



Office of San Diego City Attorney Mara W. Elliott

OFFICE OF THE SAN DIEGO CITY ATTORNEY CIVIL DIVISION INTERNSHIP PROGRAM FACT AND INFORMATION SHEET

The Office of the City Attorney, Civil Division, offers volunteer internships for current law school students and recent law school graduates (post-bar). Volunteers do not receive compensation or benefits. There are three internship sessions each calendar year: spring, summer, and fall.

The City Attorney's Office is the chief legal advisor for the City and all City departments. The Civil Division of the Office has two distinct roles: Advisory (In-House Counsel) and Civil Litigation. The Civil Division has a breadth of legal practice areas that is virtually unparalleled.

The internship program offers an excellent opportunity for students to enhance their education by gaining "hands-on" experience in a variety of practice areas. Interns gain valuable practical experience while completing meaningful and interesting work, and learning about the structure and operation of the City, and the important and challenging work completed by the City Attorney's Office. Interns can explore areas of interest and work with attorneys in different practice areas. Interns are assigned a supervising attorney for mentoring and professional support. In addition, interns attend regularly scheduled informal group meetings where topics of interest and practical value are discussed.

The City Attorney's Office offers internships to students as volunteers or for academic credit. Typical duties of an intern include: legal research and writing, drafting a variety of legal documents, and reviewing, analyzing, and summarizing case facts. When appropriate, interns attend and assist attorneys at client meetings, depositions, hearings, trials, and City Council meetings. Interns are also invited to attend in-house training sessions.

Qualified candidates should have excellent legal research and writing skills. Candidates should be detail oriented, able to prioritize assignments and independently manage a workload, demonstrate good judgment and initiative, and interact effectively with different personalities and work styles.

Certified legal interns may have opportunities to make court appearances during the internship. Students must be certified by the California State Bar as a certified legal intern through the Practical Training of Law Students (PTLS) program. Information about this program can be found here:

<http://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>.

APPLICATION PROCESS

Local students should apply through the career services department of their law school and participate in on-campus interviews. Others may submit their application to cityattycivilinternprog@sandiego.gov. Please provide a letter of interest, a current résumé, a copy of a recent law school transcript (unofficial copy is acceptable) and a brief writing sample (maximum of 10 page). In the cover letter, please indicate the requested program session: spring, summer or fall.

Interns are required to work a minimum of 20 hours a week (excluding lunch breaks) for at least 10 weeks. For the summer session, interns available to work 40 hours a week will be given preference. Regular office hours are 8:00 a.m. to 5:00 p.m.

Internships must be completed during the session dates specified below. Upon request, an alternate start date may be approved. Interns must attend a mandatory orientation session.

SESSION	SESSION DATES	MANDATORY ORIENTATION	APPLICATION DEADLINE*
SPRING 2024	January 8, 2024 – March 29, 2024	January 5, 2024 8:00 a.m. – 4:30 p.m.	October 8, 2023 5:00 p.m.
SUMMER 2024	May 20, 2024 - August 2, 2024	May 17, 2024 8:00 a.m. – 4:30 p.m.	March 1, 2024 5:00 p.m.
FALL 2024	August 26, 2024 – November 8, 2024	August 23, 2024 8:00 a.m. – 4:30 p.m.	March 1, 2024 5:00 p.m.
SPRING 2025	January 13, 2025 – March 28, 2025	January 10, 2025 8:00 a.m. – 4:30 p.m.	October 4, 2024 5:00 p.m.
SUMMER 2025	May 27, 2025 - August 8, 2025	May 23, 2025 8:00 a.m. – 4:30 p.m.	March 7, 2025 5:00 p.m.
FALL 2025	August 25, 2025 – November 7, 2025	August 22, 2025 8:00 a.m. – 4:30 p.m.	March 7, 2025 5:00 p.m.

*Applications are considered upon receipt until available positions are filled. Candidates should submit applications as early as possible. Session dates are subject to change.

To learn more about the
Office of the City Attorney,
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at this code.

