



**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)

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**Application Term**

Year \_\_\_\_\_  Fall  Spring  Summer From: \_\_\_\_\_ To: \_\_\_\_\_

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**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.

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**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 or faculty member.

Name of School: \_\_\_\_\_

Name of Administrator/Faculty member: \_\_\_\_\_ Contact # \_\_\_\_\_

Will you be receiving any monetary compensation or school credit for this position? (yes or no) \_\_\_\_\_. If yes, please attach any necessary paperwork to support your school credit, school funding or internship/externship program.

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.

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

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## Education

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

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

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

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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.

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## 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 \_\_\_\_\_

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 76<sup>th</sup> 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](http://www.cookcountycourt.org)**

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

<p style="text-align: center;"><b>Judicial Extern Program</b>                  Camela A. Gardner                  Labor &amp; Employment Relations Counsel                  Attn: Externship Program                  Office of the Chief Judge                  69 West Washington Street, Suite 3300                  Chicago, Illinois 60602  <b>Email:</b> <a href="mailto:Camela.Gardner@cookcountyil.gov">Camela.Gardner@cookcountyil.gov</a>  <b>Phone:</b> (312) 603-1957  <b>Fax:</b> (312) 603-9932</p>	<p style="text-align: center;"><b>Adult Probation Department</b>                  Andreana Hill Franklin                  Administrative Assistant                  The Office of Human Resources                  Cook County Adult Probation Department                  69 West Washington Street, Suite 3300                  Chicago, Illinois 60602  <b>Email:</b> <a href="mailto:apd.hr@cookcountyil.gov">apd.hr@cookcountyil.gov</a>  <b>Phone:</b> (312) 603-0245  <b>Fax:</b> (312) 603-3159</p>
<p style="text-align: center;"><b>Juvenile Probation and Court Services                  Department</b>                  Karla Chinchilla, Intern Coordinator                  Cook County Juvenile Probation &amp; Court Services                  Department                  2245 West Ogden, 8<sup>th</sup> Floor                  Chicago, Illinois 60612  <b>Email:</b> <a href="mailto:Karla.Chinchilla@cookcountyil.gov">Karla.Chinchilla@cookcountyil.gov</a>  <b>Phone:</b> (312) 433-5510  <b>Fax:</b> (312) 433-5209</p>	<p style="text-align: center;"><b>Social Service Department</b>                  Tammie Birmann, Intern Coordinator                  Cook County Social Service Department                  George N. Leighton Cook County                  Administration Building                  2650 South California Avenue, 9<sup>th</sup> Floor                  Chicago, Illinois 60608  <b>Email:</b> <a href="mailto:Tammie.Birmann@cookcountyil.gov">Tammie.Birmann@cookcountyil.gov</a>  <b>Phone:</b> (773) 674-6025  <b>Fax:</b> (773) 674-4513</p>