



COUNTY OF LOS ANGELES OFFICE OF THE COUNTY COUNSEL

Invites applications for the:

SUMMER 2025 INTERNSHIP PROGRAM

COMPENSATION:

This is an unpaid governmental internship for Summer 2025. Check with your school to see if grant or scholarship opportunities are available.

DATES:

May 27, 2025 through August 1, 2025
(10 weeks)

APPLICATION PERIOD:

Accepting applications on a rolling basis beginning in December 2024, until 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. Additionally, the County of Los Angeles has a responsibility and aspires to become a region where every resident can thrive regardless of the color of their skin, gender, religion, or national origin.

This summer, the Office is offering flexible both remote and in-person internship positions, as described more fully below.

APPLICATION INFORMATION:

Applications must include a resume, a cover letter, and writing sample that is no longer than 10 pages. The cover letter should indicate the following: the applicant's interests, any relevant experience, and the division(s) within the Office the applicant is applying for.

Please apply here: <https://counsel.lacounty.gov/internship-program/>

Please contact us via email if you have any questions at: InternProgram@counsel.lacounty.gov.

All internships are unpaid. Accordingly, interns must secure their own financing for the summer. Please check with your 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.

ADDITIONAL INFORMATION:

The interns will participate in the summer internship program remotely from their respective locations. The remote location must be within the United States. Participation in the program from outside of the United States is not permitted under any circumstances. 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.

INCLUSION, DIVERSITY, EQUITY AND ANTIRACISM (IDEA):

The Office of County Counsel is committed to inclusion, diversity, equity and antiracism. 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.

LA COUNTYWIDE GUIDING EQUITY PRINCIPLES:

The Board of Supervisors approved principles that helps County departments weigh considerations and ensure that program, policy, and funding decisions align with the Board's anti-racism agenda. To learn more about the equity principles, please visit <https://ceo.lacounty.gov/racial-equity-strategic-plan/#countywide-guiding-equity-principles>.

THE FOLLOWING DIVISIONS ARE INTERVIEWING CANDIDATES FOR THE PROGRAM:

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 **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 **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 **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 **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.

The **Health Service Division (HSD)**,) advises the Los Angeles County Health Agencies, including the Departments of Health Services, Mental Health, Public Health, and Medical Examiner (formerly the Coroner), addressing some of the most pressing concerns facing the County including homelessness, diverting individuals with mental health needs from jail to community-based treatment, public health and sanitation, and ensuring the neediest of the county have access to medical and mental health care. Interns will be exposed to litigation, assisting with providing legal advice, legal research, attending client meetings and responding to Public Records Act requests.

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 roundtables discussing pending lawsuits. Interns may also be called to assist with settlement agreements and responding to requests pursuant to the California Public Records Act.

In the **Labor and Employment Division**, interns will have the opportunity to attend court hearings, mediations, depositions, and roundtables 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.

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.

The **Office of County Hearing Officer (OCHO)** is a unit established with the County Counsel's Office to independently conduct administrative hearings on matters within the jurisdiction of Los Angeles County. Interns assigned to OCHO will assist with legal research involving a multitude of issues that impact the county for formal hearing officer opinions and decisions, as well as draft notices, review and organize evidence, and review requests for reconsideration. Interns will also attend administrative hearings, mediations, and various other conferences.

In the **Peace Officer Records Division**, interns will work with attorneys and paralegals to review and analyze redacted peace officer records and audio/video recordings to ensure compliance with the California Public Records Act and the County Code. Assignments may also include drafting responses to requests for peace officer records, conducting legal research, and assisting paralegals in researching and tracking legislation that affects the release of peace officer personnel records.

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 **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 **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 **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, Department of Public Social Services, and the Department of Animal Care and Control. 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 legal briefs, working in the warrant unit, assisting the Child Abduction Unit, attending Board of Supervisors meetings, and preparing clients for depositions and court appearances.

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, the Brown Act, public records, and environmental law.

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