



# SAN FRANCISCO CITY ATTORNEY'S OFFICE

## SUMMER 2025 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 2025 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 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 2025 Program. 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.

Each intern is assigned to work on one of the 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.

All interns may 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. Among other things, interns observe state and federal court, meet with presiding judges, participate in moot trials/oral arguments, and may represent the City in Small Claims Court. Special programming offers an inside-view of the important and sometimes surprising work required of lawyers in 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 legal 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 practice teams:

- Airport (located at SFO)
- Code Enforcement\*
- Complex & Affirmative Litigation\*
- Public Contracting & Construction Team
- Data Privacy Task Force
- Dependency & Mental Health\*
- Energy and Telecommunications
- Finance and Real Estate
- Government Team/Government Litigation/Ethics & Elections\*
- Health & Human Services
- Labor & Employment\*
- 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.

### **Assignments & Projects**

Interns work on a wide array of legal assignments and projects related to the work of their assigned practice team. Interns working on teams that handle advice and transactional work primarily receive legal research and writing assignments on novel legal issues, City policy, and proposed legislation. Interns may also draft court petitions, legislation, memoranda, and declarations. Interns working on practice teams that handle litigation matters may assist with pretrial matters, draft complaints, motions in support of the City's position, and settlement memoranda. Interns may also conduct legal research and draft memoranda on specific legal standards, rules, appellate issues, and practices/procedures.

### **Program Dates & Hours**

- Program: June 9, 2025 to August 15, 2025
- Orientation (Mandatory): Monday, June 9, 2025

Legal Interns participating in the Program work full time (40 hours per week) for 10 weeks, from June 9 to August 15, 2025.



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### How to Apply

We are currently accepting applications on a rolling basis for the Office's Summer 2025 Internship Program.

**Applications are due by December 13, 2024**, but we will continue to accept applications until all positions are filled.

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.

Please e-mail your application to [CATintern.applications@Sfcityatty.org](mailto:CATintern.applications@Sfcityatty.org)

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

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