



DISTRICT ATTORNEY
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The Brooklyn District Attorney Office Launches Mid-Winter and Spring High-School Internship Programs

The *Brooklyn DA High School Internship Program* will provide mid-winter and spring internship opportunities for high school juniors and seniors attending school and residing in Brooklyn. Starting on November 1, we will be accepting applications from students who meet the below eligibility criteria and show a strong interest in the criminal justice/public interest sector. This is an unpaid internship, but interns will receive a MetroCard to assist with transportation. Selected interns will be assigned to a unit and will support the work of Assistant District Attorneys and other support staff.

Intern Duties:

- Assist with legal research and analysis utilizing various sources such as the internet, news articles, and legal periodicals.
- Provide assistance to attorneys and support staff at various phases of a matter including pretrial, conference and/or trial.
- Perform a variety of paralegal and/or clerical functions, as required.
- Assist attorneys with case preparation, discovery, file maintenance and organization of court documents.
- Participate in workshops pertinent to different departments and legal zones.
- Participate in judicial, legal and law enforcement observational field trips.
- Observe criminal trials and defendants during sentencing in court.

Eligibility:

- Applicants must reside in and attend school in Brooklyn.
- Applicants must be a high school junior or senior.
- Applicants must be able to commit to the entire duration of either of the two internship cycles (**Cycle 1: February 21, 2016 to February 24, 2016; Cycle 2: April 10, 2016- April 14, 2016 Monday through Thursday from 9:00am to 2:00pm, Friday 9:00am to 12:00pm**)

Application Requirements:

- KCDA Application Cover Sheet
- Most recent high school transcripts
- Updated resume
- Two (2) letters of recommendation including one from a teacher, coach, mentor, etc.
- 300 word essay which must be typed (12 pt. font/double-spaced) and address the following:
 - Why are you interested in interning with the Brooklyn District Attorney's Office?

- What impact do you think it will have on your future endeavors both personally and academically?

Completed documents should be emailed to the Brooklyn District Attorney's Office at hsinternships@brooklynda.org in pdf format by no later than **December 9, 2016**. If you have any questions, please call (718) 250-4873.