**Robert Eacret and Jessica Coto, Hiring Deputies – Summer Legal Intern Program**

Office of the District Attorney  
330 W. Broadway, Suite 1100  
MS: D-422  
San Diego, CA 92101

**Marisela Martinez**

Office of the District Attorney  
330 W. Broadway, Suite 1300  
MS: D-421  
San Diego, CA 92101

### **Post Graduate Law Clerk**

**Contact**                      **Kim Allen**  
619-531-4016  
330 W. Broadway, Suite 1330  
San Diego, CA 92101  
[kim.allen@sdcca.org](mailto:kim.allen@sdcca.org)

#### **Description**

This is an opportunity to work for a prosecutor's office while awaiting Bar results. Employment as a Deputy District Attorney is by competitive examination after the applicant has passed the Bar. Temporary employment as a law clerk is not a guarantee or promise of employment. Graduate Law Clerks can be employed no longer than six months.

Duties include answering defense motions, doing legal research and writing reports, assisting in trial preparation, and, if certified, appearing in court to argue matters.

### **Deputy District Attorney**

#### **Description**

Individuals are assigned to handle misdemeanor prosecutions and, later, felony matters.

#### **Requirements**

Applicants must be active members in good standing of the California State Bar or must provide notice of acceptance as a new admittee having passed the most recent California Bar Examination.

#### **Application Process**

Interested applicants should check for recruitment information at the San Diego County website job opportunities, <http://www.sdcounty.ca.gov/hr/>.

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**County:**                      **San Francisco**

**Address:**                    850 Bryant Street, Room 322  
San Francisco, CA 94103

**Telephone:**                (415) 553 -1754

**Fax:**                            (415) 553 -1737

**Web Address:**            <http://sfdistrictattorney.org/law-student-opportunities>

**E-mail:**                      [SFDAInternship@sfgov.org](mailto:SFDAInternship@sfgov.org)

### **Legal Internship Program**

The San Francisco District Attorney's Office offers a volunteer law clerk internship program throughout the year to students who have completed at least one full year of law school. The internship positions provide invaluable experience to individuals interested in a career in the field of criminal law. Interns have the opportunity to work closely with prosecutors in a wide variety of areas of prosecution. Interns may also attend the in-house trainings.

First, second, and third year law students are eligible to apply for part-time internship positions during their respective Fall, Spring, and Summer semesters.\* Internships are unpaid. Students who have completed at least their first year of law school are placed in areas where they will be involved primarily in legal research-related assignments (subject to attorney approval and supervision.)

- Legal Interns may assist in the preparation of felony and misdemeanor prosecutions and be allowed to observe courtroom activities.
- Legal Interns will be responsible for a wide variety of both clerical and legal tasks including review of case files and production of discovery.
- Legal Interns may be asked to review transcripts and listen to tapes and or CDs.
- In addition, these volunteer legal interns may be asked to assist with any of the functions listed above for high school, undergraduate, graduate or paralegal interns, depending on the needs of the office or unit.

Although internships with the DA's Office do not require a full-time commitment, a minimum commitment of 20 hours per week is required.

\*Note: Third year law students are ineligible to apply for Summer positions.

### **Certified Legal Internship Program**

The Certified Legal Intern Program of the San Francisco District Attorney's Office offers volunteer positions to law students who are interested in a career in the field of criminal law. Students must have completed courses in Civil Procedure and Evidence. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. All Certified Legal Interns work closely with Deputy District Attorneys in all phases of prosecution. Students who apply for this program must be prepared to spend a minimum of 20 hours per week in their assignments. While consecutive days are desirable, they are not mandatory.

Interns may be assigned to work in any one of a variety of divisions within the Office, as well as to any of the locations served by the Office, according to staffing needs. In addition to the Hall of Justice, branch offices are located at the Juvenile Youth Guidance Center, the Special Operations Department and the Community Justice Court. In an effort to broaden the legal experience, the Intern is given the opportunity to rotate into different assignments within the office to assist in their legal proficiency and expertise in particular practice areas.

All Certified Legal Interns are expected to apply with the State Bar for their certification. (Current requirements, instructions, and fees for certification can be found at: <http://calbar.ca.gov>.) Such certification status allows those Certified Legal Interns to research, write, and argue motions, present evidence at suppression motions and conduct hearings in the Superior Court under the direct supervision of an experienced prosecutor. Additionally a Certified Legal Intern may gain valuable experience in preparation of high profile cases or assist in the preparation of serious felony cases including such crimes as rape, felony assault, kidnap or murder trials.

### **Law School Fellows**

Students attending participating law schools are eligible to apply for full-time internship positions during their respective Fall and Spring semesters. Internships are unpaid. Fellows typically receive academic credit from their respective law schools in exchange for their work for the District Attorney's Office. These positions require prior approval from the student's law school and eligibility for certification by the California State Bar. The goal of this program is to further the student's understanding of and ability to apply legal principles learned in the classroom to actual legal issues. Law School Fellows will be assigned to specific units within the District Attorney's Office but will be required to work on other matters when the need arises. Law School Fellows must be self-motivated, well organized and have the ability to efficiently manage a number of responsibilities. Law School Fellows are required to draft legal motions, conduct hearings, and help Assistant District Attorneys prepare cases for jury trial.

### **Summer Law Clerks**

Second year law students applying for the Summer Law Clerk program at the San Francisco District Attorney's Office are eligible for certification by the California State Bar. The program is designed to expose Law Clerks to the different units within the District Attorney's Office while providing them with the practical experience necessary to become effective litigators. Summer Law Clerks participate in an extensive 12 week training program that includes lectures on various aspects of trial work. Clerks perform legal research and writing, litigate motions, conduct evidentiary hearings, and assist attorneys in case preparation for trial. A limited number of Summer Law Clerks will be eligible to receive a stipend for successful completion of their duties.

### **Post-Bar Clerks**

For law school graduates who have taken the California Bar Exam and area waiting results, we offer an intensive full-time clerkship. "Post Bars" assist attorneys in every aspect of case preparation and advocate on behalf of clients in court proceedings (subject to attorney approval and supervision). All Post Bar candidates will need to be "PTLS certified" by the California State Bar. A limited number of Post Bar Clerks will be eligible to receive a stipend for successful completion of their duties.

### **Upcoming Sessions & Application Deadlines:**

#### **Fall 2016 Session**

3Ls, 2Ls, Paralegals, Undergrads and High School students  
August 29, 2016 – December 16, 2016 (16 weeks)

**Application Deadline: September 9, 2016**

Spring 2017 Session

3Ls, 2Ls, 1Ls, Paralegals, Undergrads and High School students

January 9, 2017 – May 19, 2017 (19 weeks)

**Application Deadline: January 6, 2017**

Summer 2017 Session

2Ls only

May 22, 2017 – August 18, 2017 (13 weeks)

**Application Deadline: November 18, 2016**

1Ls, Paralegals, Undergrads and High School students

May 30, 2017 through August 18, 2017 (12 weeks)

**Application Deadline: February 17, 2017**

### **Internship Application Process**

The San Francisco District Attorney's Office receives applications for our Internship programs from candidates who have attended law schools in California and throughout the United States. The number of potential applicants well exceeds the number of interns accepted into each program. Students applying for any one of the programs must submit a completed packet at the time of application. A detailed list of the documents an applicant needs to submit is listed below.


California Government Code §§1125 through 1127 prohibits local agency officers and employees from engaging in activities that are incompatible, inconsistent, in conflict, or inimical with their agency employment. As a volunteer intern with our office, interns are bound by these sections of the Government Code. Students selected for any of the intern programs are advised that they may not perform any work (paid or unpaid) for any criminal defense attorney during the pendency of their internship with this office. This applies even if the criminal defense work is in a different county. Students who have other outside employment/incompatible activity during the pendency of their internship must disclose this to our office for review prior to accepting the internship.

Should an intern engage in outside employment/incompatible activity after commencing the internship, the intern must immediately advise the Program Director, Deputy District Attorney Wade Chow. If the outside employment/incompatible activity is deemed to fall within the prohibitions of California Government Code §1125 through 1127, the intern will not be able to remain in our program. If an intern has any questions concerning other employment/incompatible activity, they should contact the Program Director.

All students will be required to complete a Criminal Record Check Information with the submission of their application packet. These forms are thoroughly reviewed by our Bureau of Investigation, and students are encouraged to be candid. Acceptance into any one of the Internship Programs is conditional upon the candidate passing a background check.

Due to the high number of applications received for all of the programs, the following applications deadlines will be strictly enforced. Below are the application deadlines for all internship positions. Deadlines apply to all current interns and new applicants.

**All applicants must complete and submit the following materials in one combined PDF file in the following order**

- Cover letter
- Resume
-  Adult Background Investigation Form (The background form can be typed in, do a save as, print it and sign before adding to the PDF file)
- A copy of photo Identification
- Two-page Writing Sample (Optional - Not required for high school applicants)

Upon acceptance you may be asked to furnish the following:

- Current Unofficial Transcripts (PDF)
- Three References (PDF)
- School Verification

NOTE: Submissions that fail to meet the previous guidelines will be rejected immediately.

**Email questions and application material to: [SFDInternship@sfgov.org](mailto:SFDInternship@sfgov.org)**

### **Assistant District Attorney Positions**

Applicants who are current, active members of the California State Bar may apply for full-time attorney positions by submitting a cover letter, resume, writing sample, and two letters of reference to:

**Evette Taylor-Monachino**  
Human Resources Manager  
Office of District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
[Evette.Monachino@sfgov.org](mailto:Evette.Monachino@sfgov.org)

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<b>County:</b>	<b>San Joaquin</b>
<b>Address:</b>	222 E. Weber Avenue, 2nd Floor, Room 202 Stockton, CA 95201
<b>Mailing Address:</b>	P.O. Box 990 Stockton, CA 95202
<b>Telephone:</b>	(209) 468-2400



**Fax:** (209) 465-0371  
**Web Address:** <http://www.sjgov.org/da/>

**Contact:** **Cindy DeSilva**, Deputy District Attorney  
[cindy.desilva@sjcda.org](mailto:cindy.desilva@sjcda.org)

#### **Student Law Clerk**

Interested 1L and 2L (certified) students should check websites for both District Attorney's Office and San Joaquin County Employment for current internship opportunities. Positions for certified interns are paid. Questions may be directed to Cindy De Silva at the email listed above.

#### **Post Bar Law Clerk**

Graduates who have taken the bar exam may apply for paid post bar law clerk positions. Visit both DA and county employment websites or contact Cindy De Silva for more information.

#### **Deputy District Attorney**

Check the county's employment website for attorney job postings

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**County:** **San Luis Obispo**

**Address:** 1055 Monterey Street  
County Government Center, 4th Floor  
San Luis Obispo, CA 93408

**Telephone:** (805) 781-5800  
**Fax:** (805) 781-4307  
**Web Address:** <http://www.slocounty.ca.gov/DA.htm>

**Contact:** **Kimberly Hanson**, Administrative Services Officer

#### **Student Law Clerk**

Students interested in law clerk positions should contact the offices directly.

#### **Deputy District Attorney**

Interested applicants should apply online. Visit <http://www.jobaps.com/slo/sup/images/default.asp> to browse current job openings.

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**County:** San Mateo

**Address:** Hall of Justice and Records  
400 County Center 3<sup>rd</sup> Floor  
Redwood City, CA 94063

**Telephone:** (650) 363-4636

**Fax:** (650) 363-4873

**Web Address:** <http://www.co.sanmateo.ca.us/portal/site/districtattorney>

**Primary Contact:** **Morley Pitt**, Assistant District Attorney  
mpitt@smcgov.org

### Student Law Clerk

#### **Description**

The District Attorney's Office offers volunteer internship positions to eligible second and third year students. These internship positions can provide invaluable experience to individuals interested in the field of criminal law. Interns work closely with prosecutors in all phases of prosecution

The interns' duties include legal writing and research and courtroom presentations under the supervision of a Deputy District Attorney. Interns are expected to answer defense motions and conduct legal research. Interns are also expected to present hearings and motions as a certified law student. Once accepted to our program, the intern is required to obtain Certification with the State Bar.

#### **Requirements**

All applicants must meet the following qualifications:

- 2L or 3L status
- Completion of Evidence
- Completion of Civil Procedure
- Completion of Criminal Law
- Completion of Criminal Procedure
- Must be available to work a minimum of 20 hours per week  
(exceptions are made during the school semesters)
- Background clearance

#### **Application Process**

To apply for an internship position, please submit a cover letter and resume to Morley Pitt,

Assistant District Attorney, at the contact information listed above.

**Deputy District Attorney**

Visit <http://da.smcgov.org/employment-opportunities> to view vacancies and application instructions.

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**County:** Santa Barbara

**Address:** 1112 Santa Barbara Street  
Santa Barbara, CA 93101

**Telephone:** (805) 568-2300

**Fax:** (805) 568-2398

**Web Address:** [http://www.countyofsb.org/da/da\\_about\\_us.html](http://www.countyofsb.org/da/da_about_us.html)

**Contacts:** **John Savrnock**, Chief Deputy District Attorney  
[jsavrnock@co.santa-barbara.ca.us](mailto:jsavrnock@co.santa-barbara.ca.us)

**Student Law Clerk**

Law students can many different court proceedings including arraignment, search and seizure motions, bail hearings, trials, sentencing, and probation violations. If the student has completed the second year of law school, he or she can be certified to appear in court and handle actual cases under the supervision of a Deputy District Attorney.

**District Attorney Externship Program**

The District Attorney's office provides an externship program to introduce new lawyers to the field of criminal prosecutions. Presently, in District Attorney's offices across the state, there are many more applicants than are there open positions. We are often asked by new attorneys for the opportunity to clerk and gain valuable prosecution experience. New attorneys willing to commit to a six month externship program will do research and writing, argue motions, resolve cases on the readiness and settlement calendar, conduct preliminary hearings and when ready, will try cases before juries. They will also participate in the same training programs our lawyers are given. Our externs must pass a background check have the requisite Juris Doctor degree and be licensed to practice law in the State of California.

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**County:** Santa Clara

**Address:** 70 West Hedding Street, West Wing  
County Government Center

San Jose, CA 95110  
**Telephone:** (408) 299-7400  
**Web Address:** <http://www.santaclara-da.org/>

### **Student Law Clerk/Post Bar Clerkship**

The Santa Clara County District Attorney's Office offers a paid 2L Honors Program each summer as well as volunteer law clerk internship programs throughout the year to students who have completed at least one full year of law school. The internship positions provide invaluable experience to individuals interested in a career in the field of criminal law. Interns have the opportunity to work closely with prosecutors in a wide variety of areas of prosecution and to attend tours of several County facilities. Interns also may attend the weekly noon time Brown Bag series where different legal topics are presented, followed by an open discussion/questions and answers period. Interns may also attend the in-house trainings.

Students who have completed their first year of law school are placed in a division of the office where they will be involved primarily in legal research-related assignments. They may assist in the preparation of felony and misdemeanor prosecutions and observe courtroom activities. They will learn about the anatomy of a criminal trial. In addition, these volunteer law clerks may be asked to assist with contacting witnesses, assembling trial notebooks, reviewing transcripts, listening to tapes and CDs and helping out in other areas depending on the needs of the office.

The summer session for 1Ls requires a commitment of a minimum 40 hours a week.

The District Attorney's Office has internships for 1Ls, 2Ls, 3Ls, 4Ls (part-time) and the takers of the February and July Bar Exams. The sessions are in the Fall, Spring, February Post Bar period, Summer, and July Post Bar period. The District Attorney's Office has a paid 2L Honors Program which is described **on the website listed below.**

**For more information go to website:**

<https://www.sccgov.org/sites/da/Pages/LAWCLERKINTERNSHIPS.aspx>

<http://www.sccgov.org/sites/da/Pages/EmploymentOpportunities.aspx>

### **Deputy District Attorney**

Check <http://www.sccgov.org/sites/da/Pages/DeputyDistrictAttorney.aspx> for job openings.

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**County:** Santa Cruz  
**Address:** 701 Ocean Street, Room 200  
Santa Cruz, CA 95060  
**Telephone:** (831) 454-2400  
**Fax:** (831) 454-2227  
**Web Address:** <http://datinternet.co.santa-cruz.ca.us/>

**Contact:** Tara George  
[Tara.george@scdao.org](mailto:Tara.george@scdao.org), 831-454-2400

**Student Law Clerk**

Law school students interested in volunteer law clerk positions should contact Tara George.

**Deputy District Attorney**

Contact the County Personnel Department at <https://www.jobaps.com/SCRUZ/default.asp> to complete a job interest form.

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**County:** Shasta  
**Address:** 1355 West Street  
Redding, CA 96001  
**Telephone:** (530) 245-6300  
**Fax:** (530) 245-6334  
**Web Address:** [http://www.co.shasta.ca.us/index/da\\_index.aspx](http://www.co.shasta.ca.us/index/da_index.aspx)

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Sierra  
**Address:** 100 Courthouse, PO Box 457  
Downieville, CA 95936  
**Telephone:** (530) 289-3269  
**Fax:** (530) 289-2822  
**Web Address:** <http://www.sierracounty.ws>  
**Contact:** Lawrence Allen, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Siskiyou

**Address:** 311 4th Street, Room 204  
PO Box 986  
Yreka, CA 96097

**Telephone:** (530) 842-8125

**Fax:** (530) 842-8137

**Web Address:** <http://www.co.siskiyou.ca.us/da/da.aspx>

**E-mail:** [da@co.siskiyou.ca.us](mailto:da@co.siskiyou.ca.us)

**Contact:** J. Kirk Andrus, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Solano

**Address:** 675 Texas Street, Suite 4500  
Fairfield, CA 94533-6340

**Telephone:** (707) 784-6800

**Fax:** (707) 784-7986

**Web Address:** <http://www.co.solano.ca.us/depts/da/jobs.asp>

**E-mail:** [SolanoDA@solanocounty.com](mailto:SolanoDA@solanocounty.com)

### **Student Intern**

**2nd Year Law Student** - under supervision of the District Attorney or his designee, perform legal research, legal writing, draft motions, pleadings, briefs, draft legal memorandum, correspondence, and assist a Deputy District Attorney in the performance of his or her duties. If eligible, the 2L will obtain a student certification from the California State Bar.

Term: typically on semester or school quarter basis. This may be extended by the District Attorney or his designee.

**3rd Year Law Student** - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence, and may work directly with victims and witnesses, If eligible, the 3L will obtain a student certification from the California State Bar. If so, the District Attorney may authorize a 3L to make appearances in Court to assist a Deputy District Attorney in the performance of his or her duties.

Term: typically on semester or school quarter basis. This may be extended by District Attorney or his designee.

**Bar Pending** - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence, work directly with victims and witnesses, and may be authorized to make appearances in Court to assist a Deputy District Attorney in the performance of their duties.

Term: typically on semester or school quarter basis. This may be extended by the District Attorney or his designee, but shall not be extended beyond two consecutive California BAR examination dates. Once admitted to practice law in the State, the limitation shall apply as described under the "Admitted" section below.

**Admitted** - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence and may work with victims, witnesses, law enforcement agencies, or other persons or agencies in the performance of volunteer duties. Volunteers may also be assigned misdemeanor cases or felony motions, but no serious felony trials, and may be authorized to make appearances in Court to assist a Deputy District Attorney in the performance of their duties.

Term: Up to six months in duration. This may be extended by District Attorney or his designee. Admitted Attorney volunteers must be in good standing with the California State Bar and may not be subject to current or pending BAR investigation, and have no criminal actions pending or be under criminal investigation. Use of volunteer hours shall be limited to 12% of annual Professional Staff work hours (for one calendar year prior). BAR Pending shall not be affected by the Admitted limitation until BAR Pending is admitted to the State BAR, and has worked for six months as a volunteer. No Admitted Attorney Volunteer may work in excess of 990 volunteer hours. There shall be no limit for Admitted volunteers in the Family Violence Prevention program/Family Justice Center, or DUI in the High School Program.

### **Application Process**

Interested applicants should visit [http://www.co.solano.ca.us/depts/da/volunteer\\_program/default.asp](http://www.co.solano.ca.us/depts/da/volunteer_program/default.asp) to view current opportunities and application instructions.

### **Deputy District Attorney**

Interested applicants should visit <http://www.jobsatsolanocounty.com/solano/sup/images/default.asp> view current opportunities and application instructions.

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**County:** Sonoma

**Address:** Hall of Justice  
600 Administration Drive, Room 212-J  
Santa Rosa, CA 95403

**Telephone:** (707) 565-2311

**Fax:** (707) 565-2762

**Web Address:** <http://da.sonoma-county.org/>

### **Student Law Clerk**

The Sonoma County District Attorney also offers opportunities to work as a Law Clerk. We have both paid and unpaid internships available. Prior to beginning work as a Law Clerk, all applicants must have completed their first year of law school and a course in criminal law. It is preferred that applicants will have completed, or be enrolled in, criminal procedure and evidence. Applicants for the Law Clerk Internship should send the completed application (PDF: 392 kB), cover letter, resume, and a short writing sample to [DistrictAttorney@Sonoma-County.org](mailto:DistrictAttorney@Sonoma-County.org), attention Administrative Services Officer.

### **Deputy District Attorney**

Check the county's Human Resources website for attorney job postings at <https://www.governmentjobs.com/careers/sonoma>.

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**County:** Stanislaus

**Address:** 832 12th Street, Suite 300  
Modesto, CA 95354

**Mailing Address:** P.O. Box 442  
Modesto, CA 95353

**Telephone:** (209) 525-5550

**Fax:** (209) 558-4027

**Web Address:** <http://agency.governmentjobs.com/stanislaus/default.cfm>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.



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**County:** Sutter  
**Address:** 446 Second Street, Suite 102  
Yuba City, CA 95991  
**Telephone:** (530) 822-7330  
**Web Address:** [http://www.co.sutter.ca.us/doc/government/depts/hr/hr\\_jobs](http://www.co.sutter.ca.us/doc/government/depts/hr/hr_jobs)  
**Contact:** Amanda Hopper, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

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**County:** Tehama  
**Address:** 444 Oak Street, Room L  
PO Box 519  
Red Bluff, CA 96080  
**Telephone:** (530) 527-3053  
**Fax:** (530) 527-4735  
**Web Address:** <https://www.co.tehama.ca.us/district-attorney>  
**Contact:** Gregg Cohen, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://agency.governmentjobs.com/tehama/default.cfm>.

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**County:** Trinity  
**Address:** 11 Court Street  
PO Box 310  
Weaverville, CA 96093  
**Telephone:** (530) 623-1304  
**Fax:** (530) 623-8346  
**Web Address:** <http://www.trinitycounty.org/index.aspx?page=62>  
**Contact:** Eric Heryford, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://www.trinitycounty.org/index.aspx?page=34>.

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**County:** Tulare

**Address:** 221 S. Mooney Boulevard, Rm. 224  
Visalia, CA 93291

**Telephone:** (559) 636-5494

**Fax:** (559) 730-2658

**Web Address:** <http://www.da-tulareco.org/index.htm>

**Contact:** Tim Ward, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://agency.governmentjobs.com/tulare/default.cfm>.

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**County:** Tuolumne

**Address:** 423 N. Washington Street  
Sonora, CA 95370

**Telephone:** (209) 588-5450

**Fax:** (209) 588-5445

**Web Address:** <http://www.tuolumnecounty.ca.gov/index.aspx?NID=166>

**E-mail:** [da@tuolumnecounty.ca.gov](mailto:da@tuolumnecounty.ca.gov)

**Contact:** Laura Krieg, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://www.tuolumnecounty.ca.gov/index.aspx?NID=923>.

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**County:** Ventura

**Address:** Hall of Justice  
800 S. Victoria Avenue, Suite 314  
Ventura, CA 93009.

**Telephone:** (805) 654-2500

**Fax:** (805) 654-3046

**Web Address:** <http://da.countyofventura.org>

## Law Student Clerk

Law students at any stage of their education are encouraged to apply. Students are typically assigned to work with attorneys prosecuting homicide, gang, narcotics, sexual assault, domestic violence, fraud and a wide variety of felony and misdemeanor cases including robberies, burglaries, assault with a deadly weapon and vandalism cases. A student may also be assigned to work in the writs and appeals unit, researching novel legal issues and writing pleadings and memoranda for distribution both within the District Attorney's office and to local law enforcement agencies. Law students may be asked to assist in:

- Legal research and writing motions
- Reviewing transcripts of victims, defendants, witnesses
- Trial strategy discussions
- Collecting and analyzing statistics
- Preparing reports and memoranda
- Assembling trial notebooks
- Organizing evidence

Certification is not required but students who are certified are eligible to conduct evidentiary and law and motion hearings, including preliminary examinations, Penal Code section 995 motions, *Miranda* motions, and motions to suppress evidence. Certified law students appearing on the record in court are always accompanied by a supervising attorney. Training in how to conduct court hearings is provided.

Guided tours of the main jail and the Ventura County Sheriff's Crime Laboratory are arranged for summer student interns.

How to apply: Submissions are encouraged year-round, including from first, second and third year students. There are no deadlines. Law students who would like to volunteer for an internship opportunity should contact Chief Deputy Michael K. Frawley, via email, c/o Legal Management Assistant Cynthia M. Klante at [Cynthia.Klante@ventura.org](mailto:Cynthia.Klante@ventura.org). Applicants should include a letter expressing their interest, including when they are available to volunteer, along with a resume. Law students are required to make a minimum commitment of 15 hours/week for 10 weeks during the school year and 40 hours/week for 10 weeks during the summer.

More about our law clerk program can be found below from current deputy district attorneys who started with the office as law student volunteers.

## Deputy District Attorney

Check the county's Human Resources website for attorney job postings.

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**County:** Yolo

**Address:** 301 Second Street  
Woodland, CA 95695

**Telephone:** (530) 666-8180

**Fax:** (530) 666-8185

**Web Address:** <http://www.yoloda.org/>

**Email:** [district.attorney@yolocounty.org](mailto:district.attorney@yolocounty.org)

**Primary Contact:** **Jonathan Raven**  
Chief Deputy District Attorney  
[jonathan.raven@yolocounty.org](mailto:jonathan.raven@yolocounty.org)

### Student Law Clerk

#### **Description**

If you are interested in a fall part time internship, please apply, as outlined below, between May 1-June 15. You must commit to 12+ hours/week and also commit to working in the fall and spring semesters. If you are interested in a spring part time internship, please apply between September 1-October 15.

If you are interested in volunteering as an attorney for experience, you may also submit an application.

We do not have a formal post-bar internship program, but we do accept post-bar volunteers. For all attorney and post-bar volunteers we ask for a 40 hour/week commitment for a minimum of four months. If you are taking the July Bar, please submit an application to us no earlier than April 15.

**When submitting an application for any position, please include a resume and cover letter. In the cover letter please discuss why you want to work at a DA's office and why you want to work at the Yolo County DA's office. Also, tell us when you can start, how many hours/week you can volunteer, and for how many months you can volunteer (keeping in mind the requirements outlined above).**

If you are interested in our Summer/Fall legal internship program, we will be interviewing at OCI at King Hall in the Spring. The commitment is full time over the summer and part time in the fall. If you do not attend King Hall, you may submit a cover letter and resume between March 1-30.

Send letters to Chief Deputy District Attorney Jonathan Raven at [jonathan.raven@yolocounty.org](mailto:jonathan.raven@yolocounty.org). More information may be obtained at <http://yoloda.org/departments/join-the-da-team/>.

## **Deputy District Attorney**

For those interested in deputy district attorney positions in Yolo County, please note that we do not consider applications until passage of the California State Bar. Send a resume and cover letter to our Office and also complete a Yolo County application and send it to the Yolo County Human Resources Department. Applications can be submitted online at <http://agency.governmentjobs.com/yolococa/default.cfm>

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**County:** Yuba

**Address:** 215 Fifth Street  
Marysville, CA 95901  
**Telephone:** (530) 749-7770  
**Fax:** (530) 749-7363  
**Website:** <http://www.co.yuba.ca.us/departments/da/>

There are no opportunities for student interns.

Visit <http://www.co.yuba.ca.us/departments/personnel/Job%20Opportunities.aspx> for opportunities and application instructions. Recent graduates are eligible to apply for Deputy DA positions.