Paralegal Internship Program

DESCRIPTION

The Alameda District Attorney's Office offers an empowering Paralegal Internship Program offering *practical experience* with Alameda's *most progressive* prosecution team in the nation. Under the general direction and supervision of a Deputy District Attorney or Certified Paralegal, interns will perform a variety of specialized paralegal functions including some combination of the following: drafts legal documents; conducts legal research and prepares written memoranda; prepares documents for use in pretrial and trial proceedings; creates and maintains legal files, trial notebooks, indices and supervises case and file management systems.

This Programs runs a typical eight (8) to twelve (12) weeks in the Fall, Spring, and Summer. Interns will be supervised by a Deputy District Attorney or Certified Paralegal in the Criminal or Civil Division of the Office assisting with casework and trial preparation.

Week 1: Intern Orientation Training
Week 4: Internship Midterm Review
Week 8: Internship Final Review

PROGRAM OVERVIEW			
	FALL	SPRING	SUMMER
Program Dates	Sep. 1st - Dec. 31st	Feb. 1st - May 30th	Jun. 1st – Jul. 31st
Application & Interviews Phase	July. 1st- Aug. 31st	Dec. 1st – Jan. 30th	Apr. – May 30th
Program Length	8 -12 Weeks	8-12 Weeks	8 Weeks
Minimum Hours	120 hours minimum	120 hours minimum	120 hours minimum

1. Enrolled in an Accredited Paralegal Program.
2. Case research skills using Lexis/Nexis and/or Westlaw.
3. Commitment to a minimum of 15 hours a week and-or 120 hours minimum.
4. Desirable courses: Criminal Law, Evidence, and E-Discovery.
5. Excellent attention to detail.

PROGRAM STRUCTURE: Choose a Scheduled Plan

PLAN	Times	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
A	9am - 1pm	5	*	5	*	5	15
B	12pm - 5pm	5	*	5	*	5	15
C	8am - 12pm	4	4	4	4	*	16
D	1pm - 5pm	4	4	4	4	*	16
E	9am - 1pm	4	4	4	4	*	16
D	1pm - 5pm	4	4	4	4	*	16
F	8am - 12pm	4	4	4	4	4	20
G	1pm – 5pm	4	4	4	4	4	20
H	9am - 2pm	5	5	5	5	*	20
I	12am - 5pm	5	5	5	5	*	20
J	9am - 5pm	7	*	7	*	7	21

*Days are interchangeable in week schedule

PARTNER COLLEGES & UNIVERSITIES

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