
Public Service Honors Program Career & Professional Development Office

What is the Public Service Program?

California Western's Public Service Program recognizes California Western students who provide volunteer legal services to city, county, state, and federal government organizations, including the judiciary, after completion of their first-year coursework. Upon completion of a minimum of 50 hours of documented volunteer legal services, over the course of a period between March 1 through February 28th of the following year, students are eligible for Public Service Honors Program recognition.

What Do I Get from This?

In addition to obtaining quality practical legal training, students who complete the Public Service Honors Program requirements are eligible for the following:

1. Induction into the Public Service Honors Society at the annual recognition ceremony, honoring students who completed at least 50 hours of public service, at qualifying employer(s);
2. Official notation on their transcripts
3. Award certificate of completion and appreciation signed by the Dean; and
4. Graduation regalia (cord).

NOTE: Students are not eligible for recognition if they receive pay or academic credit for their service.

What is Required?

1. After securing your public service legal position, obtain Public Service Tracking Instructions from the CPDO.
2. Keep track of volunteer time and record the services you provide to the organization on the online tracking program, [Track it Forward](#).
3. Upon completion of volunteer work with the organization, submit verification via Track It Forward. Time Log must be signed by the Supervising Attorney.

NOTE: Students are not eligible for recognition if they receive pay or academic credit for their service. If you have any questions, please email [Bhashini Weerasinghe](mailto:Bhashini.Weerasinghe@cwsl.edu), Assistant Director of Pro Bono & Public Service at bweerasinghe@cwsl.edu.



Examples of Participating Organizations

Organization	Location	Description
<p><u>CALIFORNIA ATTORNEY GENERAL'S OFFICE</u></p>	<p>110 West A St., Suite 1100 San Diego, CA 92101</p>	<p>Website: www.caag.state.ca.us</p> <p>The Student Intern Program in San Diego allows law students to develop their written and oral advocacy skills by researching and writing respondents' briefs and conducting oral arguments in the state Court of Appeal. Students are exposed to the law enforcement community through "field trips" taken throughout the semester. "Field trips" may include ride-alongs with local police agencies; tours of state prison; shooting at a gun range; tours of Juvenile Hall and Juvenile Court; viewing an autopsy at the Medical Examiner's office; trips to Los Angeles to see a session of the California Supreme Court; observation in state and federal court; San Diego Police Foundation programs as well as in-house presentations.</p>
<p><u>CALIFORNIA COURT OF APPEAL – FOURTH APPELLATE DISTRICT, DIVISION ONE</u></p>	<p>Symphony Towers 750 B St., Suite 300 San Diego, CA 92101</p>	<p>Website: http://www.courts.ca.gov/2519.htm#exter</p> <p>The extern program provides law students with a clinical educational experience at an intermediate appellate court. Each student works in chambers, under supervision, in a role similar to that of a judicial staff attorney. The program offers judicial and staff accessibility and the opportunity to hone research and writing skills. To complement the practical experience, lectures are given on opinion writing and various substantive topics.</p>

Organization	Location	Description
<p><u>COUNTY OF SAN DIEGO – OFFICE OF THE DISTRICT ATTORNEY</u></p>	<p>Hall of Justice 330 West Broadway, 9th Floor San Diego, CA 92101</p>	<p>Website: http://www.sdcda.org/</p> <p>The District Attorney's Office offers volunteer internship positions to eligible second and third-year law students. These internship positions can provide invaluable experience to individuals interested in a career in the field of criminal law. Interns work closely with prosecutors in all phases of prosecution while earning school credit, if available. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney.</p> <p>Note: Once you are accepted, you are required to obtain Certification with the State Bar. Interns will have the opportunity to work in a variety of divisions within the department. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.</p>
<p><u>SAN DIEGO CITY ATTORNEY'S OFFICE</u></p>	<p>Civic Center Plaza 1200 Third Ave., #1620 San Diego, CA 92101</p>	<p>Website: www.sandiego.gov/cityattorney</p> <p><u>Civil Division</u> Interns are assigned to a specific practice unit and work closely with the attorneys for a “hands-on” learning experience. Routine duties include: legal research and writing, drafting a variety of documents including correspondence, motions, briefs and declarations, and reviewing, analyzing and summarizing facts from case files and City documents. When appropriate, interns attend and assist attorneys at client meetings, depositions, hearings, trials and City Council meetings. Interns are also invited to attend in-house training sessions on a variety of topics. The required materials are a letter of interest, resume, transcript (unofficial is acceptable) and a brief writing sample.</p> <p><u>Criminal Division</u> Assist attorneys in prosecuting misdemeanor offenses, including domestic violence, thefts, DUI's, traffic crimes, graffiti, prostitution, drug-related offenses, alcohol-related crimes, batteries, sex crimes, consumer and environmental crimes, drug abatement and other misdemeanors. Legal interns will assist with researching, writing and arguing pre-trial motions, jury trial preparation and other special projects as assigned. Legal interns will have an opportunity to second-chair motions, evidentiary hearings, and jury trials. 20-40 hours/week.</p>

Organization	Location	Description
<p><u>SAN DIEGO SUPERIOR COURT</u></p>	<p>Central Courthouse 220 West Broadway, San Diego, CA 92101</p>	<p>Website: www.sdcourt.ca.gov</p> <p>The San Diego Superior Court is a general jurisdiction trial court for adjudication of criminal matters, juvenile delinquency and dependency petitions, and civil litigation, including money damage litigation, probate law, family law, mental health law and other matters of equitable jurisdiction. Court facilities are located in downtown San Diego, in four separate buildings, Chula Vista, Kearny Mesa, El Cajon and Vista.</p> <p>The Judicial Internship Program has been designed to provide each student with a broad spectrum of what occurs in the San Diego Superior Court. The student is encouraged to take what is learned in law school classes and to apply it to the world in which they will soon be practicing. The program provides a behind-the-scenes overview of what the Court expects from licensed attorneys so that students can both apply what they have learned and encourage fellow bar members to adhere to the same guidelines.</p>
<p><u>SAN DIEGO SUPERIOR COURT</u> = <u>FAMILY LAW FACILITATOR'S OFFICE</u></p>	<p>220 West Broadway, Room 4001 San Diego, CA 92101</p>	<p>Website: http://www.sdcourt.ca.gov/portal/page?_pageid=55,1524197&_dad=portal</p> <p>Legal Interns provide one-on-one assistance to self-represented litigants (SRLs) with family law issues. Responsibilities include: review and analysis of SRL court files, interviewing SRLs, providing information about family law and court procedures and processes, assistance in the preparation of court forms and motions. Locations: Family Court in downtown San Diego, Madge Bradley Family Law Annex in downtown San Diego, County Courthouse in downtown San Diego, East County Courthouse, South County Courthouse, and North County Courthouse. Instruction in family law is provided for students who participate. 16 hours per week minimum.</p>

Organization	Location	Description
<p><u>U.S. ATTORNEY'S OFFICE – SOUTHERN DISTRICT OF CALIFORNIA</u></p>	<p>880 Front St., Room 6293 San Diego, CA 92101</p>	<p>Website: http://www.justice.gov/usao-sdca</p> <p>Legal interns conduct legal research, prepare legal documents, and assist attorneys with cases. In addition, they spend time observing depositions, in-chambers settlement conferences and mediations, court hearings, and trials. Legal interns might also interview witnesses and contact agency representatives. They tour local federal facilities to give them a context for the work they are performing, and attend brown bag lunch presentations on the subjects of general interest (e.g., meet the U.S. Attorney, computerized litigation support, accident reconstruction, high profile cases in the office).</p> <p><u>Civil Division</u> Civil Practice/Litigation on behalf of the Federal Government. The main areas of practice in the Civil Division are Employment Law, Personal Injury (including Medical Malpractice), Constitutional Torts, and Immigration. Other areas include Affirmative Civil Enforcement, Bankruptcy, Freedom of Information Act, Privacy Act, Lands, and Environmental Law.</p> <p><u>Criminal Division</u> Areas of practice in Criminal Division include the prosecution of immigration, frauds, environmental, cyber-crimes, human trafficking, child pornography and narcotics enforcement.</p>
<p><u>U.S. DISTRICT COURT OF SOUTHERN DISTRICT OF CALIFORNIA</u></p>	<p>221 West Broadway San Diego, CA 92101</p> <p>333 West Broadway San Diego, CA 92101</p> <p>2003 W. Adams Ave. El Centro, CA 92243</p>	<p>The United States District Court for the Southern District of California is one of four federal judicial districts in California. Court is held in San Diego at the Edward J. Schwartz U.S. Courthouse and the James M. Carter and Judith N. Keep U.S. Courthouse. Court is held in El Centro at the El Centro U.S. Courthouse. The district comprises Imperial and San Diego counties.</p> <p>Work with District Court Judges or Magistrate Judges, their law clerks, and learn first hand how federal cases work.</p>