

## **Externship with Presiding Judge's Department**

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 Samuel K. Feng and other judges, as well as Staff Attorneys and Legal Research Assistants
- Research and prepare memos for the department's motion, fee waiver, and temporary restraining order calendars
- Review applications and draft minute orders for publication of summons
- Conduct legal research and writing on civil and criminal assignments for 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 [mnielsen@sftc.org](mailto:mnielsen@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:

Monique Nielsen  
San Francisco Superior Court  
Staff Attorney  
400 McAllister Street, Room 208  
San Francisco, CA 94102