

Title: **Staff Attorney Intern / Staff Attorney Extern**
Division: **Court Administration, Nineteenth Judicial Circuit of Lake County, Illinois**

Overview:

Are you interested in an experience that will bring your law school studies to life? Would you like to work with judges and attorneys on interesting and complex legal issues in actual criminal and civil cases? An internship or externship with the Nineteenth Judicial Circuit's Staff Attorney office can provide you with the opportunity to do real legal work that will reinforce what you have learned and help prepare you to practice law.

The Nineteenth Judicial Circuit is one of the twenty-two state trial courts in Illinois. The Nineteenth Circuit consists of the County of Lake, Illinois, a large, growing and remarkably diverse jurisdiction. By case filings, the Nineteenth Judicial Circuit is the third largest circuit in the State of Illinois. The caseload is handled by over thirty-five circuit and associate judges, who preside in the Circuit's main courthouse in Waukegan, three branch courts, and the Juvenile Court. Our trial judges hear everything from small claims and minor traffic violations to multi- million dollar civil lawsuits and murder trials.

Unlike federal judges, judges in the Nineteenth Circuit do not have law clerks to help them research issues, draft orders and memorandum opinions and otherwise manage their caseloads. Rather, the Nineteenth Circuit employs Staff Attorneys who assist the judges in these tasks. In addition, the court regularly hosts law student interns and externs to assist the Staff Attorneys and the judges in their work.

Primary Task:

The primary task of a Staff Attorney intern or extern is to conduct legal research and write memoranda on issues pending before the court. On occasion, you may be asked to draft memorandum opinions. Research assignments may also include broader issues relating to court administration.

Other Opportunities:

One nice aspect of interning with our Circuit is the ability to get away from the desk and into the courtroom. Interns and externs generally work in the main courthouse in Waukegan, and often have the opportunity to observe jury trials and motion practice. In addition, our summer interns tour court-related facilities, such as the County Jail, the Juvenile Detention Center and the Coroner's Office.

Qualifications:

Staff attorney interns and externs must be currently-enrolled law students.

Since the work you will perform 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 essential. Our Staff Attorneys will provide guidance and assistance, and you will receive valuable feedback from the judges on the projects you complete.

Students participating in externships, i.e., working for law school credit, will be required to provide the Staff Attorney office with the information necessary to comply with school requirements for supervision, hours, etc.

Time commitment:

Summer internships and externships require a minimum commitment of six to eight weeks, full- time (40 hrs/wk). In recent years, the program has run for eight weeks.

Interns and externs who work during the school year are required to work at the courthouse at least one full day a week. Additional hours will be scheduled to accommodate class requirements. School-year interns are expected to work at least 12 hours a week.

How to get to Waukegan:

Waukegan is located about 40 miles north of Chicago. The courthouse is approximately seven miles east of the intersection of I-94 and Grand Avenue in Gurnee. The Metra Union Pacific Line stops in Waukegan, and the station is roughly four blocks from the courthouse. The train trip from downtown Chicago takes about 1 hour and 20 minutes. Although the commute by train appears long on paper, the ride is comfortable and perfect for studying, sleeping, reading or working.

Rewards:

- You will work directly with our judges and experienced attorneys from the Staff Attorney office.
- 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 many of the types of law practiced in state court.

For more information about our Nineteenth Judicial Circuit, please see the rest of our Circuit's website at [http://19thcircuitcourt.state.il.us](http://19thcircircuitcourt.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://www.19thcircuitcourt.state.il.us/DocumentCenter/View/214>, and
2. Return the form, a brief cover letter, your resume, your most current law school transcripts and a writing sample, to:

Internship Committee c/o
Staff Attorneys Office
Nineteenth Judicial Circuit
18 North County Street
Waukegan, IL 60085

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

If you have any questions, please feel free to contact our Staff Attorney office by email at ebogie@lakecountyil.gov.

Staff Attorney internships and externships are voluntary, unpaid positions.