

Los Angeles County District Attorney's Office  
Clara Shortridge Foltz Criminal Justice Center  
210 West Temple Street, Room 18-215  
Los Angeles, CA 90012



**A**s the nation's largest local prosecutorial agency, the Los Angeles County District Attorney's Office offers a wide range of exciting career opportunities for lawyers and valuable training for law students. If you are considering a career in the criminal justice system, the District Attorney's Office can help prepare you for the job.

Our law clerks gain hands-on experience with criminal case matters and benefit from the opportunity to work with some of the world's best prosecutors. Firsthand experience in the District Attorney's Office provides a practical education for any law student interested in public service.

If you plan to pursue a career in the District Attorney's Office, Public Defender's Office or another public law agency, you may want to consider applying for one of several law clerk positions offered by the District Attorney's Office. Each provides learning opportunities that will benefit your future career and make you a better lawyer.

For more information about the District Attorney's Office, visit our website at <http://da.lacounty.gov>.

  
Steve Cooley  
District Attorney  
Los Angeles County

## PROTECTING THE PEOPLE OF LOS ANGELES COUNTY

With 10.4 million residents, Los Angeles County is the most populous county in the nation and is larger than 42 states. The county spans 4,083 square miles, stretching from the Antelope Valley to Long Beach and from Pomona to Malibu.

The Los Angeles County District Attorney's Office employs more than 2,100 people, including about 1,000 lawyers. Approximately 300 D.A. investigators have full peace officer status with the same jurisdictional authority as Los Angeles County deputy sheriffs. The office also employs paralegals, law clerks, witness assistants and victim services representatives.

Felony cases are prosecuted in courthouses throughout the county. The District Attorney's Office also prosecutes misdemeanors in 78 of the county's 88 cities and in unincorporated areas.

## FOR INFORMATION

### Write to:

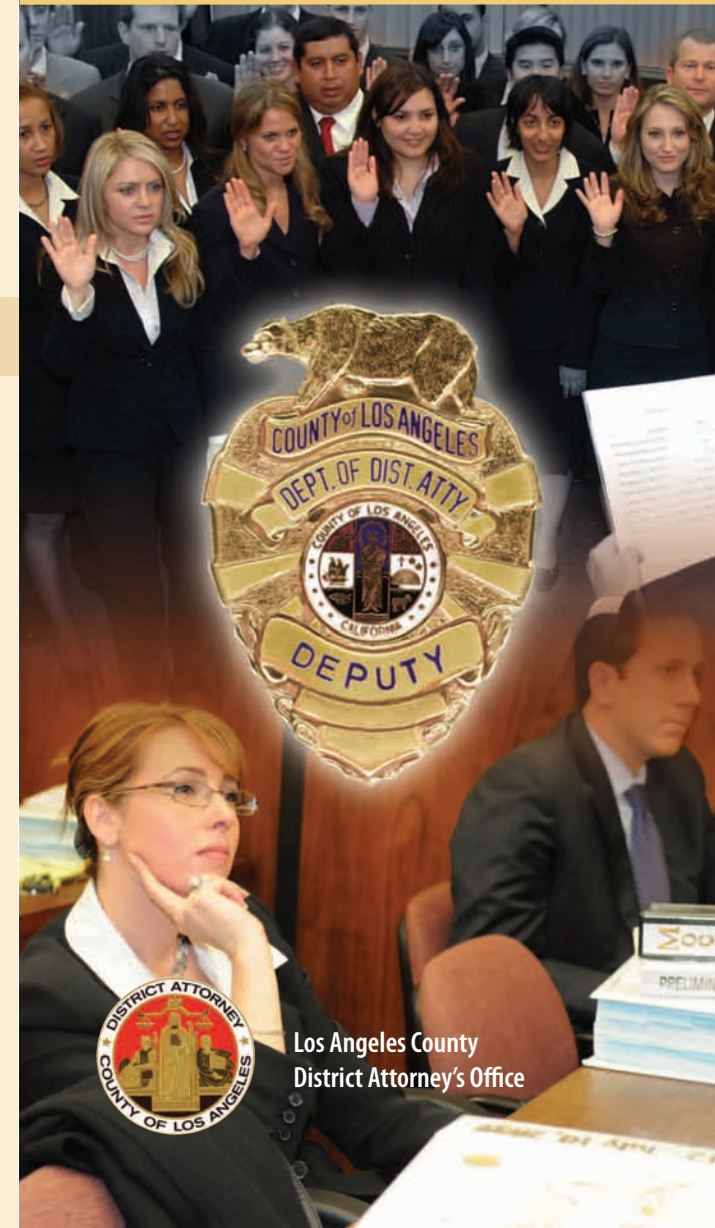
Regina Mayo, Recruitment Coordinator  
Los Angeles County District Attorney's Office  
210 West Temple Street, Room 18-215  
Los Angeles, California 90012  
E-mail: [rmayo@da.lacounty.gov](mailto:rmayo@da.lacounty.gov)  
Telephone: 213-974-7788 or 213-893-0174  
Facsimile: 213-626-5862

### For other career opportunities in the District Attorney's Office, contact:

Human Resources Division  
Los Angeles County District Attorney's Office  
201 North Figueroa Street, Suite 1300  
Los Angeles, California 90012  
Telephone: 213-202-7701  
Website: <http://da.lacounty.gov>

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## PREPARING FOR A CAREER AS A DEPUTY DISTRICT ATTORNEY



Los Angeles County  
District Attorney's Office

## VOLUNTEER LAW CLERK

### First- and Second-Year Law Students

Early in your legal education you can lay the foundation for a career in a public prosecutor's office by serving as a volunteer law clerk. Volunteer law clerks assist deputy district attorneys in all phases of prosecution of misdemeanor and felony crimes and will likely attend court proceedings.

In addition, volunteer law clerks may be asked to assist in:

- Legal research
- Reviewing transcripts for inconsistent statements
- Trial strategy discussions
- Collecting and analyzing statistics
- Research and special studies on issues affecting individual cases or projects
- Preparing reports or documents
- Contacting or assembling witnesses
- Compiling case evidence notebooks and sorting evidence
- Related tasks, including clerical work

**Minimum commitment:** Sixteen to 24 hours per week, six weeks. Positions are available fall and spring semesters and summer sessions.

All volunteer law clerks must pass a background investigation.

### HOW TO APPLY

- Send a cover letter, resume and most recent school transcript to the District Attorney's Recruitment Coordinator (see back panel).

## CERTIFIED LAW CLERK EXTERNSHIPS

### Third- and Fourth-Year (Evening) Law Students

Direct courtroom experience is the goal of this externship with a focus on courtroom trial skills. Under State Bar of California rules, law students who have completed courses in Criminal Procedure and Evidence may make appearances in court under the supervision of a deputy district attorney.

Assignments are available during fall and spring semesters and summer sessions and are preceded by a one-day training session on how to conduct a felony preliminary hearing or a juvenile adjudication. Training is provided in January, May and August each year. Certified law clerks are assigned to the District Attorney's Preliminary Hearing Unit and branch, area and juvenile offices throughout the county.

**Minimum commitment:** Sixteen to 24 hours a week. Full-time, semester-long externships also are available.

All certified law clerk externs must pass a background investigation.

#### Application deadlines:

- February 15 for summer
- June 15 for fall
- October 15 for spring

### HOW TO APPLY

- Send a cover letter, resume and most recent school transcript to the District Attorney's Recruitment Coordinator (see back panel).

## SENIOR LAW CLERK



### Law School Graduates

The senior law clerk positions offer hands-on case development and trial preparation experience. However, you will not have the opportunity to be a State Bar-certified law clerk and this is not a deputy district attorney-trainee position. Placement is limited to certain divisions and occurs throughout the year. You must have graduated from law school and received your final law school transcript in order to apply for these full-time positions.

All paid senior law clerks must pass a background investigation. Interviews are conducted in these divisions when positions are available:

- Appellate Division, Habeas Corpus Litigation Team
- Automobile Insurance Fraud Division
- Major Fraud Division, Real Estate Fraud Section
- Public Integrity Division, Internal Welfare Fraud Section
- Target Crimes Division, Child Abduction Section
- Consumer Protection Division, Elder Abuse Section
- Public Assistance Fraud Division
- Healthcare Fraud Division

### HOW TO APPLY

- Complete a District Attorney employment application.
- Applications are available on the District Attorney's website at <http://da.lacounty.gov>.
- Attach a copy of your official final law school transcript showing the date your degree was awarded.
- Attach your resume.
- Send the original application to the Human Resources Division (see back panel).

## DEPUTY DISTRICT ATTORNEY

### Law School Graduates

A genuine interest in a career in public service, the ability to think clearly on your feet and the energy and enthusiasm to do trial work are all qualities we seek in a good candidate for deputy district attorney. You can prepare for this career while still in law school by:

- Participating in moot court and/or trial advocacy programs and competitions
- Taking advanced level criminal law course work
- Doing an externship in a prosecutor's or public defender's office

You must pass the California Bar examination in order to file for the position of deputy district attorney I. U.S. citizenship is required at time of appointment.

Two-week application filing periods are traditionally held in June and December, immediately after bar examination results are announced. However, this schedule is dependent on office needs and budgetary considerations.

All deputy district attorney appointees must pass a background investigation.

### HOW TO APPLY

- Send a cover letter and resume to the Recruitment Coordinator (see back panel), and you will be notified of the next application period.
- Applications are available on the District Attorney's website at <http://da.lacounty.gov>.
- Send the completed application to the Human Resources Division (see back panel).

