



Superior Court, County of Santa Clara Judicial Intern

SALARY	\$0.00 Hourly \$0.00 Biweekly \$0.00 Monthly \$0.00 Annually	LOCATION	County of Santa Clara, CA
JOB TYPE	Internship	JOB NUMBER	2025JUDINTERN
DEPARTMENT	Legal Services & Planning	DIVISION	Legal Research
OPENING DATE	02/03/2025	CLOSING DATE	4/30/2025 11:59 PM Pacific

Definition/Description

The successful candidate will work with a Judicial Officer and will assist in legal research and other tasks related to the operations and functions of the bench. The internship program is a hybrid of in-person and remote depending on the needs of the Judicial Officer you intern for.

The summer Judicial Internship Program is an 8-week program that runs from Monday, June 2, 2025 to Friday, July 25, 2025.

Please note: This is an unpaid internship; it is a volunteer opportunity.

Typical Tasks/Representative Duties

Enrichment activities such as in-person and virtual presentations on various departments in the Court; visits to various Courtrooms. May include meetings with legal professionals with expertise in specific areas of law, at the discretion of the Judicial Officer you intern for.

Employment Standards/Typical Qualifications

This program is designed to provide law students, undergraduate students, and recent high school graduates with first-hand opportunities to gain exposure to Court processes in the judicial branch of government.

Supplemental Information

This program is mainly organized in the summer; however, some opportunities are available throughout the year.

Note: If selected for an Intern placement, you agree to complete the following **PRIOR** to beginning your placement.

- Internship Application
- Live Scan fingerprint and Security Background Clearance
- Court Orientation (first day of the program)

APPLICATION REQUIREMENTS: This recruitment requires the submission of an online application. No paper applications will be accepted. Completion of the supplemental questionnaire is required. **Electronic copies of your resume, a writing sample, recent transcripts, and a cover letter introducing yourself and what you hope to gain from the Internship experience must also be submitted as attachments to this application submission. Failure to submit the required materials will result in an incomplete application and will not be considered.**

Placements will be made in the spring for the summer session.

The Court is an equal opportunity employer. All applicants will be considered for this opportunity without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status. The Court provides reasonable accommodations for applicants challenged with disabilities. If you are challenged with a disability as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation in the application process, please contact Renee Hughes or Pam McGee at rhughes@scscourt.org or pmcghee@scscourt.org or (408) 882-2703 to discuss your request. TDD communication is available by calling (408) 882-2787.

Employer

Superior Court, County of Santa Clara

Address

Superior Court of CA

County of Santa Clara, California, 95113

Website

<http://www.scscourt.org>

Judicial Intern Supplemental Questionnaire

***QUESTION 1**

Are you at least 18 years old?

- ☐ Yes
☐ No

***QUESTION 2**

Are you a current law school student?

- ☐ Yes
☐ No

***QUESTION 3**

Are you authorized to work in the United States?

- ☐ Yes
☐ No

***QUESTION 4**

If you have already been selected as an Intern, please provide the below information. If you have not been selected, put "N/A" Judge(s) name: Start date: End date:

***QUESTION 5**

Why are you interested in the Courts and what do you hope to gain from your intern experience?

***QUESTION 6**

What areas of the law interest you most? Do you have a preferred area of law for your internship placement?

***QUESTION 7**

What skills and experience will you bring to your intern assignment?

***QUESTION 8**

I understand that for my application to be considered, I must complete required supplemental questionnaires as part of the application screening and selection process. The information I provide will be reviewed and used to determine my eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process.

☐ Yes

☐ No

*** Required Question**