

Title: Internship Job Description
Division: Court Administration, Nineteenth Judicial Circuit of Lake County, Illinois
Overview: Staff Attorney Intern

This internship is for currently-enrolled law students.

Are you interested in getting courtroom exposure, working directly with attorneys and judges and cutting your teeth on interesting and complex legal issues in both criminal and civil law? If so, the Nineteenth Judicial Circuit's internship with the Staff Attorney's office offers all of this and more.

The 19th Judicial Circuit, which is located north of Chicago in Lake County and seated in Waukegan, is one of the twenty-two state trial courts in Illinois. Our Circuit currently has twelve elected Circuit Judges and over twenty-two Associate Judges, who are appointed by the Circuit Judges. As a trial court, our judges handle everything from small claims and minor traffic violations to million dollar civil lawsuits and murder trials.

Unlike judges in the federal courts and at some levels of state court, our judges do not have law clerks to help them research issues, draft orders and memorandum opinions and otherwise manage their caseloads. Rather, the 19th Circuit employs two Staff Attorneys who assist the judges. In addition, the court regularly hosts law student interns to assist the Staff Attorneys and the judges in their work. The following information summarizes what work as an intern encompasses:

Primary Task:

The Staff Attorneys' primary task is to research legal issues and write memos to the judges with recommendations on how they should rule. Periodically, we also draft memorandum opinions for the judges as well. Our interns help us in all of these tasks.

Other opportunities:

One nice aspect of interning with our Circuit is the ability to get away from the desk and into the courtrooms. Our interns regularly attend court to watch arguments on motions and trials.

In addition, our interns have typically received tours of the local jail and the Coroner's Office.

Necessary skills:

Since the work entails a good amount of writing, strong writing ability and a love of writing are important! Perfection is not required, but a strong desire to improve is.

The legal research abilities you gain in law school will serve you well as an intern with us, and we will help you refine and improve those skills.

Time commitment:

We require that interns who work during the school year come to Waukegan at least once a week (for the logistics of getting to Waukegan, see below). Most interns come on Thursday or Friday. We have literally an endless amount of work for interns to perform, so the hour commitment above-and-beyond the one day in Waukegan can be tailored to your schedule, or to whatever hours your school may require, should you receive school credit for the internship.

How to get to Waukegan:

Waukegan is located about 40 miles north of Chicago. Traveling by car generally entails the traffic nightmare associated with living in Chicago. Luckily, however, the Metra Union Pacific Line comes straight to Waukegan from downtown Chicago. The round-trip ride costs approximately \$8 with a ten-ride card (check www.metrarail.com for exact prices and schedules). The trip takes about 1 hour and 15 minutes and the courthouse is located a 5 minute walk from the station. Although the commute appears long on paper, the ride is comfortable and perfect for studying, sleeping, reading or working.

Rewards:

You will work directly with our judges.

You will improve your legal research and writing abilities and probably come away with a terrific writing sample that you can use when applying for jobs.

You will be exposed to the widest variety of legal topics imaginable! If you are still trying to figure out what direction you would like to go after graduation, this internship offers a unique opportunity to experience almost all of the types of law practiced in state court. Interns with our Circuit regularly work on both criminal and civil matters.

For more information about our court, please see the rest of our Circuit's website at <http://www.19thcircuitcourt.state.il.us>.

If you would like to apply for an internship with us, please:

1. Print and fill out the relevant sections of the form located at http://19thcircuitcourt.state.il.us/intern/InternAppl_011807.pdf , and
2. Return the form, as well as your resume and a brief cover letter and writing sample, to:

Internship Committee
c/o Staff Attorneys Office
Nineteenth Judicial Circuit
15 South County Street
Waukegan, IL 60085.

Upon receipt, our Staff Attorneys will review it with Judge Mary Schostok, who supervises the internship program, and we will contact you for an interview.

If you have any questions, please feel free to contact our Staff Attorneys by email at courts@co.lake.il.us.