



**COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL**

invites applications for the:

**SUMMER 2023 INTERNSHIP  
PROGRAM**

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- COMPENSATION:** This is an unpaid governmental internship for Summer 2023. Check with your school to see if grant or scholarship opportunities are available.
- DATES:** May 30, 2023 through August 4, 2023 (10 weeks)
- FILING CLOSES:** Whenever all positions are filled

**PROGRAM INFORMATION:**

The Office of the County Counsel for the County of Los Angeles is one of the largest public civil law firms in the United States. This summer, the Office is offering flexible remote internship positions (as described more fully below) within the following divisions of County Counsel:

In the **Probate Division**, interns will assist attorneys on a breadth of probate-related matters involving conservatorships for the Public Guardian and decedent estates for the Public Administrator, including matters involving personal property, elder abuse, self-neglect, homelessness, mental illness, heirship determinations, civil litigation, and discovery. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memoranda and briefs, and assist with trial preparation and client communication.

In the **Dependency Division**, interns will assist trial attorneys representing the Department of Children and Family Services in child abuse and neglect cases. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memorandum and briefs, and assist with trial preparation and client communication.

In the **Appeals Division**, interns will work with attorneys representing the Department of Children and Family Services at the appellate level. Interns will have the opportunity to research dependency and appellate issues, read opening briefs, help prepare responsive briefs and other legal memoranda, assist with client communication, attend oral arguments held in the Court of Appeal, and draft summaries of recently published cases.

In the **Affirmative Litigation and Consumer Protection Division**, interns will work with attorneys on consumer protection-related matters, environmental justice/public nuisance issues and code enforcement cases. The assignments may include advising the Department of Consumer and Business Affairs on wage enforcement matters, drafting and preparing civil rights amicus briefs, attending court hearings as well as conducting legal research and preparing legal memoranda and briefs.

In the **General Litigation Division**, interns will assist attorneys representing various County departments in litigation matters, including appellate matters. Interns will have the opportunity to research legal issues, prepare legal memoranda and briefs, attend court hearings and mediation, and argue before the Court of Appeal.

In the **Government Services Division**, interns will assist attorneys in conducting legal research on various areas of government law, including elections, public finance, government contracts and the California Public Records Act. Interns may be called to assist in drafting local ordinances.

In the **Labor and Employment Division**, interns will have the opportunity to attend court hearings, mediations, depositions, and round-tables discussing pending lawsuits against the County involving alleged unlawful employment and labor practices. Interns will have the opportunity to research legal issues and prepare legal memoranda and briefs.

In the **Public Works Division**, interns will assist attorneys in a vast array of assignment areas, including construction, storm water quality, water rights and distribution, solid waste and management, traffic and road matters, environmental law, eminent domain, inverse condemnation, and emergency/disaster management. Interns will have the opportunity to research legal issues and prepare legal memoranda and briefs. Interns may be called upon to assist in drafting local ordinances.

In the **Workers' Compensation Division**, the interns will research legal issues, assist with drafting memoranda and communication with the third party administrator and opposing counsel. Additionally, the interns will assist with hearing preparation, and attend hearings and depositions with supervising attorneys.

In the **Property Division**, interns will assist attorneys who advise numerous departments on both advisory and litigation matters involving Land Use, Real Estate, Contracts, Writs of Mandate and the Americans with Disabilities Act. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memoranda and briefs, and assist with trial preparation and client communication.

In the **Board Liaison Division**, interns will conduct legal research and draft memoranda on diverse topics, including federal immigration policy, governmental ethics and conflicts of interest. Interns will review and track pending federal and state legislation of importance to the County. Interns will also have the opportunity to observe board and commission meetings subject to the Ralph M. Brown Act and assist with research and responses to Public Records Act requests.

In the **Health Services Division**, interns will have the opportunity to observe litigation involving COVID-19 and the actions taken by the Department of Public Health to mitigate the effects of the pandemic, attend hearings to determine if a person should undergo court mandated mental health treatment via the Assisted Outpatient Program, and watch depositions concerning pending County civil suits. In addition, interns will have the opportunity to have an in-depth look at the Coroner's office of Los Angeles; and circumstances permitting, may even be able to take a tour therein. Finally, interns will have the opportunity to conduct legal research, assist in reviewing contractual issues, and respond to California Public Record Act Requests.

In the **Transportation Division**, interns will assist attorneys who provide legal advice to the Board of Directors and executive management of the Los Angeles County Metropolitan Authority (Metro). The Transportation Division is co-located in the Metro headquarters building and provides day to day advice on a wide range of issues, including, procurement, real estate, civil rights, construction, Brown Act, public records, and environmental law.

In the **Social Services Division**, interns will assist attorneys representing a variety of County departments and entities that administer public benefits and social services, such as the Department of Children and Family Services and the Department of Public Social Services. Interns will have the opportunity to prepare legal opinions, review contracts, and draft and review County ordinances, legislation and agency policies. Additional assignments may include general legal research, drafting memoranda, attending commission and advisory meetings, attending roundtables, participating in depositions and mediations, and work in the warrant unit.

In the **Justice & Safety Division**, interns will assist attorneys in conducting legal research, preparing legal memoranda, and will have the opportunity to attend mediations and round-table discussing pending lawsuits. Interns may also be called to assist with settlement agreements and responding to requests pursuant to the California Public Records Act.

The **Litigation Monitoring Team** routinely reviews and maintains office policies and practices that impact County litigation, and is responsible for updating the office's Litigation Management Handbook. The Team also collaborates with other County Counsel divisions, County Departments, and third-party partners to problem-solve and address issues unique to County litigation. Interns will observe case roundtables across all departments and have the opportunity to discuss the roundtables as a group upon their conclusion.

**INCLUSION, DIVERSITY, EQUITY AND ANTIRACISM:**

The Office of County Counsel is committed to inclusion, diversity, equity and antiracism (IDEA) and we believe that these principles are necessary to build a culture of belonging for all employees, volunteers and summer interns. Our commitment is to deliberately and intentionally advance IDEA and through these efforts better serve the County of Los Angeles.

**ADDITIONAL INFORMATION:**

The interns will participate in the summer internship program remotely from their respective locations. The Office will accommodate interns who are interested in participating in the internship program in-person. Second-year and third-year law students who have satisfactorily completed a course in Evidence are eligible to obtain "certification" through the State Bar and make court appearances, take depositions, and participate in active litigation under the close supervision of County Counsel attorneys in applicable programs. Certification for each intern is subject to approval by the State Bar. Interns are responsible for applying to the State Bar for the Certification and paying for the Certification.

At this time, we anticipate that all court appearances, depositions, and meetings will be virtual, however, this may change if circumstances allow it.

**All internships are unpaid.** Accordingly, interns must secure their own financing for the summer. Please check with your respective law school to determine if you are eligible for grants, scholarships, and/or law school credit.

**DESIRED CLASS LEVEL(S):**

The summer internship program is open to first, second and third-year law students.

**APPLICATION INFORMATION:**

Applications must include a resume and cover letter addressing interests and any relevant experience. Applicants should indicate in their cover letter which division(s) they are applying for. Also, please attach a writing sample that is no longer than 10 pages.

**CONTACT INFORMATION:** Please submit required documents via email to:

[InternProgram@counsel.lacounty.gov](mailto:InternProgram@counsel.lacounty.gov)