



San Francisco City Attorney's Office

Summer 2024 Paid Law Student Internship Program

The San Francisco City Attorney's Office (the Office) is committed to exposing law students to the rewarding and impactful practice of municipal law through our Summer 2024 paid Law Student Internship Program (the Program). The Program offers law students an opportunity to work in an award-winning municipal law office, which is nationally recognized by the American Bar Association for outstanding excellence.

The Office practices civil law and works to protect and advance the rights and interests of the City and County of San Francisco and its residents. The Office provides exceptional legal services to the City's Mayor, Board of Supervisors, officials, and over 100 City departments that comprise San Francisco's municipal government. Our work empowers City leaders with effective, responsive, and creative legal solutions and representation, and our affirmative advocacy enhances the lives and wellbeing of San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, identities, ideas, and lived experiences of our interns and employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain, and promote capable individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, and age, and candidates with disabilities.

To learn more about the Office's efforts to provide a diverse, equitable, and inclusive workplace, please click [here](#).

About the Law Student Internship Program

The Office is looking for qualified and motivated law students to join us for our Summer 2024 Program.

Each intern is assigned to work on one of 20+ teams within the Office that are organized by legal practice areas. Interns work closely with deputy city attorneys who serve as mentors on a wide variety of legal research and writing projects. Attorneys work to ensure that interns benefit from their assignments, are engaged in team and client interactions, and are fully immersed in the Office's attorney-client relationships with City departments, commissions and officials.

Depending on their assignments, interns can take part in client meetings with department staff and elected officials; attend trials, settlement conferences, court hearings, and depositions; observe public meetings and closed sessions with City commissions and the San Francisco Board of Supervisors; and attend press conferences related to the Office's work.

Interns also benefit from events, tours and lectures that aim to educate Program participants about the work of the Office and municipal government. Special programming offers an inside-view of important and sometimes surprising work required of lawyers for a city as innovative and unique as San Francisco.



San Francisco City Attorney's Office's Law Student Internship Program

Practice Teams

Attorneys in the Office are organized into teams based on practice areas. The Office pairs interns with a practice team that aligns with the student's professional goals and interests. We encourage candidates to identify three preferred practice teams in their cover letter, although the Office cannot guarantee placement on a preferred team.

Internships may be available on any of the following teams:

- Airport (located at SFO)
- Child Protection and Family Services/Conservatorship*
- Code Enforcement*
- Complex & Affirmative Litigation*
- Public Contracting & Construction Team
- Data Privacy Task Force
- Energy and Telecommunications
- Ethics & Elections
- Finance and Real Estate
- Government*
- Health & Human Services
- Labor*
- Land Use*
- Litigation*
- Port of San Francisco (located at the Ferry Building)
- Public Utilities
- Public Integrity & Investigations
- Transportation
- Workers' Compensation*
- Workers Protection*

*teams that handle litigation matters

Please visit <https://www.sfcityattorney.org/aboutus/legal-teams/> for detailed descriptions of our practice teams.

Hours and Compensation

Legal Interns participating in the Office's Summer 2024 Program will work full time (40 hours per week) for 10 weeks, beginning June 3, 2024. Legal Interns will receive a \$20 per hour stipend.

Upcoming Program and Deadlines

We are currently accepting applications for the Office's Summer 2024 Internship Program.

We accept applications on a rolling basis.

- Applications due: December 8, 2023
- Orientation (Mandatory): Week of June 3, 2024
- Program: June 3, 2024 to August 9, 2024
(minimum 8-10 weeks, but students may extend their program to satisfy academic credit requirements)



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How to Apply

Applications must include the following: (1) a cover letter expressing the applicant's interest in and qualifications for the internship, along with their three preferred practice teams, (2) resume, and (3) brief legal writing sample.

We look for interns with strong verbal and written communications skills, the ability to think critically and solve problems, and a passion for local government and public service.

Please e-mail your application to CATintern.applications@Sfcityatty.org

For more information about the City Attorney's Office's Internship Program, please visit [Internships – City Attorney of San Francisco \(sfcityattorney.org\)](http://Internships-City Attorney of San Francisco (sfcityattorney.org))

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