

**UNITED STATES ATTORNEY'S OFFICE
CENTRAL DISTRICT OF CALIFORNIA
CIVIL DIVISION**

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ATTN: Julie Zatz, Civil Extern Coordinator
Assistant Chief, Civil Division

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The Civil Division of the United States Attorney's Office is comprised of approximately fifty attorneys who practice in many different areas of civil law including: common law and constitutional tort, federal prisoner and commercial litigation, employment discrimination, environmental law, immigration, bankruptcy, fraud in government contracting, civil rights, social security, eminent domain and administrative law.

Projected No. of Volunteers: 4 - 6

Internship Location(s): Los Angeles, CA

Application Materials: Resume, transcript, legal writing sample, dates when available, and telephone number(s) where student can be reached both during the day and in the evening

Qualifications: First-year (second semester) and second-year law students. **Must be a U.S. citizen.** Will be subject to a background investigation due to the sensitive nature of the work performed by the U.S. Attorney's Office. All successful applicants should be in the top 1/3 of their class and have completed a course in civil procedure. In addition, classes in torts, evidence and/or constitutional law are desirable.

Application Deadline: Spring Semester: September 25th
Summer: January 20th
Fall Semester: May 15th
Interviews are held and offers are made on a rolling basis so early applications are encouraged.

Minimum Weeks Required: 8 - 12 weeks; full-time for Summer, 3 days during Spring and Fall semester

Salary: Volunteer (without compensation)

Assignments: Extern assignments are varied, and have included drafting parts of or entire district court and appellate briefs; researching discrete issues of law; assisting in the development of discovery and preparation for trial; preparing memoranda and propounding and responding to discovery. Externs are also encouraged to attend court hearings, attorney conferences, depositions and settlement conferences. In addition, meetings with different district court and magistrate judges are arranged to enable externs to gain judicial insight into how to practice in particular courtrooms, the qualities judges look for in law clerks, the skills they appreciate and the qualities they abhor in the attorneys who practice before them, and personal war stories.

Web Site: www.usdoj.gov/usao/cac