



**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

(Check One)

Application Term

Year: _____ Fall Spring Summer From: _____ To: _____

For Law Student Applicants Only

Are you eligible to apply for a 711 license? Yes No (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 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 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.

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

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:

List any foreign languages you speak and indicate your proficiency by checking the appropriate box.

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		

Number of hours required for internship: _____ **Internship Coordinator:** _____

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

Traffic Division

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

Police Station Courthouses:

Branch 43 & 44 - Harrison and Kedzie
3150 West Flournoy, Concourse Level
Chicago, IL 60612

Branch 23 & 29 - Grand and Central
5555 West Grand Avenue, 1st Floor
Chicago, IL 60639

Branch 35 & 38 - Pullman
727 East 111th Street, 1st Floor
Chicago, IL 60628

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.
- I understand that my internship/externship position requires a pre-employment drug screening and criminal background check. As Drug Free Workplace, use of medical or recreational marijuana is prohibited and will disqualify a candidate from employment.
- 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.

Printed Name

Signature

Date

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:

Judicial Extern Program Camela A. Gardner Extern Program Administrator Office of the Chief Judge Attn: Human Resources / Externships 69 West Washington Street, Suite 3300 Chicago, Illinois 60602 Email: camela.gardner@cookcountyil.gov Phone: (312) 603-1957	Adult Probation Department Training Department Cook County Adult Probation Department 2650 S. California Ave., Lower Level Chicago, Illinois 60602 Email: apd.training@cookcountyil.gov Phone: (773) 674-5261 CLICK HERE TO APPLY
Juvenile Probation and Court Services Department Shelly Golden-Harris, M.S. Internship Coordinator Cook County Juvenile Probation 1100 S. Hamilton Avenue, 8th Floor Chicago, IL 60612 Email: Shelly.Golden-Harris@cookcountyil.gov Phone: (312) 433-6043 Fax: (773) 433-7837	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@cookcountyil.gov Phone: (773) 674-6025 Fax: (773) 674-4513 CLICK HERE TO APPLY