

CALIFORNIA WESTERN

SCHOOL OF LAW | San Diego

Public Service Program

Career & Professional Development Office

What is the Public Service Program?

California Western's Public Service Program recognizes California Western students who provide volunteer legal services to city, county, state and federal government organizations, including the judiciary, after their completion of their first year coursework. Upon completion of a minimum of 50 hours of documented volunteer legal services (exclusive of training), over the course of no more than two consecutive trimesters, students are eligible for Public Service Program recognition.

What Do I Get from This?

In addition to obtaining quality practical legal training, students who complete the Public Service Program requirements are eligible for the following:

1. Induction into the Public Service Honors Society at an annual recognition ceremony honoring students who completed at least 50 hours of public service during the preceding year, which is attended by members of the legal and academic community;
2. Official notation on their transcripts of membership in the Public Service Honors Society; and
3. Award certificates signed by the Dean of the law school.

NOTE: Students are not eligible for recognition if they receive pay or academic credit for their service.

What is Required?

1. After securing your public service legal position, obtain Public Service Program Contract and Time Log from the Career and Professional Development Office (CPDO).
2. Keep track of volunteer time and record the services you provide to the organization on the Contract and Time Log.
3. Upon completion of volunteer work with the organization, return Contract and Time Log to CPDO. It must be signed by the student and the supervisor.

California Western School of Law
Public Service Program

A Few Examples of Local Organizations

California Attorney General's Office

Location: 110 West A Street, Suite 1100, San Diego, CA 92101

Website: www.caag.state.ca.us

Description: The Student Intern Program in San Diego allows law students to develop their written and oral advocacy skills by researching and writing respondents' briefs and conducting oral arguments in the state Court of Appeal. Students are exposed to the law enforcement community through "field trips" taken throughout the semester. "Field trips" may include ride-alongs with local police agencies; tours of state prison; shooting at a gun range; tours of Juvenile Hall and Juvenile Court; viewing an autopsy at the Medical Examiner's office; trips to Los Angeles to see a session of the California Supreme Court; observation in state and federal court; San Diego Police Foundation programs as well as in-house presentations.

California Court of Appeal, Fourth Appellate District, Division One

Location: Symphony Towers; 750 B Street, Suite 300, San Diego, CA 92101

Website: <http://www.courts.ca.gov/2519.htm#extern>

Description: The extern program provides law students with a clinical educational experience at an intermediate appellate court. Each student works in chambers, under supervision, in a role similar to that of a judicial staff attorney. The program offers judicial and staff accessibility and the opportunity to hone research and writing skills. To complement the practical experience, lectures are given on opinion writing and various substantive topics.

County of San Diego – Office of the District Attorney

Location: Hall of Justice; 330 West Broadway, 9th Floor, San Diego, CA 92101

Website: <http://www.sdcdca.org/>

Description: The District Attorney's Office offers volunteer internship positions to eligible second and third year law students. These internship positions can provide invaluable experience to individuals interested in a career in the field of criminal law. Interns work closely with prosecutors in all phases of prosecution while earning school credit, if available. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. Note: Once you are accepted, you are required to obtain Certification with the State Bar. Interns will have the opportunity to work in a variety of divisions within the department. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.

San Diego City Attorney's Office

Location: Civic Center Plaza; 1200 Third Avenue, Suite 1620, San Diego, CA 92101

Website: www.sandiego.gov/cityattorney

Description: **Civil Division**

Interns are assigned to a specific practice unit and work closely with the attorneys for a "hands-on" learning experience. Routine duties include: legal research and writing, drafting a variety of documents including correspondence, motions, briefs and declarations, and reviewing, analyzing and summarizing facts from case files and City documents. 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 on a variety of topics. The required materials are a letter of interest, resume, transcript (unofficial is acceptable) and a brief writing sample.

Criminal Division

Assist attorneys in prosecuting misdemeanor offenses, including domestic violence, thefts, DUI's, traffic crimes, graffiti, prostitution, drug-related offenses, alcohol-related crimes, batteries, sex crimes, consumer and environmental crimes, drug abatement and other misdemeanors. Law clerks will assist with researching, writing and arguing pre-trial motions,

jury trial preparation and other special projects as assigned. Law clerks will have an opportunity to second-chair motions, evidentiary hearings, and jury trials. 20-40 hours/week.

San Diego Superior Court

Location: Central Courthouse; 220 West Broadway, San Diego, CA 92101

Website: <http://www.sdcourt.ca.gov>

Description: The San Diego Superior Court is a general jurisdiction trial court for adjudication of criminal matters, juvenile delinquency and dependency petitions, and civil litigation, including money damage litigation, probate law, family law, mental health law and other matters of equitable jurisdiction. Court facilities are located in downtown San Diego, in four separate buildings, Chula Vista, Kearny Mesa, El Cajon and Vista.

The Judicial Internship Program has been designed to provide each student with a broad spectrum of what occurs in the San Diego Superior Court. The student is encouraged to take what is learned in law school classes and to apply it to the world in which they will soon be practicing. The program provides a behind-the-scenes overview of what the Court expects from licensed attorneys so that students can both apply what they have learned and encourage fellow bar members to adhere to the same guidelines.

San Diego Superior Court - Family Law Facilitator's Office

Location: 220 West Broadway, Room 4001, San Diego, CA 92101

Website: http://www.sdcourt.ca.gov/portal/page?_pageid=55,1524197&_dad=portal

Description: Legal Interns provide one-on-one assistance to self represented litigants (SRLs) with family law issues. Responsibilities include: review and analysis of SRL court files, interviewing SRLs, providing information about family law and court procedures and processes, assistance in the preparation of court forms and motions. Locations: Family Court in downtown San Diego, Madge Bradley Family Law Annex in downtown San Diego, County Courthouse in downtown San Diego, East County Courthouse, South County Courthouse, and North County Courthouse. Instruction in family law is provided for students who participate. 16 hours per week minimum.

U.S. Attorney's Office, Southern District of California

Location: 880 Front Street, Room 6293, San Diego, CA 92101

Website: <http://www.justice.gov/usao-sdca>

Description: Law clerks conduct legal research, prepare legal documents, and assist attorneys with cases. In addition, they spend time observing depositions, in-chambers settlement conferences and mediations, court hearings, and trials. Law clerks might also interview witnesses and contact agency representatives. They tour local federal facilities to give them a context for the work they are performing, and attend brown bag lunch presentations on the subjects of general interest (e.g., meet the U.S. Attorney, computerized litigation support, accident reconstruction, high profile cases in the office).

Civil Division

Civil Practice/Litigation on behalf of the Federal Government. The main areas of practice in the Civil Division are Employment Law, Personal Injury (including Medical Malpractice), Constitutional Torts, and Immigration. Other areas include Affirmative Civil Enforcement, Bankruptcy, Freedom of Information Act, Privacy Act, Lands, and Environmental Law.

Criminal Division

Areas of practice in Criminal Division include the prosecution of immigration, frauds, environmental, cyber-crimes, human trafficking, child pornography and narcotics enforcement.