EXTERNNSHIP
SEARCH
STRATEGIES
TABLE OF CONTENTS

I. OVERVIEW 3

II. CIVIL PRACTICE AND HIGH TECH LAW 6

III. PUBLIC INTEREST/PUBLIC SECTOR 12

IV. JUDICIAL EXTERNSHIPS 19

V. GOVERNMENT EXTERNSHIPS 23

VI. CRIMINAL LAW EXTERNSHIPS 25
I. EXTERNSHIP SEARCH STRATEGIES: OVERVIEW

When you start looking for an externship, there are a few important things to keep in mind. First, you should start early in your search for an externship. Second, keep your eyes out for new opportunities throughout the year. Some important questions to consider when beginning your search include:

- Where are the employers who hire students not in the top 10% of the class?
- Where are the small and medium-size firms?
- Where are the public interest organizations and legal aid offices?
- Where are the district attorneys and public defenders?
- Where are the rural and small-town employers?

JOB LISTINGS

Law Career Services ("LCS") has a number of job listing services that publicize immediate and upcoming opportunities.

- **The LCS Resource Library**
  - LCS subscribes to a number of weekly and monthly job listing publications. You can find these bulletins and publications in binders in the LCS resource library.
  - LCS shares job bulletins (mostly listing positions for graduates) with dozens of other law schools from across California and the nation. You may access the Intercollegiate Job Bank through ClaraNet.
  - Many newspapers and periodicals contain job listings. We carry the most current issues in the LCS resource library.

- **SCU Law Jobs on Symplicity** – is a password-protected site for Santa Clara Law students and graduates. It provides job listings with a broad range of positions including part-time, full-time, and fellowship positions from a variety of employers.

- **Job Search Websites** – from the LCS website (www.scu.edu/law/careers), you can access links to other legal and non-legal job search sites.

In searching for your externship, you should make a habit of checking the various job listing services at least once a week. Make sure to promptly respond to job listings you are interested in.

NETWORKING

Networking can be a very intimidating word, but it actually describes a natural activity. All people engage in networking and it can be a very useful tool in your externship search. Attorneys mix and mingle with other attorneys, with corporate leaders and with civic leaders to generate business and meet potential clients. You already have a network, although you may not realize it.
The first way to begin networking is start in the right frame of mind. Here are some thoughts to ponder that should help. Remember the first day of law school, the day you entered the legal profession. View the profession as a continuum. You are progressing along with others either ahead or behind you. There is no need to be fearful about approaching your colleagues in the profession, even those ahead of you in the continuum.

Most attorneys in practice will be glad to share their experiences with you. Once you are mentally prepared to network, the next step is deciding with whom to network. It's a good idea to start with people you already know. One strategy is to simply let people you know, through casual conversations, that you are in law school and embarking on a job search. Reach out to everyone you know and to everyone your family knows. Remember that non-lawyers know lawyers and may have occasion to inform you of an opportunity or connect you with someone in the legal field.

After contacting the people you know, start thinking about the people you want to know. Use career and news databases to come up with a list of key places you would like to work and a list of key people whose careers fascinate you. Second year law students may join the Santa Clara University School of Law Alumni Directory which lists law school graduates by name, class, location and practice area. You may also connect with Santa Clara alums through the Santa Clara University School of Law group on LinkedIn. If you are nervous about contacting a stranger for career advice, starting with a Santa Clara alum may alleviate some of your fear as you share at least one thing in common with them—your law school education providing a good conversation starter. You can call or e-mail these contacts, whichever seems most appropriate to the situation. Attorneys are busy, so don't be surprised if you don’t hear back from them immediately.

INFORMATIONAL INTERVIEWS

Informational interviews may provide a good next step in your networking. You may want to arrange a brief personal visit for information purposes only with attorneys in your field of interest. Keep in mind that you should focus your conversation on day-to-day life, attorney organizations, what you should do to prepare for a particular practice area, the Bar, the cost of living and the lifestyle—not employment. You may be able to ask about hiring practices at that employer or in general, but you should keep the main focus on the practice of law rather than "Can you give me a job?" In general, informational interviews are excellent sources to find: a mentor, interview practice, market information, connections, feedback, advice and chances to meet and get to know Santa Clara alums.

BEAUTY & SIMPLICITY

The beauty and simplicity in networking lies in three elements:

- You can start any time. It's never too early or too late to begin networking.
- You can do as much networking as your time allows. If you only contact a couple of attorneys at a time, that's fine. Set up your lists and plan to work it as you have the time.
• Networking is a win-win proposition. Even if no immediate job results from your efforts, you will have made important connections that will greatly enhance the development of your legal career.

NO TIME

No time spent on developing your career is wasted time. Learning about different aspects of the legal profession, practice areas and employment settings will help you set your career goals, make informed career decisions and communicate those decisions intelligently in job interviews.

Getting to know members of the legal profession will help you become aware of job openings and will help you be a better attorney after you pass the Bar. The law school offers a number of programs to facilitate networking, especially with Santa Clara alumni, such as Law Career Day, career fairs, lecture series, receptions, lunchtime programs and CLE workshops. Be sure to check bar associations and other legal organizations in your area for additional networking opportunities.

JOB FAIRS AND RECRUITMENT PROGRAMS

Some employers who do not travel to individual campuses will use job fairs to recruit. Job fairs provide employers with the opportunity to see students from several schools at one place at one time. Employers are usually impressed by the commitment of students who travel to job fairs, often at their own expense, to interview with them. Check with Law Career Services about regional or national job fairs that may be of interest to you.

PART-TIME JOBS AND VOLUNTEERING

Part-time jobs during the school year provide a good source for networking and full-time job leads. You can find information on current part-time openings at SCU Law Jobs or at other Job listing websites found at www.scu.edu/law/careers.

Volunteering, especially if you're interested in a career in the public sector, can be an excellent way to gain some valuable hands-on experience and get your foot in the door at a particular organization. Remember that just as private attorneys network with each other, so do attorneys working for government agencies, public interest organizations, legal aid offices and other non-profits. You can find information about volunteer opportunities by contacting Public Interest Law Career Services (PILCS).

ROLE OF LAW CAREER SERVICES

Some words of encouragement: those who utilize the vast array of legal career resources available will be the most successful at determining and meeting career goals. Sometimes the prospect of managing a job search and seeking career information can be daunting, especially when balancing the demands of law school and your personal life. It is helpful to understand that time and effort spent on career development is the best investment you can make in yourself.
While you're in law school, you are in the perfect place to explore all the options a legal career offers.

Law Career Services is eager to help you in every facet of your career development well beyond the on campus interview process. LCS is constantly devising and developing programs to help you evaluate and connect with career opportunities for lawyers. Please feel free to come to LCS for advice, information and encouragement.

II. EXTERNSHIP SEARCH STRATEGIES: CIVIL PRACTICE AND HIGH TECH LAW

FIRMS & BUSINESSES

While the larger law firms and companies are highly visible on campus during Fall On-Campus Interviews (OCI), a significant number of students who are interested in the private sector find employment with small law firms and companies.

UNDERSTANDING PRIVATE EXTERNSHIPS

Both law firms and private business may seek externs. If you are receiving school credit, the ABA does not allow you to receive payment. Although virtually all law firms and business would like to host an extern, few have the time supervise an extern. Remember to qualify for credit your supervisor must be an attorney in good standing; furthermore, your work must be legal in nature.

UNDERSTANDING THE FIRM & BUSINESS MARKETPLACE

To pursue a position with a law firm, it is important to gain a definite understanding of the characteristics of the firm market. This will enable you to conduct a more efficient, productive and goal-oriented search.

CHARACTERISTICS OF FIRMS

There are varying sizes in firms. Firms will differ in the scope and variety of their practices. Many firms are general practice businesses that offer a broad range of services from civil litigation to commercial contracts to minor criminal defense. In small firms you will find specialty boutiques that handle only matters pertaining to a discrete practice area such as intellectual property law, family law, estate planning or criminal defense. Larger firms will have several departments working in a variety of practice areas.

CHARACTERISTICS OF PRIVATE SECTOR

Attorneys who work directly for companies are often called “in-house” attorneys. You have one client: the business. Being in-house affords you the opportunity to truly understand the business from operations to top management. You make decisions based on the business needs of the
organization. In-house lawyers are more involved from the beginning of each project by structuring deals at their inception rather than looking at a deal during litigation.

TIME-LINE FOR EXTERNS

Firms and companies typically take externs when they perceive a specific need. Unlike larger firms, most firms and businesses cannot forecast their needs as early as large employers. The lack of a specific hiring season can work to your advantage because you can approach firms periodically and repeatedly to ascertain whether they are hiring.

THE FIRM & BUSINESS EXTERNSHIP SEARCH

There are two ways to approach any job search: proactively (contacting potential employers directly) and reactively (responding to employer listings). While an effective job search relies on both approaches, a search conducted within small firm and business marketplace must be proactive! Why? Firms and business rely heavily on “word of mouth” referrals and information when identifying potential externs. A proactive job search entails creating an individualized plan through self-reflection, independent research, and then taking action. Knowing that you want to target the private-firm and business marketplace is just the beginning. With so many firms and businesses in existence, it is important to limit your search to the geographic and practice areas that are of interest to you. By identifying these preferences, you will avoid the “I’ll take anything” attitude that can sabotage an effective search.

RESEARCHING FIRMS & BUSINESSES

When faced with the task of gathering information, most people today head to the Internet. Unfortunately, this is not always the most effective way to gather information on firms and business. While more and more firms and businesses have websites, this is often the exception rather than the rule, as some firms and businesses do not have the resources to develop and maintain a website. Without one comprehensive information source for firms and business, it is important to diversify your search.

EXTERNSHIP SEARCH RESOURCES

People

When it comes to gathering information about firms, businesses, and organizations, people are the best resource. People often provide more valuable information than books or on-line resources. People can help answer questions. Ask what firms practice the area of law that you are interested in. How do people in the community view a specific firm? Does the person know anyone at that firm? Below is a list of people to consider contacting:

- LCS Staff
- Law School Alumni
- Alumni from your undergraduate institution
- Professors
TAKING ACTION

You can approach firms proactively by gathering information, scheduling informational interviews and making follow-up phone calls. Because of the shifting nature of most hiring, it is advisable to remain in contact with targeted firms, businesses, and organizations at various times throughout the year.

Your approach to the firms, businesses, or organizations, will depend on your initial research. If you know someone (e.g., family, friend, or former colleague), contact that person directly. If some other contact (e.g., an alumnus or family friend) gives you an attorney’s name, contact that person and indicate who made the referral. If you do not have any connection, consider reaching out to someone who’s background or current position interests you. Once you know who you want to contact, call or email that person to set up an informational interview. Be sure to follow-up in 7-10 business days if you have not received a response. Once you schedule the informational interview, be prepared with a list of questions and to speak about yourself and your interests.

TARGET ATTRIBUTES

Smaller firms look for people who can contribute from day one, with experience that demonstrates a strong desire and ability to learn on the job. Specifically, many small firms look for evidence of the following:

- Intelligence and Good Judgment: Emphasize skills such as writing, communication and advocacy. Highlight your accomplishments whether or not they are “official”.

- Work Ethic: Think of specific experiences that exhibit you are results oriented.

- Motivation to Work for that Specific Firm: Demonstrate a desire for more than “just a job.”

- Personality Fit with the Firm

JOB SEARCH INTERNET LISTINGS

The following websites are accessible on the LCS website:

Indeed: A search engine that only looks for job postings across the web, and aggregates hits based on your search criteria. It will find job postings on company sites, job boards, and government sites.

www.indeed.com

Adoption Law and Child Welfare: A site that connects law students and graduate social work students to adoption and child welfare employers.
http://www.adoptionchildwelfarejobsite.org/

**Association of Corporate Counsel:** In-house Jobline.

http://jobs.acca.com/search.cfm

**Attorney Jobs Online & Legal Career Center:** Jobs for attorneys, as well as National and Federal Legal Employment Report.

http://www.attorneyjobs.com/

**Career Magazine:** Legal Services Listings.

www.careermag.com

**Craig's List: Legal Jobs:** What you need, when you need it.

www.craigslist.org/lgl

**Education Law Association:** The premier source of information on education law.

www.educationlaw.org

**Emplawyernet:** Job opportunity and career development site.

www.emplawyernet.com

**Law Crossing:** The largest collection of legal jobs on earth.

www.lawcrossing.com/

**Law Jobs:** National job listings from American Lawyer Media publications.

www.lawjobs.com/

**Lawmatch:** Legal resume bank and job listings.

www.lawmatch.com/

**Lawyers Weekly Jobs:** Lawyers Weekly Job Listings.

www.lawyersweeklyjobs.com/

**Lexiverse.com:** Legal job listings and other information of interest to law students.
www.lexiverse.com/

NationJob.com Careers: NationJob.com Careers, Work & Employment opportunities.

www.nationjob.com/legal/


www.pslawnet.org

SITES THAT SUPPORT A LEGAL SEARCH

FindLaw: Collection of legal job notice sites.

http://careers.findlaw.com/

LawInfo: Online source for locating attorneys and legal resources.

www.lawinfo.com/

Legalstaff.com: Where legal professionals and employers meet.

www.legalstaff.com/

LEXIS-NEXIS: Searchable index of legal documents.

www.lexis-nexis.com/

Martindale Hubbell Online: Searchable index and lawyer locator.

www.martindale.com/

Minority Corporate Counsel Association: Advocates for expanded hiring and promotion of minority attorneys.

www.mcca.com/

National Association of Women Lawyers: National Association of Women Lawyers, the voice of women in the law.

www.nawl.org/

National Conference of Bar Examiners: Bar exam information and statistics.

www.ncbex.org/
NationJob Network: National listing of current legal positions.  
www.nationjob.com/legal

Palidan Internet Resources for Attorneys: Free legal resources on the Internet.  
www.palidan.com/

State Bar of California: Employment opportunities, bar admission requirements, member records online.  
www.calbar.org/

www.law.com/jsp/nlj/index.jsp

GENERAL LINKS

American Bar Association: Member, legal community, and public information.  
www.abanet.org

America's Job Bank: Online resume and job searches.  
www.ajb.dni.us/

Ask the Headhunter: What insiders know about planning your next career steps.  
www.asktheheadhunter.com

Career Services Central: Valuable employment information for career counselors.  
www.careerservicescentral.com/

CareerBuilder: Job listings, articles, employer profiles & job fairs.  
www.careerbuilder.com

Hieros Gamos: Largest source of jobs on the Internet.  
www.hg.org/employment.html

JobStar Central: California Job Search Guide from local public libraries.  
http://jobstar.org/index.php
III. EXTERNSHIP SEARCH STRATEGIES:
PUBLIC INTEREST/PUBLIC SECTOR

What are the areas of practice within the public sector?

Governmental Offices provide employment through a wide range of federal, state, and local departments and agencies. For example, the Department of Justice, the State Attorney General’s Office, and other municipality employment.

What are the areas of practice within the public interest realm?

There are primarily two kinds of public interest work: client oriented and policy oriented. The categories are further subdivided within each area of law.

Client Oriented

- Legal Aid Societies are community and neighborhood based organizations which service low-income persons.
  
  o Example: Bay Area Legal Aid: Provides free legal services to eligible low-income residents in priority areas of housing, public benefits, health access and domestic violence. Clients must live in one of the county’s areas Bay Area Legal Aid provides services in.

- Client-oriented organizations represent clients in an area of specialization, such as disability rights, prisoner issues, or immigration law.
  
  o Example: Legal Assistance for Seniors: Helps seniors maintain access to health care, prevent elder abuse, advocates housing and nursing home issues, and advocates the rights of incapacitated people.

Policy Oriented

- Impact and Class-Action Litigation involves representing cases which pose a legal question affecting a large number of people and may result in systemic reform. This also may include legislative and administrative advocacy.
Example: The Impact Fund: Their mission is to enhance the ability of lawyers to bring public interest impact litigation in the areas of civil rights, poverty and environmental justice. Besides co-counseling on selected cases, the Impact Fund grants money to public interest lawyers to advance costs in systemic impact litigation, provides as-needed counseling, advice and assistance on issues that arise in complex litigation, and provides trainings on various aspects of class action and impact litigation.

Social Action Organizations

- Social action organizations advocate public policy and law reform through means other than litigation.
  - Example: Equality California: Equality California leads efforts for LGBT civil rights at the state level through an array of strategies including sponsoring legislation and leading efforts to ensure their passage, lobbying legislators and other government officials, building coalitions, and empowering other organizations and individuals to engage in the political process.

Support Centers

- Support centers provide assistance, research, analysis and dissemination of information to other programs.
  - Example: Immigration Legal Resource Center: The ILRC is a national resource center that provides trainings, materials and advocacy to advance immigrant rights. They train lawyers and paralegals on ever-changing and complex immigration law. In addition, they educate and empower those in the immigrant community.

Want more information?

Contact Public Interest Law Career Services (PILCS) for more information on different areas of social justice law, externship & fellowship opportunities, and resume review. Career resources and opportunities are also posted on the PILCS website. (http://law.scu.edu/careers/public-interest-career-opportunities.cfm)

To set up an appointment, email pilcs@scu.edu or call 408.554.6930.

EXTERNSHIP SEARCH RESOURCES

Check out Symplicity and the LCS folders on ClaraNet for externship opportunities. The following websites are accessible on the LCS website:

Civil Liberties

National Center for Lesbian Rights: One of the leading organizations in the lesbian, gay, bisexual and transgender movement, based in San Francisco.
www.nclrights.org

**American Civil Liberties Union (ACLU):** Extensive site that has information on the organization as well as on many areas of law and current cases.

www.aclu.org

**National Association for the Advancement of Colored People (NAACP):** Information about NAACP programs and services including the legal department AIDS Legal Services: Specializes in AIDS/HIV related law in San Jose.

www.naacp.org

**Death Penalty/Capital Punishment/Prisoner’s Rights**

**Northern California Innocence Project:** Santa Clara based organization that works within an educational framework to exonerate indigent California prisoners who have been wrongly convicted.

law.scu.edu/ncip/

**California Appellate Project:** Established by the State Bar of California as a legal resource center to implement the right to counsel for indigent persons facing execution.

www.capsf.org

**Death Penalty Information Center:** Resource site filled with information on the movement to abolish the death penalty in the United States

www.deathpenaltyinfo.org

**Justice Now:** Nonprofit organization that provides legal services to women in California Prisons

www.jnow.org

**Disability Law**

**Disability Rights Education and Defense Fund Inc.:** Includes job listings and case updates.

www.dredf.org

**Disability Rights California**

http://www.disabilityrightsca.org/
Disability Rights Legal Center: Champions the rights of the disabled through education, advocacy, and litigation. Internships and externships are available.

www.disabilityrightslegalcenter.org

Environmental/Conservation Law

Earthjustice Legal Defense Fund: Current news and information about the organization.

www.earthjustice.org

Sierra Club: Provides grassroots environmental litigation serving three overarching conservation initiatives: promoting smart energy solutions, building safe and healthy communities, and protecting America's wild legacy.

www.sierraclub.org/environmentallaw

United States Environmental Protection Agency

www.epa.govhttp://www.epa.gov/region09/orc/positions.html#clerks

Defenders of Wildlife: Dedicated to preserving native wildlife species and habitats in United States.

www.defenders.org

Environmental Defense Fund: Uses economists, scientists, and lawyers to solve environmental problems.

www.edf.org

Natural Resources Defense Council: Environmental action group employing scientists and lawyers to promote conservation policy.

www.nrdc.org

Nature Conservancy: Works to preserve “ecologically important lands and waters” around the world.

www.nature.org

Trust for Public Land: Works to preserve nature for people, notably parks in urban settings.

www.tpl.org
Wilderness Society: Works to have public lands protected as designated wilderness areas. Legal internships are available.

wilderness.org

Health Law

National Health Law Program: 35 years of working for justice in health care for low-income people.

www.healthlaw.org

Mental Health Advocacy Project: A legal assistance organization in Santa Clara County that provides specialized services for people identified as having mental health or developmental disabilities. MHAP works to expand the rights.

www.lawfoundation.org

American Health Lawyers Association: Educational organization providing information on health-related legal issues.

www.healthlawyers.com

California Women's Law Center: Works to eliminate barriers that keep women and girls in poverty, including health care issues.

www.cwl.org

Landlord-Tenant/Housing Law

National Housing Law Project: Serves to advance housing justice for the poor.

www.nhlp.org/

Fair Housing Law Project: Enforces the fair housing laws to make housing accessible to everyone.

www.lawfoundation.org

San Francisco Tenants Union: Information about the organization, links to other resources and volunteer opportunities.

www.sftu.org
Housing and Economic Rights Advocates: Nonprofit legal service and advocacy organization working in California to protect individuals from discrimination and economic abuses, particularly in the realm of housing.

www.heraca.org

**Labor Law**

California Rural Legal Assistance

www.crla.org

Employment Law Center – Legal Aid Society: Nonprofit legal services organization assisting California’s low-income working families. Internships and fellowships are available.

www.las-elsc.org/

National Employment Lawyers Association: Advances employee rights and serves lawyers who advocate for equality and justice in the American workplace.

www.nela.org

**Immigration**

Asian Law Alliance

www.asianlawalliance.org

Asian Law Caucus

www.asianlawcaucus.org

Asian Pacific Island Outreach

http://www.apilegaloutreach.org/join.html

La Raza Centro Legal

http://techforpeople.net/~lrcl/

Asylum Program of the San Francisco Lawyers’ Committee for Civil Rights

http://www.lccr.com/about_jobs.shtml

San Francisco Immigration Court

Executive Office for Immigration Review
120 Montgomery Street Suite 800 San Francisco, CA 94104
http://www.justice.gov/eoir/sibpages/sfr/sfrmain.htm

Department of Homeland Security
http://www.dhs.gov/xabout/careers/content_multi_image_0014.shtm

California Appellate Project
http://www.capsf.org/

Youth Law

National Center for Youth Law: Addresses the legal problems of children in poverty, including abuse, neglect, health care, public benefits, housing and child support.

www.youthlaw.org/

Legal Advocates for Children & Youth: LACY provides children with a voice and works to advance the legal rights of minors.

www.lawfoundation.org/lacy.asp

Public Sector

US Department of Justice: Summer law clerk and other job openings at the DOJ in areas including Anti-Trusts, Civil Rights, and more.

www.justice.gov

Santa Clara County Counsel: Provides transactional and litigation legal services for all departments within the County of Santa Clara.

www.sccgov.org/portal/site/cco/

City of Santa Clara: Employment opportunities updated regularly.

www.ci.santa-clara.ca.us/

City of San Jose: Employment opportunities updated weekly.

http://jobs.cityofsj.org/
IV. EXTERNSHIP SEARCH STRATEGIES:
JUDICIAL EXTERNSHIPS

JUDICIAL EXTERNSHIP

Students who work in judicial chambers are usually referred to as “interns” or “law clerks,” but if you are receiving credit for your work you are an extern. Students perform tasks such as case file evaluation, legal research and writing, and/or preparation of memoranda to assist the judge or the judicial clerks in the chambers to evaluate specific legal issues raised in case pleadings.

UNDERSTANDING JUDICIAL EXTERNSHIPS

Both state courts and federal courts seek summer interns as well as upper division interns during the academic year. None of the positions are paid positions. Virtually all of the courts accept volunteers who can commit to a regular schedule if they cannot or do not wish to pay for summer units for the experience. The Federal Central District courts frequently receive the highest number of applications. For that reason, do not overlook courts such as the federal bankruptcy courts, the federal magistrate courts, the state superior courts and the California Court of Appeals, all of whom usually want students and offer excellent opportunities to top applicants.

- Students must have a minimum of a 2.60 cumulative grade point average and must have completed Civil Procedure with a grade of C or better.
- IF YOU ARE A FIRST YEAR STUDENT LOOKING FOR A SUMMER JUDICIAL OPPORTUNITY: Many judges, especially superior court judges, will accept first year students who have completed the first year of studies for a summer judicial externship. Please be aware that judges will not accept a summer application until December 1, 2011. This means you will not be able to provide final grades unless you wait to apply in late January when you may have some grades. Waiting to send your applications until you have final grades will probably put you at a disadvantage. An earlier application without grades is the wisest course since judges who are initially interested in you can always ask for your grades when they are available.

- WHAT DOES AN APPLICATION LOOK LIKE? You should send a one page cover letter requesting an interview, an updated resume, brief legal writing sample and your transcripts if available. (see below for more details).

- UPDATE YOUR RESUME! Make an appointment with Law Career Services and have it reviewed. A sample resume is accessible on the LCS website.

- PREPARE A PROFESSIONAL AND SUCCINCT COVER LETTER: A sample cover letter is accessible on the LCS website.

- YOUR WRITING SAMPLE: A writing sample should indicate your proficiency with legal writing, analysis and the bluebook legal citation form. Assume that your cover letter is the first sample of your writing ability that a judge or clerk
will see and evaluate. Be sure you send the most polished sample of which you are capable.

- **TRANSCRIPTS AND GRADES:** Most judges recognize that first year students applying in December do not have grades, although they may request grades in January. This means that you must do your best to distinguish yourself in your cover letter and resume. As for upper division students, some judges will require a transcript, others will not. You may include exceptional grades in your cover resume, but if the grades included are not final grades, be very careful not to mislead the judge as to the nature of the grade in your resume.

- **IF YOU ARE CALLED FOR AN INTERVIEW:** Dress professionally in a dark suit and read What to Expect in an Interview with a Judge included in this Handbook for additional tips. Give yourself plenty of time to arrive early to find the proper courtroom.

**TAKING ACTION**

If you are a 1L student seeking a summer judicial externship, here are some methods you might find helpful.

**TARGET ATTRIBUTES**

Although there are several ways to find out about a judge the easiest is to simply look at their public profiles available on the Courts website:

**All Northern District and Magistrate Judges**
www.ca9.uscourts.gov

- Click on “About the Court”
- Click on “Federal Judges Biographical Database”
- Type in the name of any Circuit, District, or Magistrate Judge

**Bankruptcy Judges**
www.canb.uscourts.gov

- Click on “Judges”

**California Court of Appeals**
http://www.courts.ca.gov/courtsofappeal.htm

- Click on “6th District”
- Click on “Justices”
- Click on the Justice’s name for biographical information
U.S. Northern District Federal Judges
http://www.cand.uscourts.gov/

U.S. Northern District Bankruptcy Judges
www.cacb.uscourts.gov

U.S. Northern District Federal Magistrate Judges

The duties of Magistrate Judges include conducting preliminary proceedings in criminal cases, the trial and disposition of misdemeanor cases, conducting pretrial matters and evidentiary proceedings on delegation from judges of the District Court, the trial and disposition of civil cases upon consent of the litigants, social security appeals cases and conducting habeas corpus petitions and other matters as may be assigned. Magistrate Judges are appointed by the Judges of the District Court. The term of office is eight years, and Magistrate Judges may be re-appointed to subsequent terms.

San Francisco Bay Area State Superior Court Judges

A superior court is a trial court in which a judge or jury decides cases by applying the law to the facts presented by witnesses’ testimony and other evidence. Superior courts have trial jurisdiction over all criminal and civil cases. Special departments of the courts handle family, probate, mental health, juvenile, small claims, and traffic cases.

The Superior Courts of California Monterey, San Benito, Santa Clara and Santa Cruz Counties

These courts have launched a regional intern and volunteer program to help courts better serve their communities. The program gives students opportunities to contribute to the courts and the community while they learn about the judicial system from the inside. See their website:

http://www.scscourt.org/general_info/employment/volunteer.shtml

WHAT TO EXPECT IN AN INTERVIEW

Congratulations. You sent your applications and now you have some interviews scheduled. Whether you are interviewing for an externship for credit, or for a volunteer externship, the following information still applies. Be early for your interview and avoid that last minute stress. Wear a dark suit. Allow yourself ample time to find the correct building and room. In a courthouse, if your cell phone has a camera in it, you will be asked to check your phone with security while you are in the building. Wearing as little metal as possible will get you through security quickly.

How should I prepare for the interview?

The truly prepared interviewee has done some homework. “Homework” means the following:
• “Judicial Profile” prepared by the daily legal newspaper, the Daily Journal. Request a copy and read it.
• “Google” whom you have an interview with. The internet usually turns up a wealth of information.
• Do a LexisNexis search for the name to learn whether he or she has presided over a high-profile case or has spoken publicly and on what topic. Look for anything else the newspapers might have reported recently.
• Do a LexisNexis or Westlaw search of legal periodicals to learn whether your judge has published an article. A judge who takes the time to write an article very likely cares a great deal about the subject.
• Do a LexisNexis search of published opinions.
• Talk to students, professors, or lawyers who may be familiar with the person.
• Look up their bar profile at the Cal Bar website.
• Look at LinkedIn profiles.
• Anticipate questions that may be asked and prepare responses (see below).

What can I expect in an interview?

The interview often includes an initial interview with the current clerks for the judge or Human Resources (HR), followed by a meeting with the judge. Clerks and HR often play a key role in the selection of externs, and sometimes are delegated by the judge to make the final decision. They should be approached seriously and professionally. Other staff members, including secretaries, may be asked for input on hiring decisions and should also be treated with respect. It goes without saying (again) that you should dress professionally in a dark business suit and be on time.

It is impossible to predict what the judge will want to talk about or what kind of questions he or she may wish to ask. Some may want to talk about your law school experience, why you went to law school, your career goals, etc. Most will ask why you want to extern in the court of your choice. Think about it. Are you looking for exposure to a wide area of legal practice? Are you interested in the process of judicial decision making? Are you interested in seeing firsthand the practice of law by lawyers and courts, and the written and oral advocacy involved? Are you eager to learn the distinction between excellent legal writing and the not-so-excellent variety? It is rarely an impressive answer to say something like “I think the experience will be valuable in terms of improving my writing and research skills.” Of course it will be! It is your primary job to convince the judge and the clerks that you are prepared with the skills to make their jobs easier – you are a team player, work well without supervision, have a good work ethic, etc. Remember also that during an interview, the judge and clerks are not only evaluating you on whether you can perform the work, they also want to learn whether they would enjoy working closely with you in a structured work environment, often with fast-paced court calendars. To that end, you should be as relaxed and congenial as possible.

You should have questions of your own to ask – for example, their expectations concerning days and hours required of externs. If, by the conclusion of the interview, the clerks or the judge don’t indicate the date of any decision, it is appropriate for you to ask the date upon which they expect
to make decisions on externs. When you leave an interview, tell the clerks or the judge that you are confident you will be an asset to the chambers and look forward to working with them.

All interviews should be acknowledged with a written, mailed or emailed thank you note.

**What if I am offered a position?**

Some may allow a short window of time to allow you to accept an offer, but this is the exception and not the rule. If you receive an offer from a second choice, you might politely ask “May I give you an answer on Tuesday?” (within two days of the interview), but if the answer is no, be prepared to accept on the spot. Exercise great caution if you ask for time to make a decision. Judges and clerks within the same building often exchange notes on prospective externs, and you may run the risk of offending the judge or the clerks who made an initial offer.

**What do I do after I accept a position?**

Offers are usually made by phone although some chambers send a written offer letter. Return the call promptly, accept the offer and follow up with a letter expressing enthusiasm and indicating the date upon which you expect to start. If you have any interviews pending, thank them, and withdraw your name from consideration. If you plan to enroll for units, contact the APD and they will then assist you in enrolling for units. If you plan to volunteer, you need not contact APD.

**V. EXTERNSHIP SEARCH STRATEGIES:**

**GOVERNMENT EXTERNSHIPS**

**INTRODUCTION**

At first glance, seeking and applying for a government externship can seem incredibly overwhelming. It can be difficult to understand just where to begin. As you read through this section, you will find specific information about which government agencies have externship opportunities as well as summaries of the responsibilities of selected federal agencies.

Please note that there are additional resources listed that provide a wealth of information about government employment, including the Office of Personnel Management’s (OPM) website and The U.S. Government Manual. There is also specific information for law students and new graduates seeking federal employment opportunities.

**LEGAL, ADMINISTRATIVE, LAW ENFORCEMENT**

Remember, to receive credit for an externship, you must be under the direct supervision of a licensed attorney and your work must be legal in nature.

**Law Enforcement**

Law enforcement work can be categorized into three different groups: uniformed enforcement, investigative, and professional services. Administrative work, broadly speaking, engages in a
common set of functions to meet the organization's goals: planning, organizing, staffing, directing, controlling, and budgeting.

Tips for Landing a Government Externship

Know Where to Look

Many think of the government as a single employer, but when it comes to hiring, each agency has its own process. Most opportunities are posted on USAJobs (http://www.usajobs.gov). Law students seeking federal, state and local internship opportunities should access the Government Honors & Internship Handbook located in the LCS folders on ClaraNet. In addition, job seekers can gather information about federal agencies within each branch of government at http://www.usa.gov. Click on “A-ZAgency Index” on the right side of the webpage for links to individual agency websites.

Target Your Search

Although there are many career opportunities in the legislative and judicial branches, the executive branch is by far the largest employer. Within the executive branch, there are over 70 individual departments and agencies, including numerous independent agencies such as the SEC, EPA, and USAID. These agencies range in size from fewer than 100 employees to over 300,000. The U.S. Government Manual (http://www.gpoaccess.gov/gmanual/index.html) can help you narrow your job search. The manual provides a brief description of every agency and its organization, mission, and locations. Another helpful tool is the USAJobs Resume Builder (https://help.usajobs.gov/index.php/Resume_Builder), which allows you to create and upload a uniform resume that provides all the information required by government agencies.

Be Prepared

Government applications may seem daunting, but the more organized you are in advance, the easier they will be. Update your resume, locate your transcript, and verify contact information for your references. Incomplete applications may not be considered; therefore, read the application carefully and provide all requested information. Many applications require a statement about Knowledge, Skills, and Abilities (KSAs) relevant to the position.

Human Resources Service Center – Civilian Job Kit: Servicing OSD, Defense Agencies, and DOD Field Activities, this job kit contains all the information needed to successfully complete a resume and apply for employment with the DOD.
http://www.whs.mil/HRD/Apply/HowToGuide/JobKitRevision.cfm

Resumix: The Department of the Army, West Civilian Personnel Operations Center (WCPOC) uses Resumix, an automated referral system to fill vacancies. Applicants must submit a three-page resume and a one-page supplemental data sheet to apply for positions.
https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp
VI. EXTERNSHIP SEARCH STRATEGIES: CRIMINAL LAW EXTERNSHIPS

INTRODUCTION

Criminal law is any sort of legal practice that has to do with the criminal justice system. Generally speaking, this includes prosecuting and defending individuals accused of crimes. Although the roles of criminal lawyers vary in different countries, in the United States the most common jobs for attorneys interested in criminal law are jobs as prosecutors or defense attorneys. Prosecutors file and prosecute criminal charges based upon the jurisdictions’ laws and
practices. Defense attorneys aggressively defend their clients’ rights and innocence to ensure that the criminal justice system and all processes involved with prosecution are fair and just. Criminal law attorneys often conduct trials right from the beginning of their careers, and some criminal law attorneys will go on to file and argue appeals as they become more experienced.

**CRIMINAL LAW PRACTICE**

The practice of criminal law - whether for the prosecution or the defense - requires an attorney to confront a host of ethical and tactical questions. Should a defense attorney act against her client's wishes if she believes her client is incapable of determining what is in his best interest? Is it enough for a prosecutor to believe that he has sufficient evidence to obtain a conviction, or should he proceed only when he personally believes the defendant is guilty?

- Overview of the criminal practice includes:
  - Public Defenders
  - Criminal Defense Attorney
  - Wrongful Conviction & Habeas Corpus
  - Criminal Prosecution

**Prosecutors**

**Attorney General’s Office (federal):** Attorneys who work for the Attorney General’s Office prosecute federal crimes and crimes committed on federal property.

http://www.usdoj.gov/usao/can/

**Attorney General’s Office (state):** The California Attorney General represents the state of California in civil and criminal matters before trial, appellate and the supreme courts of California and the United States.

http://ag.ca.gov/

**County Attorney’s Office:** Most county attorney’s offices prosecute felonies and misdemeanors that are committed within the county’s borders.

**City Attorney’s Office:** Some counties only prosecute felonies, leaving the misdemeanor offenses to the city attorney’s office to prosecute. City attorneys general prosecute minor code enforcement cases as well.

**Defense Attorneys**

**Federal Public Defenders:** Federal public defenders defend individuals accused of federal offenses who are being prosecuted by the Attorney General’s Office.

http://www.ndcalfpd.org/
**State Public Defenders:** The Office of the State Public Defender works solely on death penalty appeals, representing indigent capital defendants in the California Supreme Court and the United State Supreme Court.

http://www.ospd.ca.gov/

**County Public Defenders:** Some counties, including Santa Clara County, have governmental offices for public defenders, who defend indigent criminal defendants in charges brought by the County Attorney’s Office.

**Private Practice:** Many criminal defense attorneys work in private practice, either in a small firm or solo practitioner’s office. Private criminal defense attorneys can either be retained by individual defendants or appointed by a judge to represent a particular defendant.

**Contract work:** Some smaller counties and cities do not have an official Public Defender’s Office. Instead, they often contract with individuals or individual firms to represent indigent criminal defendants within the city or county.

**What Courses and Academic Experiences (Clinics, Internships, Externships) at SCU Law would be helpful?** (Please note that the following is not an exhaustive list):

- Criminal Law / Advanced Criminal Law
- Criminal Procedure / Advanced Criminal Procedure
- Trial Techniques / Advanced Trial Techniques
- Evidence
- Jury Law & Strategies
- Advocacy / Honors Moot Court
- California Post Conviction Procedures
- Criminal Justice Internship & Seminar
- Northern California Innocence Project
- Death Penalty Clinic
- Domestic Violence Seminar
- Drug Abuse Law Seminar
- Judicial Externship
- Juvenile Court Law Seminar
- Juvenile Justice Topics
- Righting Wrongful Convictions: Policy & Legislative Reform
- The Prison System
- Persuasion and Advocacy
- Understanding Capital Punishment Law

**Timeline**

There is no set timeline for entering the criminal law field, but there are a few things to consider. Most criminal law attorneys want to see dedication to and a demonstrated interest in prosecution or defense work. That does not mean that you should not seek out non-criminal opportunities,
but if you are applying for a summer position and you do not have experience with criminal law, your application will likely not be as strong as many of your peers.

Department of Justice internship applications are due the September prior to the summer during which the internship would take place. Applications for summer positions in some counties, such as Santa Clara, are often due several months in advance. A few counties have paid summer internships (between 2L and 3L year), for which they hire students during the on campus interview process in the fall. If you are willing to travel to a less populated county for the summer, it may be easier to get at least a volunteer position at the last minute. Semester internships are normally less competitive and can be done for credit at many local county offices.

Tips

Anything you can do to make yourself stand out in the application process is good, especially experience working within a prosecution or defense office. A volunteer internship during the summer following your first year may give you the leg up you need to land a paid position the following summer. If you do not work in criminal law over your first summer, definitely try to arrange a semester internship during your second year to build your resume and demonstrate your commitment to criminal law. Offices also like to see courtroom experience (take trial techniques and moot court, and consider going out for the trial team), strong research and writing skills (moot court, law review or another journal, and publications) and excellent public speaking skills (moot court, FLY, leadership experiences, previous debate or public speaking experience).

Interview

A few typical interview questions include:

- Why you are interested in criminal defense or prosecution?
- What experience do you have with public speaking?
- Hypothetical questions, such as “How would you feel defending someone of a rape you know they committed?” or “When you are prosecuting someone for a crime and you are not sure whether you have the correct defendant, what do you do?”
- What other experiences in your life have been influential and/or would help you connect with a jury?
- How can you contribute to our office?
- Why our office instead of [another county, state, federal, city, private practice, etc.]?

In addition, DA and PD offices will often ask you to prepare an opening statement or closing statement to present to them as part of your interview process. One of the main purposes behind the hypothetical questions and the opening and closing statements is to see how well you can think on your feet and under pressure.
What Professional Organizations and Associations can I join to meet people and find out more?

SCU Criminal Law Society
http://www.law.scu.edu/life/criminal-law-society.cfm

California State Bar Criminal Law Section
http://criminallaw.calbar.ca.gov/

American Bar Association Criminal Law Section
http://www.abanet.org/crimjust/

Northern California Innocence Project
http://www.ncip.scu.edu/

California Attorneys for Criminal Justice
http://www.cacj.org

What reference resources should I check out for further information?

Look at the websites for any county (or city or state or local federal office) in which you may be interested in working. Some post application instructions.

Santa Clara County Office of the Public Defender
http://www.sccgov.org/portal/site/opd/

Santa Clara County Office of the District Attorney
http://www.sccgov.org/portal/site/da/

Federal Public Defender – San Jose
http://www.ndcalfpd.org/Directions%20SJ.htm

Northern California U.S. Attorney’s Office
http://www.usdoj.gov/usao/can/

DOJ Summer Law Intern Program
Selective list of Established Criminal Externship Programs

The Habeas Corpus Resource Center (HCRC) (San Francisco): Provides exciting opportunities for law students interested in post-conviction capital defense litigation.

http://www.hcrc.ca.gov/

The Office of the Federal Public Defender for the Central District of California's Capital Habeas Unit: Hiring decisions are made on a rolling basis, and the office is currently accepting applications. The office only accepts applications from 2Ls. Applicants should include resume, cover letter, writing sample, and list of grades (it need not be an official transcript).

http://www.fpdacad.org/

The Office of the State Public Defender: This office offers bright, energetic, and committed law students the opportunity to participate in a 10-week summer internship from June until August.

http://www.ospd.ca.gov/

Selective List of Public Defenders

Alameda County Office of the Public Defender (Oakland, CA)

http://www.acgov.org/defender/index.htm

Miami Dade Public Defender (Miami, FL)

www.pdmiami.com

County of Lassen, Office of the Public Defender (Susanville, CA)

http://www.lassencounty.org/govt/dept/pub_def/PublicDefender.asp

County of Mendocino Office of Public Defender (Ukiah, CA)

http://www.co.mendocino.ca.us/pubdef/

County of Monterey Public Defender (Salinas, CA)

www.co.monterey.ca.us/personnel

Elko County Public Defender's Office (Elko, NV)

http://www.elkocounty nv.net/departments/public_defender/index.html
Federal Public Defender (Albuquerque, NM)
http://nm.fd.org/

Federal Public Defender (Grand Rapids, MI)
http://www.westmichigandefender.org/

Federal Public Defender (Los Angeles, CA)
http://www.fpdcad.org/

Federal Public Defender Western District of Washington (Seattle, WA)
http://www.wawfpd.org/

Federal Public Defender, Central District of California (Santa Ana, CA)
http://www.fpdcad.org/

Federal Public Defender, Eastern District - Fresno, CA (Fresno, CA)
http://www.cae-fpd.org/

Federal Public Defender, Eastern District of California (Sacramento, CA)
http://www.cae-fpd.org/

Federal Public Defender, San Jose (San Jose, CA)
http://www.ndcalfpd.org/

Federal Public Defender, SF (San Francisco, CA)
http://www.ndcalfpd.org/

Jefferson District Public Defender (Louisville, KY)
http://www.louisvillemetropublicdefender.com/

Law Offices of Mohave County Public Defender (Kingman, AZ)
http://www.co.mohave.az.us/ContentPage.aspx?id=126&cid=63#

Los Angeles County Public Defender (Los Angeles, CA)
http://pd.co.la.ca.us/

Merced County Public Defender’s Office (Merced, CA)

http://www.co.merced.ca.us/index.aspx?nid=81

New Hampshire Public Defender (Concord, NH)

www.nhpd.org

New Hampshire Public Defender (Dover, NH)

www.nhpd.org

New Mexico Public Defenders

http://www.pdd.state.nm.us/

Office of the Public Defender (San Francisco, CA)

http://sfpublicdefender.org/

Office of the Public Defender - County of Santa Clara, (San Jose, CA)

http://www.sccgov.org/portal/site/opd/

Office of the Public Defender, Marin County (San Rafael, CA)

www.co.marin.ca.us/pd

Orange County Public Defender (Santa Ana, CA)

http://www.pubdef.ocgov.com/

Public Defender Service for the District of Columbia – Appeal (Washington, DC)

www.pdsdc.org

Riverside County Public Defender's Office (Riverside, CA)

http://publicdef.co.riverside.ca.us/

Sacramento Public Defender's Office (Sacramento, CA)

http://www.publicdefender.saccounty.net/default.htm

San Bernardino County Office of the Public Defender (San Bernardino)
Selective List of Local District Attorneys

A District Attorney is an elected or appointed public official who acts as prosecutor for the state or the federal government in court in a particular district or county.

Alameda County District Attorney (Oakland, CA)
www.alcoda.org

Contra Costa County District Attorney's Office (Martinez, CA)
http://www.contracostada.org

International Criminal Court (The Hague)
http://www.icc-cpi.int/
Office of the District Attorney, San Mateo (Redwood City, CA)

http://www.co.sanmateo.ca.us/portal/site/districtattorney

Riverside County District Attorney (Riverside, CA)

http://www.rivcoda.org/

Santa Cruz County District Attorney's Office (Santa Cruz, CA)

http://datinternet.co.santa-cruz.ca.us

US Attorney's Office, Northern District of California (San Jose, CA)

www.justice.gov/usao/can/