The Santa Clara County District Attorney's Office offers voluntary law clerk internship programs 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.

Legal Internship -- First-Year Law Students

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 be allowed to 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.

Legal Internship – Second, Third or Fourth Year (part-time) 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. Depending on the assignment, these will have the opportunity to observe court hearings, conduct routine felony preliminary hearings, present evidence at suppression motions and handle matters that appear on both the felony and misdemeanor motions calendar. There are some assignments within the office which by their nature cannot have a certified law student argue, such as the Homicide, Gang and the Career Criminal Units. Students assigned to these units will gain valuable experience in the behind the scene preparation of high profile cases.

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. In order to qualify for certification, students must be enrolled in their second, third or fourth year of law school and must 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. Fees are the responsibility of the student. Please see the following link from the California State Bar Practical Training of Law Students for details: http://admissions.calbar.ca.gov/Education/LegalEducation/PracticalTrainingofLawStudentsProgram.aspx

**Stanford Prosecution Clinic**

In partnership with the Santa Clara County District Attorney’s Office and Stanford Law School, the Criminal Prosecution Clinic allows students to see the criminal justice system at work – not just by observing, but by actually prosecuting real cases themselves. The Criminal Prosecution Clinic is a one-quarter course offered in the Winter Quarter (January – March), which provides six eligible Stanford students with a rigorous and intensive exposure to criminal prosecution practice through a combination of actual trial practice and classroom work. Each of the six students is assigned to work with two deputy district attorneys. This pairing allows the student exposure to cases on the Law and Motions Team as well as cases on a felony trial team.

After a short orientation, students are given a docket of cases for which they are responsible. Under the supervision of deputy district attorneys, the students handle a variety of felony motions and conduct preliminary hearings. In addition, students have many opportunities to evaluate different styles of lawyering by watching criminal trial lawyers in action. To supplement and refine their practice experience, students attend a weekly class led by Professor George Fisher in which they discuss their pending cases and what they have encountered in court. Stanford students interested in participating in this class, should go to the following link for details: http://www.law.stanford.edu/program/clinics/criminalprosecution/

**Important Information for All Internship Candidates**

The Santa Clara County District Attorney’s Office receives applications for our internship program 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. In order to insure that well qualified candidates are able to participate in our program, absent unusual circumstances, Law Clerk Intern Candidates will only be eligible to participate in an internship program for a total of two programs, regardless of the timing of the programs.

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 externship with this office. 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 Cynthia Sevely. 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.

**Program Schedules/Deadlines**

**Spring** (commitment minimum 20 hours a week)
- January 3, 2012– April 27, 2012
- Deadlines: Application Deadline: September 12, 2011
  In House Screening: September 13-16, 2011
  Interviews: September 19-30, 2011
  DA Notification of Candidate’s Acceptance into Program: October 4, 2011
  Candidate’s Decision to Participate in Program: October 12, 2011

**Summer** (commitment minimum 40 hours a week)
- May 21, 2012-August 10, 2012
- Deadlines: Early Admissions Application Deadline: November 11, 2011
  Early Admissions In House Screening: November 14-18, 2011
  Early Admissions Interviews: November 28, 2011 to December 9, 2011
  DA Notification of Candidate’s Acceptance into Program: December 16, 2011
  Candidate’s Decision to Participate in Program: December 21, 2011
- Deadlines: Regular Admissions Deadline: February 17, 2012
  In House Screening: February 20-24, 2012
  Interviews: March 5-16, 2012
  DA Notification of Candidate’s Acceptance into Program: March 21, 2012
  Candidate’s Decision to Participate in Program: March 28, 2012

**Fall** (commitment minimum 20 hours a week)
- August 20, 2012 – December 7, 2012
- Deadlines: Application Deadline: March 2, 2012
  In House Screening: March 5-9, 2012
  Interviews: March 12-23, 2012
  DA Notification of Candidate’s Acceptance into Program: March 28, 2012
  Candidate’s Decision to Participate in Program: April 2, 2012
February Post Bar (commitment minimum 40 hours a week)
March 5, 2012- May 11, 2012
Deadlines:  Application Deadline: September 12, 2011
          In House Screening:  September 13-16, 2011
          Interviews:  September 19-30, 2011
          DA Notification of Candidate’s Acceptance into Program:  October 4, 2011
          Candidate’s Decision to Participate in Program:  October 12, 2011

July Post Bar (commitment minimum 40 hours a week)
Deadlines:  Early Admissions Application Deadline: November 11, 2011
          In House Screening: November 14-18, 2011
          Early Admissions Interviews:  November 28, 2011 to December 9, 2011
          DA Notification of Candidate’s Acceptance into Program:  December 16, 2011
          Candidate’s Decision to Participate in Program:  December 21, 2011

          Deadlines:  Regular Admissions Deadline: February 17, 2012
          In House Screening:  February 20-24, 2012
          Interviews:  March 5-16, 2012
          DA Notification of Candidate’s Acceptance into Program:  March 21, 2012
          Candidate’s Decision to Participate in Program:  March 28, 2012

NOTE: While each internship has a specific start and ending date, we realize that school
schedules or other issues might necessitate minor adjustments. With advance notice, our
office will do our best to accommodate these requests.

If a student is interested in the law clerk program, the student needs to submit the following
documents:

1.  Cover letter stating 1)which law clerk program(s) the student is applying for and
    2) why the student is interested in doing a volunteer internship with our office;
2.  Three copies of a resume;
3.  Writing sample;
4.  Proof of graduation from college. (A photocopy of a diploma will suffice);
5.  Proof that the student is enrolled in law school and in good standing. (A note from
    the registrar will suffice.) If the student is applying for a Post Bar position, a
    photocopy of their law school diploma will suffice.
6.  Complete the Personal History Questionnaire (PHQ) which is attached as a
    separate document to this e-mail.
Anyone interested in the law clerk programs with the District Attorney's Office should send the above documentation by mail, e-mail to CSevely @da.sccgov.org or hand deliver to the Santa Clara County District Attorney's Office address is as follows:

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
Deputy District Attorney Cynthia A. Sevely
Law Clerk Internship Program
County Government Building –West Wing
70 West Hedding Street
San Jose, CA  95110