



## Superior Court of California, County of San Diego

### Judicial Internship Program

#### Overview

The Judicial Internship Program is an educational opportunity that provides law students with a behind-the-scenes view of the practice of law in the Superior Court. The program provides valuable opportunities for students to apply the knowledge they gain from law school to currently pending court cases, enhance their understanding of the Court system, and better appreciate the expectations of attorneys in the practice of law. With some exceptions, the Court has potential internship assignments in the civil, criminal, family, juvenile, and probate divisions at each of the four county branches (i.e., Central, North, East, and South).

#### Internship Period

The Court hosts internship sessions in the fall, spring, and summer of each year. The Court begins each internship session with an orientation. To successfully complete the internship program, students generally must serve a minimum of 12 weeks and a minimum of 20 hours per week in their respective assignments.

#### Internship Description

Students accepted into the program are assigned to Court Legal Services Staff Attorney mentors. Interns may assist with numerous tasks, including but not limited to: reviewing and analyzing motions, petitions, and other filings, conducting legal research, discussing issues with staff attorneys (and judges as appropriate), and drafting confidential written memoranda and recommendations for the judges' review. Additionally, students are encouraged to observe a variety of courtroom proceedings.

#### Applicant Qualifications

The Court welcomes applications from students attending schools in San Diego County that are accredited in California by the State Bar's Committee of Bar Examiners (CALS), as well as students who attend ABA accredited schools anywhere in the United States who are also considering practicing law in California with a particular interest in San Diego County.

The internship program is designed for law students in their second or third year of study. Absent exceptional circumstances, to be eligible for an internship, students must complete their law school's evidence course, and either one full semester of criminal procedure or civil procedure, dependent on the area of law for which the student seeks placement as an intern.

The Court seeks well-rounded individuals who are hardworking, motivated, and excited about the prospect of working in the California court system. Ideal candidates will have a strong academic credentials, great writing and communication skills, and the ability to effectively follow directions and work well with others as a team.

### **How to Apply**

The application packet should include the following materials: (a) cover letter, (b) resume, (c) transcript, and (d) a writing sample that is preferably not longer than ten pages. The cover letter should include whether the student has any preference for working in a particular practice area (i.e. criminal, civil, family, juvenile dependency or delinquency, probate) and a particular court branch location. (See “Overview” section above for the list of divisions and locations.)

For students who attend law schools in San Diego County, the application submission process is coordinated through the individual law schools. For interested students who attend law schools outside of San Diego County, they may submit their application packet to the following email address: [Springsong.Cooper@sdcourt.ca.gov](mailto:Springsong.Cooper@sdcourt.ca.gov) or mailing address:

Ms. Springsong Cooper  
Staff Attorney - Legal Services Division  
Superior Court of California, County of San Diego  
1100 Union Street  
San Diego, CA 92101

If you have questions about the program, please call Staff Attorney Springsong Cooper at (619)844-2918.

### **Application Deadlines**

For students who attend law schools in San Diego County, please follow the instructions from your law school career services office regarding when to submit your application materials.

For students who attend law schools outside of San Diego County:

- **Summer Internships:** Applications must be submitted on or before **January 15th** of the year the internship will take place.
- **Fall Internships:** Applications must be submitted on or before **April 1st** of the year the internship will take place.
- **Spring Internships:** Applications must be submitted on or before **October 1st** of the year before the spring session will take place.

Please do not contact any individual San Diego Superior Court Judge regarding judicial internships.