



**Office of the Chief Judge
Circuit Court of Cook County**

**Volunteer Intern/Extern Application
Academic Status**

High School Undergraduate Graduate Student Law Student (1L) (2L) (3L) Other
(Circle One)

Application Term

Fall Spring Summer Year _____

For Law Student Applicants Only

Are you eligible to apply for a 711 license? _____ (Illinois Supreme Court Rule 711)

If no, when will you be eligible to apply? _____

**If you are a current 711 applicant, please attach a copy of your 711 license with the application.

Personal Information

Date of Application: _____

Name: _____
First Middle (Maiden Name) Last

Address: _____

Phone: _____ Cell: _____

E-mail Address: _____

Are you applying for this position through a school program? (yes or no) _____. If yes, please list name of school and program administrator: _____

Will you be receiving any monetary compensation or school credit for this position? (yes or no) _____. If yes, please explain: _____

Have you previously applied, interviewed or worked in any capacity within the Circuit Court of Cook County? If yes, please provide details and attach a separate sheet if necessary.

Briefly explain why you are interested in an internship/externship with the Circuit Court of Cook County:

(**Please attach any necessary paperwork to support your school credit, school funding or internship/externship program.)

Education

(List the schools you have attended and/or currently attending along with the other information required)

	Name and School Address	Years Completed	Degree Awarded	Dates Attended	Graduation Yes or No
High School					
Colleges or Universities					
Law/Graduate School					

List other formal and special training courses that may be relevant to this position:

List any foreign languages you speak and indicate your proficiency by placing an "X" in the appropriate space.

Language	Reading	Speaking	Understanding	Writing

Indicate special computer skills or programs you may be proficient in.

References

List the names of two adults not related to you, who have known you for a period of at least 2 years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality, and other qualities.	
1. Name:	Phone#
Relationship:	
2. Name:	Phone#
Relationship:	

List the days and hours you will be available to work between the hours of 8:30 a.m. - 5:00 p.m.

Day	Start	End
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Indicate the work position, department and locations for which you would like to be considered:

Judicial Extern ____ **Adult Probation** ____ **Juvenile Probation** ____ **Social Services** ____

Richard J. Daley Center:

50 West Washington Street
Chicago, Illinois 60602

Chancery Division _____
County Division _____
Domestic Relations Division _____
Elder Law Miscellaneous Rem. Division _____
Law Division _____
Probate Division _____
First Municipal District _____

Other Divisions:

Child Protection Division _____
1100 South Hamilton Avenue
Chicago, Illinois 60612

Criminal Division _____
2600 South California Avenue
Chicago, Illinois 60608

Domestic Violence Division _____
555 West Harrison Street
Chicago, Illinois 60607

Juvenile Justice Division _____
1100 South Hamilton Avenue
Chicago, Illinois 60612

District Courthouses:

Second Municipal District _____
5600 Old Orchard Road
Skokie, Illinois 60077

Third Municipal District _____
2121 Euclid
Rolling Meadows, Illinois 60008

Fourth Municipal District _____
1500 Maybrook Drive
Maywood, Illinois 60153

Fifth Municipal District _____
10220 South 76th Avenue
Bridgeview, Illinois 60455

Sixth Municipal District _____
16501 South Kedzie Parkway
Markham, Illinois 60428

Release Form

Please read the following carefully before signing it as it contains terms and conditions that affect your application.

- This application and all other materials submitted become the property of the Office of the Chief Judge, Circuit Court of Cook County. You will be contacted by this office if you are to be interviewed or if any additional information is needed.
- This application will become inactive after six (6) months or the session applied for.
- I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Office of the Chief Judge, my internship/externship can be terminated at any time, by myself or the Office of the Chief Judge, for any grounds not prohibited by law.
- I understand that before final approval is granted, as an intern/extern for the Circuit Court of Cook County, I will be unable to work paid or unpaid for any law firm or any other legal agency or office outside of my internship/externship with the circuit court, unless prior approval to do is granted by the Program Director.
- The Office of the Chief Judge maintains a drug-free workplace. I understand that my internship/externship will be conditioned upon satisfactorily passing pre-employment drug screening and a background check.
- I hereby authorize all of my previous employers and current employer (if applicable) and schools named in this application to furnish any details relevant to the verification of the information I have submitted. I hereby release all such persons/entities from any liability regarding the provision or use of such information.
- I certify that I have provided information that, to the best of my knowledge, is truthful and accurate. I understand that falsification or significant omissions will be grounds for denying or terminating an internship/externship with the Office of the Chief Judge.

Date: _____

Print Name: _____

Signature: _____

Completed Application Checklist

_____Application

_____Signed Release Form

_____Official or/un-Official Transcript
(Self-prepared transcripts will not be accepted)

_____Resume

_____Two Letters of Recommendation
(One from an academic source and one from a work or volunteer setting)

_____Writing Sample (Not to exceed 10 pages)

Applications must be submitted by the deadlines posted on the Circuit Court of Cook County website which can be found at the following location: www.cookcountycourt.org

Please return your completed application by mail, email or fax to:

<p style="text-align: center;">Judicial Extern Program Melanie Lomax Director, Administrative and Support Services Attn: Externship Program Office of the Chief Judge 50 West Washington Street, Suite 2600 Richard J. Daley Center Chicago, Illinois 60602 Email: Melanie.Lomax@cookcountyl.gov Phone: (312) 603-3587 Fax: (312) 603-4878</p>	<p style="text-align: center;">Adult Probation Department Carmen Rodriguez, Intern Coordinator Cook County Adult Probation Department 1644 West Walnut Street, 3rd Floor Chicago, Illinois 60612 Email: Carmen.Rodriguez@cookcountyl.gov Phone: (312) 491-6633 Fax: (312) 491-4778</p>
<p style="text-align: center;">Juvenile Probation and Court Services Department Karla Chinchilla, Intern Coordinator Cook County Juvenile Probation & Court Services Department 2245 West Ogden, 8th Floor Chicago, Illinois 60612 Email: Karla.Chinchilla@cookcountyl.gov Phone: (312) 433-5510 Fax: (312) 433-5209</p>	<p style="text-align: center;">Social Service Department Tammie Birmann, Intern Coordinator Cook County Social Service Department George N. Leighton Cook County Administration Building 2650 South California Avenue, 9th Floor Chicago, Illinois 60608 Email: Tammie.Birmann@cookcountyl.gov Phone: (773) 674-6025 Fax: (773) 674-4513</p>