VOLUNTEER INTERNSHIPS

&

CERTIFIED LAW STUDENT PROGRAM

VOLUNTEER INTERNSHIPS

Undergraduate Internship

As an undergraduate intern with the Los Angeles County District Attorney’s Office, students have the opportunity to learn about the criminal justice system firsthand. They work closely with all levels of staff, from deputy district attorneys to investigators to support staff, as well as have contact with other court and law enforcement staff. An undergraduate intern working in one of our branch or area offices, special units or Bureau of Investigation can be expected to assist with any of the following duties:

- Collecting and analyzing statistics
- Doing research and special studies on issues affecting individual cases
- Assembling reports, documents or manuals for distribution
- Contacting witnesses -- civilian and law enforcement -- regarding court dates
- Assembling case evidence notebooks; sorting evidence
- Performing any related clerical work, as required, including answering telephones, photocopying and delivering documents, transporting media equipment and the like

Legal Internship -- First-Year Law Students

Students who have completed their first year of law school are placed in offices where they will be involved primarily in legal research-related assignments. They may assist in the preparation of felony and misdemeanor prosecutions and be allowed to observe courtroom activities.

In addition, these volunteer law clerks may be asked to assist with any of the functions listed above for undergraduate interns, depending on the needs of the office or unit.

Legal Internship -- Certified Law Students

Students who are in their second, third or fourth (part-time/evening) year of law school are eligible for State Bar certification upon completion of courses in Evidence and Civil Procedure, allowing them to make supervised appearances in court as a certified law student. These students are involved in all facets of criminal case activity, including attending court, conducting routine felony preliminary hearings and misdemeanor prosecutions as well as being involved in sustained major legal research and writing projects. Certified law students are typically assigned to branch and area courts, juvenile division offices and special units, working closely with deputy district attorneys in these offices.
Students interested in any of these internships should send a resume to: Recruitment Coordinator, District Attorney's Office, 210 West Temple Street, Room 18-215, Los Angeles, California 90012-3210; telephone: (213) 893-0174; fax (213) 626-5862.

DEADLINES FOR SUBMISSION OF APPLICATIONS

To provide students with the utmost experience, we have set deadlines for submission of applications as follows:

Summer Semester -- February 15
Fall Semester -- June 30
Spring Semester -- October 31

CERTIFIED LAW STUDENT PROGRAM

PURPOSE OF EXTERNSHIP

To provide students with courtroom trial experience by presenting felony preliminary hearings, misdemeanor court and jury trials, pretrial motions and/or juvenile court adjudications.

REQUIREMENTS

Students must be currently enrolled in either their second, third or fourth year of law school and have completed courses in Civil Procedure and Evidence.

The Certified Law Student Program offered by the Los Angeles County District Attorney's Office provides students with the opportunity to present actual criminal cases in court. Unlike other externships where the majority of a student's time is spent on research and writing, assignments in the District Attorney's Office focus on courtroom trial skills.

Under the rules of the Office of Certification/Practical Training of Law Students, the State Bar of California allows qualified law students to make appearances in court under the supervision of an experienced attorney. For the past several years, the Los Angeles County District Attorney's Office has offered law students the opportunity to participate in such a program throughout the year.

In order to qualify for certification, students must be enrolled in their second, third or fourth year of law school and have either successfully completed or be currently enrolled in Evidence and Civil Procedure. Please note that while the rules allow for certification of students currently enrolled in Evidence, experience has shown that individuals perform better and have a more meaningful experience if the externship occurs after the student has taken the course.

Certification forms are available through your law school and the State Bar of California. The certification procedure includes a fee of $55 payable to the State Bar for students who have never been certified; there is no fee for recertification. Fees are the responsibility of the student.

Students who apply for this program must be prepared to spend a minimum of 16 hours per week in their assignments. While consecutive days are desirable, they are not mandatory. Students are encouraged to avoid Fridays as one of their court days since this day is typically less busy and therefore provides less opportunity for courtroom work.

While the District Attorney's Office has many offices throughout the County, not all of them offer assignments for
certified law students. Therefore, while a car is not required, students must be cognizant of the fact that not all individuals can be assigned close to home or close to school, and geographical flexibility is highly desirable.

Due to our desire to avoid even the appearance of impropriety, students selected for this program are advised that they may not perform any work (paid or unpaid) for any criminal defense attorney during the pendency of their externship with this office.

All students will be required to complete a Criminal Record Check Information form at the time of their interview. These forms are thoroughly reviewed by our Bureau of Investigation, and students are encouraged to be candid. Persons who have outstanding traffic warrants may be required to clear these matters prior to being allowed to participate in the program.

Students interested in the Certified Law Student Program should contact their law school career placement or externship office to apply; or send a resume to: Recruitment Coordinator, District Attorney's Office, 210 West Temple Street, Room 18-215, Los Angeles, California 90012-3210; telephone: (213) 893-0174; fax (213) 626-5862.

DEADLINES FOR SUBMISSION OF APPLICATIONS

To provide students with the utmost experience, we have set deadlines for submission of applications as follows:

Summer Semester -- February 15
Fall Semester -- June 30
Spring Semester -- October 31

AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities (Act) of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Coordinator for persons with disabilities at (213) 202-7730. Applicants using TTY's may contact the previous listed telephone number through the California Relay Service at (800) 735-2929.

All candidates will be required to provide positive identification before being admitted to written interview or performance examinations. Please bring to the examination a valid driver’s license or another form of valid identification which has your photograph and signature (school or business I.D. card, building pass, professional license, valid passport, etc.)

Los Angeles County District Attorney's Office
Human Resources Division
201 N. Figueroa St. Suite 1300
Los Angeles, California 90012
(213) 202-7730
http://da.lacounty.gov/hr/