

2023-24

Prosecution Handbook

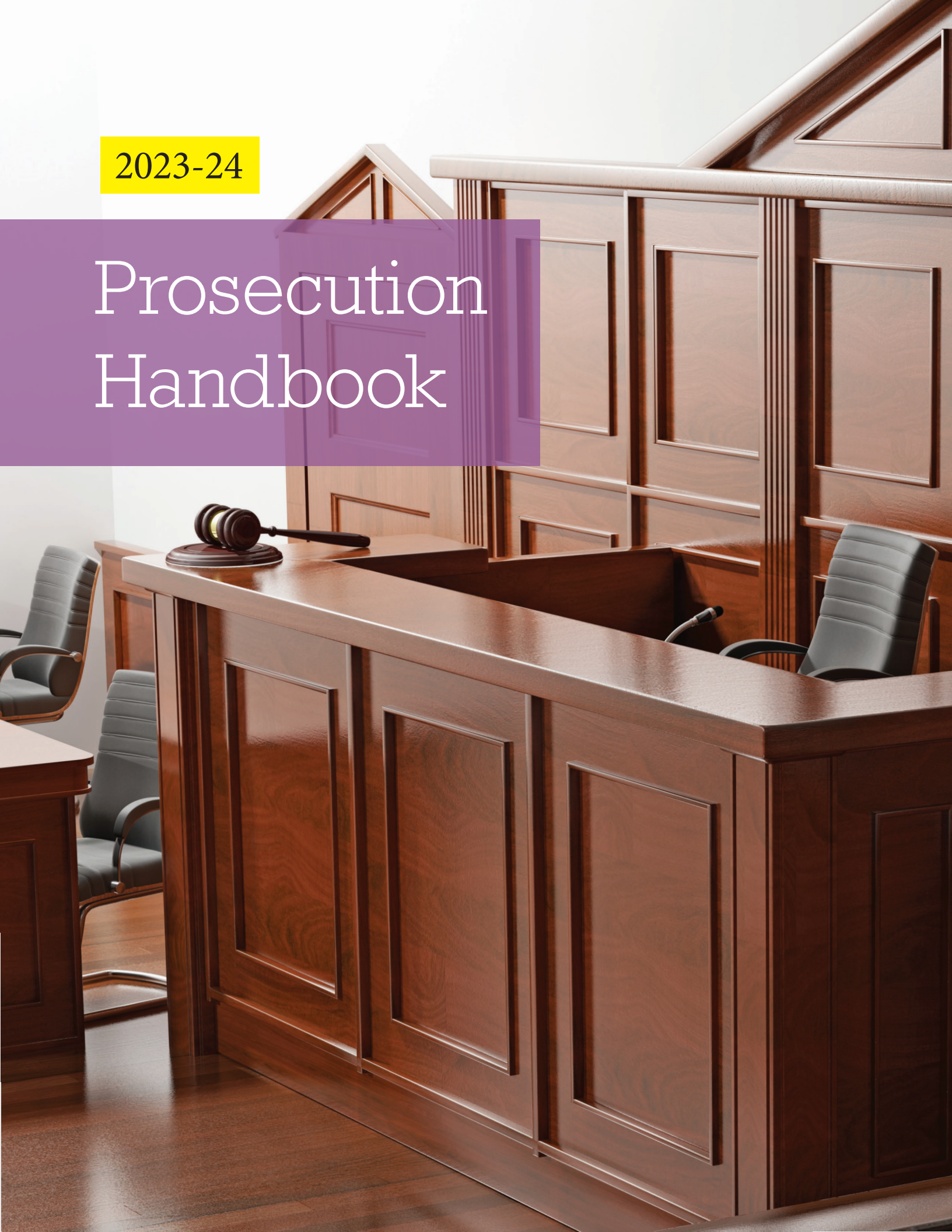


Table of Contents

The Job of a Prosecutor: An Overview	1
Assistant Prosecutors/Assistant District Attorneys.....	1
Assistant State Attorneys General	2
Federal Prosecutors: Main Justice and Assistant US Attorneys.....	2
Enforcement Attorneys.....	3
Preparing to be a Prosecutor	4
Opportunities at NYU Law.....	4
Getting Hired	6
State and Local Prosecutor Internship Hiring	6
Federal Prosecutor Internship Hiring.....	6
Entry-Level Prosecutor Hiring	6
Federal Prosecutor Attorney Hiring.....	7
DOJ’s Attorney General’s Honors Program.....	8
Completing the DOJ Honors Program Application.....	8
General Application Tips for Prosecution Jobs	9
Security and Background Checks	9
A Note about Drug Use	10
Citizenship and Residency Requirements.....	10
Dual Citizenship.....	10
International Travel.....	11
Candidates’ Use of Social Media.....	11
How PILC Can Help	11
State and Local Government Background Checks and Related Matters	11
Qualities Prosecutors’ Offices Seek in Candidates.....	11
Preparing for Your Prosecution Interviews.....	12
Hypothetical Questions.....	12
Other Considerations	13
Appendix A : Timelines for Law Students Seeking Prosecution Jobs	14
Appendix B :2L Summer Internships and Post-Grad Positions for 3Ls in State and Local Prosecution Offices and JAG Offices	17

The Job of a Prosecutor: An Overview

Attorneys who choose to work in a prosecutor's office usually have a passion for criminal justice. Many are also eager to appear in court and try cases. Criminal justice reform and a commitment to preserving civil rights are topics that are at the forefront of discussions taking place in many prosecutors' offices around the country. If you want to be a prosecutor, you will be able to identify prosecutors' offices organized around the mission of achieving fairness and justice.

Prosecutors are found at the local, state, and federal levels of government. State and local crimes are typically prosecuted by district attorneys' offices and/or the criminal division of state attorney generals' offices, as described more fully below. In larger cities, a municipal authority may be vested with authority to prosecute certain crimes, particularly against juveniles. Federal crimes are prosecuted by attorneys who work for the US Department of Justice (DOJ). These attorneys may work directly for DOJ, mostly in Washington, DC (Main Justice), while other attorneys who serve as prosecutors work for one of the 94 US Attorney's Offices (USAOs) that are located throughout the country (including US territories such as the Virgin Islands¹). While federal, state and local prosecutors have much in common, the types of matters they handle can be quite different.

Prosecutors have a huge amount of responsibility and discretion, and therefore the District Attorneys who are elected to office, and the US Attorneys who are appointed by the President, want to be sure that the Assistant District Attorneys (ADAs) and Assistant US Attorneys (AUSAs) that are hired have the maturity and judgment to perform their duties ethically and responsibly. For this reason, the vetting process for ADAs and AUSAs – and for legal interns and clinic externs in their office – often is both lengthy and vigorous.

Assistant Prosecutors/Assistant District Attorneys

District attorneys' offices are typically organized by county. These offices have primary authority over prosecuting all state and local crimes that occur within their jurisdictions. The larger district attorneys' offices often have specialized units that focus on areas such as cybercrime, homicide, drugs, domestic violence, and appellate litigation. Most ADAs or assistant prosecutors interact with police officers, crime victims, and crime witnesses. ADAs generally carry large caseloads, especially early in their careers. In a few smaller states (e.g., Rhode Island), typical local prosecution work is carried out by Assistant Attorney Generals.

¹ The most current list of USAOs and the names of the US Attorney in each district may be found at <https://www.justice.gov/usao/us-attorneys-listing>. Be sure to check for updated information if you intend to pursue employment at any of the USAOs.

In addition, in some localities, the authority to prosecute a particular type of crime may also be vested in and exercised by a government agency other than the district attorney's office. For example, attorneys who work in the Family Court Division of the New York City Law Department are responsible for prosecuting juveniles accused of acts that would constitute crimes if they were committed by adults. Some of the benefits of working as an ADA include having a lot of responsibility early in your career, having the opportunity to appear in court on a regular basis, and handling a great number of cases from inception to conclusion. ADAs typically get more trial experience than other prosecutors. Entry-level ADAs usually start out by handling misdemeanors and "simple" non-felony cases, and then graduate to handling more complex cases and felony prosecutions and, for some, cases that involve lengthy investigations. ADAs may be vested with significant prosecutorial discretion early in their careers.

Assistant State Attorneys General

While often authorized by statute to prosecute street crimes, most state Attorney Generals' (AG) offices do not prosecute the day-to-day matters handled by the local police. Instead, most Assistant Attorneys General (AAGs) supplement the work of ADAs by taking cases that DA's offices may not have the resources or expertise to handle. For example, a DA's office may handle insurance fraud committed by an individual against one entity, but a state AG's office may conduct a long-term investigation into a large-scale insurance fraud ring, and then handle the resulting prosecution. Some areas that AG's offices focus on include large frauds, Medicare and Medicaid fraud, environmental protection, consumer frauds, and organized crime. More complex internet investigations and data privacy cases are more likely to be handled by State AGs, while cases of individual identity theft are more likely to be handled by ADAs. Unlike a DA's office, which exclusively enforces criminal laws through criminal prosecutions, an AG's office can use civil processes, including enforcement statutes and remedies, in addition to criminal processes. For example, an AG's office may file a civil action predicated on consumer protection and/or civil rights laws in order to impose fines and sanctions on an entity that engages in discriminatory lending practices. There are a few state AG offices that do prosecute day-to-day matters handled by the local police.

Federal Prosecutors: Main Justice and Assistant US Attorneys

The DOJ is responsible for prosecuting all federal crimes, and includes Main Justice (the term used to describe DOJ headquarters in Washington DC), and the 94 USAOs throughout the country. Most criminal cases handled by Main Justice are prosecuted by the Criminal Division, which has sections specializing in terrorism and fraud, among other areas. The Tax, Civil Rights, and Antitrust Divisions² of Main Justice also handle some criminal prosecutions.

²The Antitrust Division is one component of Main Justice that has offices in locations other than Washington DC.

Enforcement Attorneys

Enforcement attorneys are lawyers who are not prosecutors, but play a quasi-prosecutorial role. Enforcement Attorneys usually work in executive agencies such as the Securities & Exchange Commission, the Consumer Financial Protection Bureau, the New York State Department of Financial Services, or the New York City Department of Buildings. They conduct investigations into possible violations of the law, and bring civil lawsuits in courts and administrative proceedings. Sometimes, an investigation that begins as a civil matter evolves into a criminal case, and the agency's enforcement attorneys then work closely with AUSAs, AAGs, or ADAs in the criminal prosecution.

Preparing to be a Prosecutor

Opportunities at NYU Law

- **Courses** NYU offers students many different opportunities to pursue an interest in criminal justice. Courses that are essential for those who wish to become prosecutors include evidence, criminal procedure, and trial advocacy. Indeed, many local prosecutor offices would like students to take evidence and criminal procedure in their 2L year so that they can appear in court under certain practice orders during their 2L internships. Depending on your substantive areas of interest, you may also choose to take classes in human rights, antitrust, white collar crime, international law and tax. [A complete listing of courses related to criminal law and administration may be found here.](#)
- **Clinics** NYU offers many clinics that will enable you to develop litigation skills, including the Local Prosecution Clinic, the Prosecution Externship Clinics at the SDNY and the EDNY, the Government Anti-Corruption Externship, and the Comparative Criminal Justice Clinic. A complete listing of NYU Law's clinics may be found here: [year-long clinics](#) and [semester-long clinics](#). Students are advised to take evidence and criminal procedure if they plan to participate in the Local Prosecution Externship. PILC counselors are always available to discuss course selection, particularly around June when course selection happens.
- **Internships** Students who wish to spend part or all of their careers as prosecutors are encouraged to intern at a prosecutor's office for at least one summer or semester, preferably while in their 2L year. Internships at prosecutor's offices help you learn the ropes and help you develop your professional network. Summer internships at prosecutor's offices qualify for [PILC Summer Funding](#).
- **Sudler Family Fellowship** Every year the Sudler Family Fellowship supports approximately 8-10 NYU 1Ls and 2Ls who choose to spend their summers at USAOs or DAs offices. Sudler Family Fellows receive a larger stipend than the traditional PILC grant (this stipend is offered in lieu of PILC funding), and usually participate in a special orientation program in the spring. 1Ls and 2Ls who have secured a summer internship with a USAO or DA's office may apply for the Fellowship in mid-February. [More details about the Fellowship and the applicable deadlines may be found here.](#) Sudler Fellows are expected to confirm their internships in the summer funding system and write an intern report at the end of the summer

- **Fair and Just Prosecution Fellowship:** Fair and Just Prosecution (FJP), a nonprofit that supports reform-minded prosecutors committed to promoting a more equitable justice system, launched its Summer Fellows Program in 2018. As part of the Program, 1Ls and 2Ls are chosen to work in one of a select group of local prosecutor's offices throughout the country. FJP Summer Fellows may receive a modest stipend in addition to regular PILC Summer Funding. Assuming the DA's offices that take on FJP Fellows have sufficient funding, FJP anticipates that 2L Summer Fellows who satisfactorily complete the Summer Fellows Program will be offered full-time, entry-level positions at the offices where they interned.

Getting Hired

State and Local Prosecutor Internship Hiring

Virtually every prosecutor's office in the country hires summer interns. Some local prosecutors' offices attend [NYU Law's Public Interest Legal Career Fair](#) to interview 1Ls for summer internships in early February, however, many offices do their 1L summer hiring in December of the 1L year (and a few, even earlier). Generally speaking, prosecutors' offices hire their 2L summer interns in the **early fall of students' 2L year** (note that Alameda County in California has a July 1 application deadline); some participate in fall OCI.

If you are interested in spending your 1L or 2L summer at a local DA's office, PILC strongly encourages you to check the website of every office you are interested in to determine their hiring timelines.

Federal Prosecutor Internship Hiring

USAOs typically do not participate in DOJ's paid internship program, and the application process for USAOs is decentralized. Deadlines for 1L and 2L internship applications vary from office to office, with deadlines for 2Ls typically being earlier than they are for 1Ls. Some USAOs post their internship openings on [USAJobs](#) and require applicants to submit their materials through that online system.

If you wish to apply for an internship with DOJ -- Main Justice or a USAO -- in addition to reviewing this Handbook, please consult PILC's [Government Handbook](#).

Entry-Level Prosecutor Hiring

Most prosecutors begin their careers as ADAs or assistant prosecutors at the local level. USAOs rarely hire entry-level lawyers and if they do, they do so through the DOJ Attorneys Honors Program. **Important note:** On the rare occasion that a USAO hires entry-level attorneys through the Honors Program, those positions usually go to outgoing federal judicial law clerks rather than graduating 3Ls. Indeed, most USAOs that participate in the Honors Program expressly state that they will not consider 3Ls. If you wish to be a prosecutor directly upon graduation, we strongly encourage you to apply to local prosecutors' offices.

Many local prosecutors' offices hire entry-level classes each year. Certain offices, including most of the DA's offices in New York City, regularly interview 3Ls during fall OCI. (Fall 2023 hiring by some local DA's offices may still be conducted differently than it had been prior to the pandemic.) Other offices outside of New York City, including Philadelphia, Miami-Dade County, and Alameda

County, also hire entry-level classes. Some of these non-New York City offices are expected to participate in fall OCI.

If you think you want to work at a prosecutor's office immediately upon graduation, we recommend that you spend your second summer at a local prosecutor's office. Several DA's offices put members of their 2L summer intern class on a "fast-track" interview process for post-graduate jobs. Some 3Ls have been able to secure post-graduate prosecution positions after spending their second summer at a firm. If you choose this route, be sure to supplement your experience with relevant clinics, courses, and internships. Students who have done summer internships in prosecutors' offices, participated in a clinic, and/or completed advanced level courses in criminal law or trial advocacy, will be stronger applicants for entry-level prosecution positions. Practical experience and a demonstrated interest in the criminal justice system often carry more weight than high grades! **If you do want to work as a prosecutor immediately following graduation, you should, at a minimum, take criminal procedure and evidence, ideally during your 2L year. In addition, we strongly encourage you to participate in the Local Prosecution Externship or do a term-time internship at a local DA's office at some point prior to fall of your 3L year.**

Most offices begin to screen applicants in the late summer and early fall of the 3L year. Some offices begin the process as early as August 1. Alameda County, in California, is an example of a DA's office that hires only through its 2L summer intern class. (Please note that applications for Alameda County's 2L summer internship program **must be submitted by July 1 of the summer before the 2L year.**) Other offices, including Clark County in Nevada and San Francisco in California, do not make hiring offers until after applicants have passed the bar. These offices may instead hire 3Ls as "law clerks," which are considered fast-track positions to post-bar ADA jobs. For example, in California, the San Francisco and Contra Costa DA's offices usually hire law clerks, some of whom are on the "fast-track" to full-time ADA slots after they pass the California Bar.

A list of some of the largest prosecutors' offices in the country, along with their hiring deadlines and practices, is attached as [Appendix B. You may learn about the hiring practices of prosecutors' offices around the country here.](#)

Federal Prosecutor Attorney Hiring

Most USAOs do not hire graduating 3Ls, but prefer lawyers with a minimum of three years of litigation experience. As noted above, however, occasionally a USAO elects to participate in the DOJ Attorneys Honors Program, in which case they will consider applicants with less experience. USAOs consider applicants' academic record in addition to experience, and tend to be more grade conscious than DA's offices. USAOs seek a demonstrated commitment to public service

and look favorably upon internship experience at a prosecutor's office. Some USAOs look for a connection to the district they serve, whether that is based on past work experience, residence, or familial connection. [USAO job openings may be found here.](#)

There are three main paths to getting a job in a federal prosecutor's office. No matter what your path, all offices value the experience of a federal judicial clerkship.

1. Work in litigation at a law firm and work hard to get *pro bono* experience so that you gain courtroom and oral advocacy experience in addition to writing skills. Law firms that have specialized white-collar criminal practices tend to be viewed more favorably than those with general litigation practices. If possible, consider working closely with a former federal prosecutor at the firm.
2. Work in a local prosecutor's office. If you do this, make sure that you develop your writing skills by writing motions and briefs. Experience at the local or state level is especially valued if you have gained meaningful investigative and/or trial experience during your tenure at the local prosecutor's office.
3. Start in the DOJ Honors Program in "Main Justice." After a few years, you can apply for a position in a USAO.

DOJ's Attorney General's Honors Program

The DOJ Attorney General's Honors Program is a competitive entry-level federal attorney recruitment program. DOJ is a large institution with many parts, known as components, including USAOs. Occasionally, as noted above, USAOs elect to participate in the Honors Program. Typically, when USAOs do participate, they will accept applications only from people who have clerked for at least one year with a federal judge. [Each year, the components participating in the Honors Program may be found here.](#)

Completing the DOJ Honors Program Application

The DOJ Honors Application contains two essay questions, plus space for additional information. The questions are:

1. Why do you want to work for the Department of Justice and what attracts you to the components you selected?
2. If you could tell the selecting official one thing about yourself, what would it be?

The first question is an opportunity to establish that you have researched and carefully selected the components to which you are applying. In this first essay, you should address **every** component to

which you will apply and not simply your top choice. The second question is essentially a personal statement.

[Please consult the **Government Handbook** for more information on completing the DOJ Honors Program application.](#)

General Application Tips for All Prosecution Jobs

- **Including Your GPA:** Although NYU does not provide students with an official GPA, some prosecutors' offices request it. We recommend that you include your unofficial GPA when asked for it.
- **Salary Information for USAO Jobs:** Attorneys for the federal government generally are compensated based on a General Schedule (GS), which is set annually. DOJ has two pay scales applicable to attorneys, one scale for AUSAs, and one for all other DOJ attorneys. DOJ attorneys (including AUSAs) may also receive locality pay if they live in a more expensive part of the country. Most internships at USAOs are unpaid.
- **Using USAJobs:** Applications submitted through [USAJobs](#) may be read by two very different audiences. The first review may be done by a Human Resources officer or even a computer. For this audience, it is important to identify key terms from the job posting, and work those precise words (and synonyms) into descriptions of your qualifications. The second review will be done by the section chief or current staff members, so the application should be crafted to impress those readers as well.

Security and Background Checks

Virtually every federal government agency conducts a security check on any legal intern that it plans to hire (including clinic externs), regardless of whether the position requires high-level security clearance. In addition, nearly all federal government agencies require candidates to complete a lengthy questionnaire that covers things such as past employment, residence history, criminal history, and drug use. Among the other factors that will be considered are tax filing and payment history, credit history, and an applicant's "candor." DOJ also typically asks prospective interns (including clinic externs) and permanent hires to provide information about past mental health treatment. Most DOJ interns and clinic externs are subject to a security check rather than a more rigorous (and time-consuming) background check, which is normally reserved for attorneys. However, any person who holds more than one internship or externship with DOJ over a 12-month period will be subject to the more rigorous and time-consuming background check, so you should bear this in mind and submit required paperwork as early as possible in those instances.

State AG offices and local prosecutor offices often do a background check. Typically, however, these check are not as intensive as the federal background and security checks, and rarely do the state and local offices ask questions about prior drug use.

If you have any concerns about undergoing a security or background check, we encourage you to speak with a PILC counselor. It bears repeating that students enrolling in government clinics and externships will be required to pass a security check (or, as noted above, in some instances, a fuller background check).

A Note about Drug Use

The recency and frequency of any drug use will be considered by DOJ and other agencies. While recent drug use may bar a student from an internship during law school, the Office of Attorney Recruitment and Management (OARM) at DOJ has told PILC that such drug use does not mean that the candidate is forever barred from employment by the DOJ. **You should always be truthful about your background, including your use of drugs.**

Citizenship and Residency Requirements

Most attorney jobs with the federal government are open exclusively to US citizens. DOJ, for example, requires all employees and interns to be US citizens. If you are a non-citizen -- even if you are a permanent resident -- please consult [USA Jobs](#). Local prosecutor offices typically do not have a citizenship requirement.

DOJ has a residency requirement as well and it is applicable to *every* DOJ component including every USAO. A person who wishes to intern or work at DOJ must have resided in the United States for at least three of the past five years (count back from your anticipated start date). The three years of U.S. residency can be cumulative. When you have extensive travel in your background, you should carefully review the form (usually the SF-86) concerning what counts as foreign travel as opposed to what may constitute "foreign residence." In addition, exceptions to the residency requirement are made for federal or military employees serving overseas and their dependents.

Dual Citizenship

Holding dual citizenship usually does not bar employment by federal government agencies, including DOJ. Indeed, numerous students and alumni of NYU have been employed by the DOJ notwithstanding their dual citizenship. That said, security clearance may be delayed due to a candidate's dual citizenship. Please be advised that DOJ routinely asks dual citizens to submit a

letter stating that they would be willing to renounce their non-US citizenship if asked (though it is rare that they actually ask candidates to renounce that citizenship).

International Travel

Generally, travel abroad is not an impediment to hiring by DOJ, though it may lengthen the time required to do a background check. For this reason, if you have traveled extensively, you should submit background paperwork as early as possible. In addition, if you have lived abroad during the last five years, you may have some issues with clearance. As noted above, all DOJ interns, externs and employees are subject to a residency requirement.

Candidates' Use of Social Media

The federal government will review applicants' social media posts as part of the security clearance process.

How PILC Can Help

If you have concerns about your background check or security clearance, a PILC counselor will gladly contact the hiring arm of the office to which you are applying in order to get some guidance. These offices have been responsive to NYU's inquiries in the past, and because of the volume of inquiries they receive, a PILC counselor is more likely to get a prompt response than an individual applicant. DOJ's hiring arm, OARM, will not respond to any candidate who does not have an offer of employment from DOJ. The residency requirement is just that – a requirement. While the Security Office in DOJ will not render an advisory opinion, if you are concerned that you may not be able to satisfy the residency requirement, please contact a PILC counselor.

State and Local Government Background Checks and Related Matters

Many attorney jobs in state and local government are open to non-citizens. New York State and New York City, for example, frequently hire non-citizens. Although many state and local prosecutors' offices conduct background checks, they are often less extensive than the background checks conducted by DOJ.

Qualities Prosecutors' Offices Seek in Candidates

Prosecutors' offices look for people who: 1) have integrity, judgment and maturity; 2) can respond quickly and effectively to unexpected arguments from judges and opposing counsel; 3) are able to communicate with all types of people, including victims, civilian witnesses, court personnel and police officers; and 4) are committed to public service, and to fairness and justice. In preparing for prosecutor interviews, it is helpful to reflect on why you want to be a prosecutor and the experiences you have had that make you particularly suited for prosecution work.

Preparing for Your Prosecution Interviews

To prepare for the initial interview, students should research the office to find out about its size, organization, and philosophy, including specific policy positions and the current District Attorney. It is wise also to talk with an attorney there. PILC strongly encourages 3Ls to participate in a mock panel interview that PILC will arrange to be conducted for 2023 graduates.

Some questions you should be prepared to answer include:

- Why do you want to be a prosecutor?
- Why not criminal defense?
- Why do you want to work in a specific office? (Make sure to read up about the lead prosecutor in the office and, if they are an elected official, their platform!)
- Does your school have a prosecution or criminal defense clinic and, if so, did you enroll? If not, why not?
- Tell me about your clinic experience.
- Tell me about a difficult experience you had in a clinic (or other work setting) and how you overcame it. What would you do differently in the future?
- As a person who has been educated at elite institutions, how will you relate to complaining witnesses? Police officers? Victims?
- What will be the most difficult thing about being a prosecutor?
- What will be the easiest, or where is your learning curve less steep?
- What would make you a good trial advocate?
- What other kinds of jobs are you applying for?
- Are you applying to other prosecutor's offices?
- Are you applying for criminal defense jobs? Why/why not?
- How would you handle the stress of the job?
- What criminal procedure decision would you overturn and why?
- Is there any type of crime you would have trouble prosecuting?

Hypothetical Questions

Prosecutors are looking to hire colleagues with the ability to remain calm under stress, consider multiple countervailing interests, think clearly and rationally, and articulate a position and stick to it even when pushed. While many hypothetical questions asked in prosecutor interviews will have legal components, they are most interested in your thought process, composure, and judgment.

The best way to handle a hypothetical question is to consider the scenario in light of the multiple considerations that will inevitably arise. Be prepared to ask questions about the facts before answering any hypothetical! Among the most important considerations for prosecutors are:

- *Ethical*: What ethical issues are raised by the hypothetical? If you know the ethical rule in the state you are in, that's great. If not, say what you think the ethical rule ought to be. Err on the side of fairness and disclosure, not convicting someone.
- *Legal*: What does the law require? In particular, consider the requirements at the stage of the proceedings in which the hypothetical is set (e.g., pre-indictment or pre-trial). If you're not sure but you know the relevant issue or line of cases that the hypo invokes, say so. Be sure to read *Brady* and *Giglio* prior to your interview.
- *Practical*: Even where the law and rules of ethics might not require a prosecutor to take any action, practical considerations might mitigate in favor of certain actions. These considerations include: your relationship with the court and defense counsel, the office's reputation for honesty and fairness, a prosecutor's personal reputation, the wishes of the victim or another interested party.

Other Considerations

- Prosecutors represent the state; how do you reconcile the state's interests with conflicting goals of a victim?
- Police officers make judgment calls quickly. A prosecutor should respect the conditions under which police officers work, but prosecutors are bound by the law.
- Prison -- for however long -- can be a devastating, destabilizing punishment. How will you reconcile that outcome if you don't personally believe that it is appropriate in a given case?
- What if you do not agree with the criminalization of certain conduct that you would be required to prosecute?

Appendix A

Timelines for Law Students Seeking Prosecution Jobs

1L Year, Fall

- Update your resume
- Make a list of offices you want to apply to and their application deadlines.
- [Meet with a PILC Counselor](#) after October 23 and after attending the annual program hosted by PILC on 1L Opportunities in Government and Prosecutor Offices, which will be held this year on October 23.
- Check [the Docket](#) for brown bag lunches and any pertinent programs.
- Check to see if particular DA's offices or USAOs are permitting 1Ls to apply before December 1. Keep in mind that for some prosecution offices, you must apply no later than mid-December.
- Be sure to check the webpage of each prosecutor's office you want to apply to for application instructions. Sign up for [PILC Summer Funding](#) no later than December 1.
- Sign up for [NYU Law's Public Interest Legal Career Fair](#) (a separate registration process from summer funding) after November 15 and before the January date posted on the PILC Fair webpage.
- Attend brown bag lunches and other programming hosted by PILC with prosecutors to learn more about their work and the priorities of individual offices.

1L Year, Spring

- Attend [NYU Law's Public Interest Legal Career Fair](#) on February 8 and 9, 2024 (even if you are not scheduled to interview at the Fair). Only local prosecutors' offices and a couple of attorney generals' offices hire through the Fair. Some federal prosecutors' offices may participate in Table Talk, but they do not hire through the Fair.
- Attend the PILC information session on prosecution summer internship and post-grad opportunities for rising 2Ls and rising 3Ls, which is usually held in March or April. Check [the Docket](#) for updates.
- If you are interested in the US Department of Justice (DOJ), attend the info session about the application process for the DOJ Student Legal Internship Program (SLIP), which is usually held in March. Check [the Docket](#) for the exact date. DOJ also typically hosts webinars on their 2L paid internship program in late spring or over the summer.
- As you plan for your 2L year, start thinking about choosing classes (e.g., evidence and criminal procedure) and clinics.

1L Year, Summer

- Beginning on or about July 1, check each employer's website for the latest deadline information.
- Check weekly towards the end of August to see who is participating in fall [On Campus Interviewing](#) (OCI) as several local prosecutor offices interview 2Ls during the fall semester.

2L Year, Fall

- Continue checking weekly to see who is participating in fall [OCI](#) as a couple of local prosecutor offices interview 2Ls during the fall semester.
- Sign up for [Summer Funding](#) if you plan to spend at least 35 hours for 8 weeks of your summer working for a government employer -- no later than December 1. If you will work at a law firm next summer but would like to keep options for prosecution employment open for the future, do something that signals interest in prosecution, such as a clinic or term-time internship, ideally during your 2L year.
- Sign up for [NYU Law's Public Interest Legal Career Fair](#) (a separate registration process from summer funding) after November 15 and before the January date posted on the PILC Fair webpage.

2L Year, Spring

- Consider attending [NYU Law's Public Interest Legal Career Fair](#) on February 8 and 9, 2024. Only a few local prosecutors' offices and a limited number of attorney generals' offices hire through the Fair. Some federal prosecutors' offices may participate in Table Talk, but they do not hire through the Fair.
- If you are interested in a post-grad position at DOJ, attend a DOJ information session in the spring. Check [the Docket](#) for the specific date. In recent years, DOJ has been running its information sessions online.

2L Year, Summer

- Beginning on or about July 15, check the University of Arizona's [Government Honors & Internship Handbook](#) (the "Arizona Handbook," **password: chocolatecake**) and the websites of District Attorney's offices that interest you for the latest deadline information. Some prosecutors' offices have early deadlines. In the past, the [DOJ's Attorneys Honors Program](#) application was due the Tuesday after Labor Day. **This year, it is due at 11:59PM Eastern time on Tuesday, September 5, 2023.**
- Beginning in late August, check weekly to see who is participating in fall [OCI](#) as several prosecutors' offices interview 3Ls during the fall semester.

3L Year, Fall

- Continue checking the University of Arizona's [Government Honors & Internship Handbook](#) (**password: chocolatecake**) for the latest deadline information.
- Continue checking weekly to see which prosecutor offices are interviewing at fall [OCI](#).
- Participate in a mock panel interview in September to be arranged by PILC.
- Check individual prosecutors' offices websites. Some offices will have an occasional opening for entry-level attorneys that is posted "off-cycle".

Appendix B

2L Summer Internships and Post-Grad Positions for 3Ls in State and Local Prosecution Offices and JAG Offices

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>Alameda County District Attorney's Office http://www.alcoda.org/about_us/recruitment</p>	<p>Oakland, CA</p>	<p>For 2Ls: No later than July 1 of the preceding year</p> <p>No hiring of 3Ls from outside of the summer 2L program</p>	<p>This office hires its post-grad entry-level class from its 2L Summer Law Clerk Program. Most hiring is done through OCI at 8 California law schools, so early date for other candidates is intended to permit time to interview candidates while they are in California for their 1L summer.</p>
<p>U.S. Air Force Judge Advocate General's (JAG) Corps https://www.airforce.com/careers/specialty-careers/jag/entry-programs/student</p>	<p>Various; domestic and abroad</p>	<p>For 3Ls: check website for updated deadline date</p>	<p>This office usually hosts an information session in the fall</p>
<p>U.S. Army Judge Advocate General's JAG Corps</p> <p>For 2Ls: http://www.goarmy.com/jag/summer-intern-program.html</p> <p>For 3Ls: https://www.jagcnet.army.mil/Sites/jaro.nsf/homeContent.xsp?open&documentId=E1B09AC6325DC52E852580C2007B3581</p>	<p>Various – domestic and abroad</p>	<p>For 2Ls: 10/1/23</p> <p>For 3Ls: 10/1/23 (active duty and reserve duty positions follow different procedures).</p>	<p>Peter Dubrowski – '18, Field Screening Officer, peter.r.dubrowski.mil@mail.mil</p> <p>Josh Rosenthal '18 (Army Reserves), jar951@nyu.edu</p> <p>Karsten Erickson '17, kee276@nyu.edu</p>

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
Bronx County District Attorney's Office	Bronx, NY	This employer usually participates in fall OCI See notes for online application links	Fall 2023 ADA Check here: https://bronxda.applicantstack.com/x/openings Summer 2023 Internship 2Ls must apply here by December 2, 2022 : https://bronxda.applicantstack.com/x/detail/a2q700t8ikng This office began paying its summer interns during the summer of 2019. Michael Naughton '21, msn274@nyu.edu Aharon Schreiber '18 aps375@nyu.edu
Office of the State Attorney, 17th Judicial Circuit, Broward County https://browardsao.com/employment/	Ft. Lauderdale, FL	Various deadlines: Check website	No formal post-grad hiring program
Clark County District Attorney's Office For 2Ls: http://www.clarkcountynv.gov/district-attorney/recruitment/pages/internshipprogram.aspx For 3Ls: http://www.clarkcountynv.gov/district-attorney/recruitment/pages/lawclerkpositions.aspx	Las Vegas, NV	For 2Ls: 1/1/24 For 3Ls, hiring is done late fall/early winter	This office has a post-grad Law Clerk program that may lead to a position as Deputy District Attorney.
Contra Costa County District Attorney's Office For 3Ls: https://www.governmentjobs.com/careers/contraco sta	Martinez, CA (SF Bay Area)	No deadline as of date of this publication	No formal post-grad paid hiring program but often takes Law Clerks, which puts them on the fast-track for entry-level ADA slots after the Clerks pass the CA Bar exam.

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>Cook County State's Attorney's Office For 2Ls: https://www.cookcountystatesattorney.org/careers/volunteer-opportunities For 3Ls: https://www.cookcountystatesattorney.org/careers/assistant-states-attorneys/third-year-law-students</p>	Chicago, IL	For 2Ls: applications accepted on a rolling basis For 3Ls: no deadline but strongly encouraged to apply by October 1	This employer participated in virtual fall OCI in 2021, and we are hopeful they will do so again in fall 2022. https://www.cookcountystatesattorney.org/careers
<p>Dallas County District Attorney For 2Ls: https://www.dallascounty.org/government/district-attorney/team-intern.php For 3Ls: https://www.dallascounty.org/government/district-attorney/team-prosecutor.php</p>	Dallas, TX	No deadline as of date of this publication	No formal post-grad hiring program, but “[t]he [summer] intern program is one of our most important ways of assessing whether someone will be offered a job without office.”
<p>Denver District Attorney's Office https://www.denverda.org/employment-and-volunteer-opportunities/</p>	Denver, CO	For 2Ls: “students should apply a semester in advance of the semester in which they seek to intern” For 3Ls: applications accepted on a rolling basis	Attorney positions are exempt positions that are filled through the Denver District Attorney's own hiring process. Applications for the position of deputy district attorney are accepted on an on-going basis. While applications are accepted any time, interviews are conducted only when a deputy opening is available. Candidates are not interviewed until they have been admitted to the Colorado bar.

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>Office of the Fulton County District Attorney For 2Ls: https://www.atlantafultoncountyda.org/careers/internships/ For 3Ls: https://www.atlantafultoncountyda.org/careers/employment-as-ada/</p>	Atlanta, GA	No deadlines published	This office hires primarily experienced attorneys. There may be a few summer internship openings each summer.
<p>Harris County District Attorney's Office https://app.dao.hctx.net/careers</p>	Houston, TX	No deadlines published	<p>Most lawyers are hired after being licensed to practice law in Texas but, Harris County has a "Precommit' Application Process" through which the office interviews third-year law students in the fall semester at some law school campuses for post-grad positions (NYU Law has not been among them).</p> <p>Aaron Chapman '11, acc397@nyu.edu</p>
<p>King County Prosecuting Attorney http://www.kingcounty.gov/depts/prosecutor/jobs/legalinterns.aspx</p>	Seattle, WA	For 2Ls: 8/4/23	Deputy Prosecuting Attorneys are primarily hired though this office's "Rule 9 program," which is their summer program for 2Ls.
<p>Kings County District Attorney's Office For 2Ls: http://apply.brooklynda.org For 3Ls: http://apply.brooklynda.org/</p>	Brooklyn, NY	For 2Ls: 3/1/22 2Ls are encouraged to apply here in the fall prior to December 1. For 3Ls: 11/1/23 Employer usually attends virtual fall OCI. 3Ls may also apply here .	<p>Hannah Howard '20, h1h335@nyu.edu Ben Swanson '20, bes360@nyu.edu Kenneth Carbajal '17, kcr370@nyu.edu</p>

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
Office of the Commonwealth's Attorney of Jefferson County http://www.louisvilleprosecutor.com/career-opportunities/	Louisville, KY	No deadline published	No formal summer or post-grad hiring program.
Los Angeles County District Attorney's Office For 2Ls: http://da.lacounty.gov/contact/volunteer For 3Ls: http://da.lacounty.gov/employment	Los Angeles, CA	For 2Ls: No deadline published at the time of this publication. Check website for updates. For 3Ls: No deadline published	For positions as a Deputy District Attorney, "[t]wo-week application filing periods are traditionally held in June and December, immediately after bar examination results are announced. However, this schedule is dependent on office needs and budgetary considerations." The office also has a Senior Law Clerk position for law school graduates. For more information, see pamphlet that may be downloaded from the website. (San Mateo County in California also has a post-bar volunteer program.)
Maricopa County Attorney's Office For 2Ls: https://www.maricopacountyattorney.org/255/Internships-FAQ For 3Ls: http://www.maricopacountyattorney.org/careers/	Phoenix, AZ	No deadlines published	This office has a paid post-grad Law Clerk program, which has a separate application procedure. Rachel Kultala '16, Rlk364@nyu.edu
U.S. Marine Corps Law Program https://www.marines.com/becoming-a-marine/officer/marine-corps-law-program.html	Various; locations domestically with opportunities to deploy abroad	No deadlines published	1Ls should apply as soon as possible after December 1 and last year, they were told to apply no later than early February 2021. This employer usually interviews at the PILC Fair. David Jastrab '16, djastrab@gmail.com

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
Miami-Dade Office of the State Attorney, 11th Judicial District For 2Ls: http://www.miamisao.com/careers/internships/ For 3Ls: http://www.miamisao.com/current-positions/	Miami, FL	For 2Ls: No deadline published For 3Ls: None published on website.	3Ls: This employer participated in virtual fall OCI in fall of 2021, and we hope they will do so again this fall.
Monmouth County Prosecutor's Office For 3Ls: http://mcponj.org/employment/	Freehold, NJ	No deadlines published	Post-grad Law Clerk Program offers for one-year term only.
Multnomah County District Attorney's Office For 2Ls: http://mcda.us/index.php/about-the-da/employment/	Portland, OR	No deadlines published	This office does not have a program for 3L hiring. However, it participates in the Practical Skills Through Public Service program of the Oregon New Lawyers Division: https://www.osbar.org/nlmp/skills.html
Nassau County District Attorney's Office For 2Ls: http://www.nassauda.org/174/Internships For 3Ls: http://www.nassauda.org/172/Assistant-District-Attorney-Recent-Gradu	Mineola, NY	Deadlines not yet available.	2. This office usually encourages early applications.
New York County District Attorney's Office For 2Ls: https://www.manhattanda.org/careers/internship-opportunities/summer-law-fellowship/ For 3Ls: http://manhattanda.org/legal-staff-employment	New York, NY	Pre- COVID, this employer participated in fall OCI, but more recently, has been accepting online applications only. They encourage early applications.	Complete online application. 3Ls: The application link will open on July 15 and close on October 1 at 5:00 pm (EST). All submissions must be received by the deadline 2L online application for summer 2024 internship opens on August 15 and closes on November 1, 2023 Aaron Fisher '23 af4085@nyu.edu Emma Grover '23 ehg8808@nyu.edu Alexander Oltarsh '22 aco321@nyu.edu Rashmika Nedungadi '19, rn771@nyu.edu Rachel Schorr '18, rks288@nyu.edu

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>U.S. Navy Judge Advocate General's (JAG) Corps http://www.jag.navy.mil/careers_/careers/opportunities_sp.html</p>	<p>Various</p>	<p>Submission deadline for all application materials AND the completion of your structured interview is March 2022.</p>	<p>Amy Zajac '16, acz255@nyu.edu Ann Preiss '14, avp987@gmail.com</p>
<p>City of Philadelphia District Attorney's Office 3Ls may complete the online application here. 2Ls may complete the online application here.</p>	<p>Philadelphia, PA</p>	<p>For 2Ls and 3Ls: The application period runs from June through September.</p>	<p>Applicants should follow all instructions on the DA's website. This employer may attend fall OCI. Julie Nelson '20 jmn467@nyu.edu</p>

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

<p>Queens County District Attorney's Office https://queensda.org/careers/</p>	<p>Queens, NY</p>	<p>For 2Ls: Check website. For summer 2022</p> <p>For 3Ls: This employer usually interviews 3Ls during fall OCI</p>	<p>This office sometimes hires a fall <u>and</u> a spring entry-level class of ADAs.</p> <p>Liman ("Mimi") Hu '19 lmh561@nyu.edu</p> <p>Kathryn Schultz '15, kcs284@nyu.edu</p>
<p>Richmond County District Attorney's Office https://statenislandda.org/careers/</p>	<p>Staten Island, NY</p>	<p>No deadlines published</p>	<p>Office hires a few new attorneys per year; no set hiring cycle.</p> <p>Kate Corbett Malloy '10, kcm281@nyu.edu</p>
<p>Riverside County District Attorney's Office https://rivcoda.org/resources/careers-at-our-office</p>	<p>Riverside County, CA</p>	<p>No deadlines published</p>	<p>This office has a robust summer program and "third-year law students for post-bar clerking positions." The employer sometimes participates in the PILC Fair.</p>
<p>Rhode Island Attorney General – Criminal Division https://riag.ri.gov/about-our-office/divisions-and-units/criminal-division</p>		<p>accepting applications on August 15 and encourage submission by November 1</p>	<p>Dawson Galluzzi '23 dag9940@nyu.edu</p>

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>San Diego County District Attorney's Office= For 2Ls: http://www.sdca.org/office/legal-internship.html For 3Ls: http://www.sdca.org/office/graduate-law-clerk.html</p>	San Diego, CA	No deadlines published	<p>This office has a Graduate Law Clerk Program, but “because San Diego is a civil service county, employment as a Deputy District Attorney is by competitive application. Temporary employment as a Graduate Law Clerk is NOT a guarantee or promise of employment as a Deputy District Attorney I, but does allow us to more substantively evaluate your potential for long-term success as a Deputy District Attorney.”</p> <p>Parry Stender '13, pas421@nyu.edu</p>
<p>San Francisco District Attorney's Office 2Ls: https://sfdistrictattorney.org/summer-law-clerk-program For 3Ls: https://www.sfdistrictattorney.org/about-us/join-our-team/attorneys/</p>	San Francisco, CA	No deadlines published	<p>Check website for current hiring plan for summer and fall 2022. Office hires post-bar clerks, and then, budget permitting, a class of ADAs after they pass the CA Bar exam.</p> <p>Rachel Flaherman '21, rcf320@nyu.edu</p>
<p>Santa Clara County District Attorney's Office For 2Ls: https://www.sccgov.org/sites/da/Pages/LAWCLERKINTERNSHIPS.aspx For 3Ls: https://www.sccgov.org/sites/da/Pages/EmploymentOpportunities.aspx</p>	San Jose, CA	For 2Ls: 8/24/23 For 3Ls: No deadline published	<p>No formal post-grad hiring program, but the website states: “Strong preference will be given to 2L Honors Program Law Clerks who excel and successfully complete the program for future employment.”</p> <p>In addition, this office has a post-bar program that runs from September 5, 2023 to November 30, 2023.</p>

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.

PROSECUTION OFFICE	LOCATION	DEADLINE	NOTES AND NYU ALUMNI CONTACT
<p>Suffolk County District Attorney’s Office of Massachusetts For 2Ls: https://www.suffolkdistrictattorney.com/open-positions-internship-1 For 3Ls: http://www.suffolkdistrictattorney.com/about-the-office/employment-and-internships/assistant-district-attorney-positions/</p>	<p>Boston, MA</p>	<p>For 2Ls: check website for updates For 3Ls: Check website</p>	<p>Rising 3Ls “may apply for Assistant District Attorney positions at any time upon the completion of their 2nd year of law school.” All applications must be received by January 1st to be considered for the September class in the same year. All applications received after January 1st will be considered for other openings, should additional openings become available.</p>
<p>Suffolk County District Attorney’s Office of New York For 2Ls: https://www.suffolkcountyny.gov/da/Careers/Internships For 3Ls: https://www.suffolkcountyny.gov/da/Careers/Careers</p>	<p>Long Island, NY</p>	<p>For 2Ls: last known deadline was 4/1/21 For 3Ls: May attend virtual fall OCI. No deadline published</p>	
<p>Wayne County Prosecutor’s Office https://www.waynecounty.com/elected/prosecutor/employment-internships.aspx</p>	<p>Detroit, MI</p>	<p>No deadlines published</p>	

Please note that this list is **not comprehensive**. Always check each office’s website for complete application information and to double check deadlines.

<p>Westchester County District Attorney's Office</p> <p>For 2Ls: http://www.westchesterda.net/contact-us/internship-program</p> <p>For 3Ls: http://www.westchesterda.net/contact-us/careers</p>	<p>White Plains, NY</p>	<p>For 2Ls: Last known deadline was 3/1/22</p> <p>For 3Ls: Will attend virtual fall OCI.</p>	<p>The new District Attorney, Mimi Rocah, is an NYU Law alumnae.</p>
---	-----------------------------	--	--

Please note that this list is **not comprehensive**. Always check each office's website for complete application information and to double check deadlines.