

Externship with Presiding Judge's Department

San Francisco Superior Court (San Francisco, CA)

The San Francisco Superior Court is seeking judicial externs to work with the Presiding Judge's Department.

The Presiding Judge's Department extern will:

- Work with Presiding Judge Teri L. Jackson and other judges, as well as Court Staff Attorneys and Legal Research Attorneys.
- Research and prepare memos for the department's motion, fee-waiver, and trial calendars.
- Review applications and draft minute orders for publication of summons.
- Receive research and writing assignments from the civil trial departments and the Appellate Division.
- Attend a variety of courtroom proceedings for exposure to courtroom etiquette, trial and motion practice, and judicial decision-making.

Ideal candidates for the position will be dependable self-starters with excellent research and writing skills.

Applicants should apply for the position via email to sflagge-phillips@sftc.org. Applications should include a cover letter, resume, writing sample, and unofficial transcript. Applicants should also indicate their days and hours of availability. Applicants seeking to volunteer 20+ hours per week are highly preferred.

Please address your application to:

Sandy Flagge-Phillips
Court Staff Attorney
San Francisco Superior Court
400 McAllister Street, Room 208
San Francisco, CA 94102