

## ND Law in Chicago A Listing of Some Approved Placement Sites

Placement sites for ND Law in Chicago are not limited to this list. Students may propose a site of their own choosing and, before applying to the site, speak with either Professor Bob Jones or Program Director Katelynn McBride to see if it meets program criteria.

| <b>Site and Classification</b>  | <b>Application Deadline</b>                        | <b>Page</b> |
|---|--|-------------|
| Business and Professional People for the Public Interest<br>(Education Law, Housing, Law Reform, Public Interest) | Not less than 60 days prior to start of semester   | 4           |
| Center for Conflict Resolution<br>(Mediation)   | Not less than 60 days prior to start of semester   | 5           |
| Chicago Board of Education<br>(Education Law)   | Not less than 60 days prior to start of semester   | 6           |
| Chicago Low Income Housing Trust Fund<br>(Commercial Transactions, Community Development, Housing)                | Not less than 60 days prior to start of semester   | 7           |
| Chicago Office of the Inspector General<br>(Tax)  | July 15, 2016 for Fall<br>Nov. 15, 2016 for Spring | 8           |
| Circuit Court of Cook County<br>(Judicial)  | July 1, 2016 for Fall<br>Nov. 1, 2016 for Spring   | 9           |
| City of Chicago Law Department<br>(Community Development, Local Government, Commercial Transactions)              | Not less than 60 days prior to start of semester   | 10-11       |
| Cook County Public Defender's Office<br>(Criminal Law)  | Not less than 60 days prior to start of semester   | 12          |
| Cook County Public Guardian<br>(Child Law, Disability Law)  | July 15 for Fall<br>Nov. 15 for Spring             | 13          |
| Cook County State's Attorney's Office<br>(Child Law, Criminal Law)  | July 1, 2016 for Fall<br>Nov. 1, 2016 for Spring   | 14          |
| Domestic Violence Legal Clinic<br>(Domestic Violence, Low Income Legal Services, Public Interest)                 | Not less than 60 days prior to start of semester   | 15          |
| Environmental Law and Policy Center<br>(Environmental Law, Public Interest)                                       | Not less than 60 days prior to start of semester   | 16          |

|  |   |       |
|--|---|-------|
| Equal Employment Opportunity Commission<br>(Labor and Employment)  | May 1 for Fall                                      | 17    |
| Equip for Equality<br>(Disability Law, Public Interest)  | Not less than 60 days prior<br>to start of semester | 18-19 |
| Financial Industry Regulatory Authority<br>(Financial Regulation)  | Not less than 60 days prior<br>to start of semester | 20-21 |
| Gas Technology Institute (GTI)<br>(Energy Law, Commercial Transactions, Corporate Law)   | Not less than 60 days prior<br>to start of semester | 22    |
| Illinois Attorney General's Office<br>(State Government)   | Not less than 60 days prior<br>to start of semester | 23    |
| Illinois Department of Public Health<br>(Health Care)  | Not less than 60 days prior<br>to start of semester | 24    |
| Internal Revenue Service<br>(Tax Law)  | June 30, 2016 for Fall<br>Nov 15, 2016 for Spring   | 25    |
| Legal Assistance Foundation of Chicago<br>(Child Law, Consumer Protection, Disability Law, Family Law,<br>Housing, Low Income Legal Services, Public Interest) | Not less than 60 days prior<br>to start of semester | 26    |
| Levy Restaurants<br>(Corporate Counsel, Commercial Transactions, Sports Law,<br>Mergers and Acquisitions, Labor and Employment)                                | Not less than 60 days prior<br>to start of semester | 27    |
| Merieux Nutrisciences Corporation<br>(Corp Counsel, Commercial Transactions, Mergers/Acquisitions)   | Not less than 60 days prior<br>to start of semester | 28    |
| Metropolitan Pier Exposition Authority<br>(Commercial Transactions, Community Development)   | Not less than 60 days prior<br>to start of semester | 29    |
| National Association of Realtors<br>(Intellectual Property, Legislation)   | Not less than 60 days prior<br>to start of semester | 30    |
| National Immigrant Justice Center (Heartland Alliance)<br>(Immigration, Public Interest)   | Not less than 60 days prior<br>to start of semester | 31    |
| Natural Resources Defense Council<br>(Environmental Law)   | April 29, 2016                                      | 32    |
| Northwestern Memorial Hospital<br>(Health Law, Compliance)   | Not less than 60 days prior<br>to start of semester | 33    |

|   |   |    |
|---|---|----|
| Rush University Medical Center<br>(Corporate Counsel, Health Care, Intellectual Property)   | Not less than 60 days prior<br>to start of semester | 34 |
| The Law Project of the Chicago Lawyers' Committee for Civil Rights<br>(Community Dev'lpmnt, Hous'g, Non-Profit Law, Public Interest)  | Not less than 60 days prior<br>to start of semester | 35 |
| U.S. Attorney's Office for the Northern District of Illinois<br>(Criminal Law)  | Sept. 2, 2016 for Spring                            | 36 |
| U.S. Commodity Futures Trading Division of Enforcement<br>(Financial Regulation)  | June 30, 2016                                       | 37 |
| U.S. Department of Education, Office for Civil Rights<br>(Civil Rights, Education Law)  | Not less than 60 days prior<br>to start of semester | 38 |
| U.S. Department of Labor, Office of the Solicitor<br>(Labor and Employment)   | Not less than 60 days prior<br>to start of semester | 39 |
| U.S. Department of Homeland Security<br>U.S. Immigration and Customs Enforcement,<br>Office of The Chief Counsel<br>(Immigration Law) | May 30, 2016  | 40 |
| U.S. District Court for The Northern District of Illinois<br>(Judicial)   | Not less than 60 days prior<br>to start of semester | 41 |
| U.S. Environmental Protection Agency<br>(Environmental Law)   | Not less than 60 days prior<br>to start of semester | 42 |
| U.S. Navy Judge Advocate General (Great Lakes, IL)<br>(Military Law, Litigation)  | Not less than 60 days prior<br>to start of semester | 43 |

**Site:** Business and Professional People for the Public Interest (Chicago Loop)  
**Web Site:** [www.bpichicago.org](http://www.bpichicago.org)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Business and Professional People for the Public Interest has served the Chicago region as an independent public interest law and policy center addressing compelling issues of social justice and quality of life for nearly a half century.

BPI lawyers and policy specialists use legal and policy research, advocacy, organizing, litigation and collaboration with nonprofit, business, community and governmental organizations to accomplish its mission. Today BPI's work is focused on housing and community development, public education, and political reform. Legal externs work under the direct supervision of BPI attorneys. They research legal and policy issues, write memoranda, briefs and policy papers, develop legal strategies and participate in various aspects of our advocacy work – examples of which are described below.

As counsel for the plaintiffs in the landmark Gautreaux litigation, BPI is advocating for public housing residents on many fronts, and is deeply engaged in the Chicago Housing Authority's multi-billion dollar effort to transform the City's isolated, crumbling public housing projects into mixed-income communities. Among other things, BPI plays a central role creating and implementing plans for redeveloped communities and working to ensure that public housing residents receive the supportive services they need. Through Gautreaux, BPI has helped provide better housing and enhanced life opportunities for more than 25,000 victims of the CHA's racial discrimination.

BPI is also recognized nationally for its affordable housing advocacy. BPI has spearheaded efforts to increase the supply of affordable housing in Illinois and to broadly disperse such housing throughout the region, including in communities with good jobs and schools, but little or no affordable housing.

### **Application Process**

In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Adam Gross; Director of Affordable Housing  
Business and Professional People for the Public Interest  
25 East Washington Street; Suite 1515  
Chicago, IL 60602  
[agross@bpichicago.org](mailto:agross@bpichicago.org)  
(312) 641-5570

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Center for Conflict Resolution; Chicago (Loop)  
**Web Site:** www.ccrchicago.org

### **Important**

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### **Description**

Guided by its mission to work with individuals, communities, courts, and other institutions to manage and resolve conflict, the Center for Conflict Resolution (CCR) is a Chicago-based non-profit organization that provides mediation and training services.

Since its founding in 1979, CCR has emerged as one of the nation's premier providers of mediation services — as well as a superb educational and training ground for mediators.

Every year, knowledgeable, dedicated volunteers and staff mediate pro bono cases with more than 4,000 people, train hundreds of new mediators, facilitate meetings and work with dozens of businesses, government agencies and organizations to create custom-designed dispute resolution systems and training programs.

Legal externs begin by completing a 40-hour mediation training program and obtaining a certification from the CCR staff. Once certified, externs conduct mediations at Cook County courthouses and occasionally in the CCR offices. Courthouse mediations involve primarily small claims and landlord/tenant cases. Mediations in the CCR offices involve a wider variety of matters. Externs, in addition to conducting mediations in courthouses, supervise small teams of volunteer mediators, including other law students, who are performing courthouse mediations. Prior mediation training, such as through the Applied Mediation program, is helpful but not required.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Ms. Rae Kyritsi, Mediation Services Director  
Center for Conflict Resolution  
11 E. Adams Street; #500  
Chicago, IL 60603  
rkyritsi@ccrchicago.org  
(312) 922-6464

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Chicago Board of Education  
**Web Site:** www.cps.edu

### **Important**

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### **Description**

The Board of Education of the City of Chicago has extern opportunities for the Fall 2016 semester in its Law Department's Labor Relations Unit. Their new location is 1 North Dearborn Street, 9th Floor, Chicago, Illinois 60602.

The Labor Relations Unit is responsible for handling traditional labor law cases and employee discipline matters.

Interns/Externs would concentrate their work in prosecuting employee dismissal cases. With the oversight of attorneys, externs would be responsible for:

- (1) Gathering background information;
- (2) Contacting the client and witnesses to prepare them for their testimony; and
- (3) Presenting opening and closing statements, direct and cross-examination of witnesses, and arguing orally before an administrative hearing officer.

Many law students have found this direct hands-on experience challenging and rewarding. Additionally, if desired, externs will have the opportunity to handle traditional labor law matters as well. The site prefers that externs be either in 2L or 3L students.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

James G. Ciesil  
Deputy General Counsel  
Chicago Board of Education  
1 North Dearborn Street; Suite 900  
Chicago, IL 60602  
[jciesil@cps.edu](mailto:jciesil@cps.edu)  
(773) 553-1643

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Chicago Low Income Housing Trust Fund  
**Web Site:** www.chicagotruffund.org

### **Important**

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### **Description**

Establishment of the Trust Fund was sparked by demolition of single room occupancy hotels on the west end of the City, at the corner of Madison and Jefferson streets, to create the Presidential Towers. Developers of Presidential Towers were criticized by housing activists because of the lack of low and moderate units in the proposal.

In the late 1980's, a coalition formed of stakeholders representing the Chicago Coalition for the Homeless, the Statewide Housing Action Coalition, the Balanced Growth Coalition, and Chicago 1992 Committee. With support of Mayor Harold Washington, the group sought to establish a city trust fund utilizing funds to be donated by the developer in lieu of the creation of on-site affordable units. Seeking to refinance their loan, developers met with the city and the coalition in January 1987. It was agreed that the developers would pay \$5 million into a fund that would officially become the Trust Fund two years later.

The Trust Fund began its first and largest program, the Rental Subsidy Program, in 1990. Its focus then and now is to provide annual subsidies to rental properties to reduce rents for citizens who make less than 30 percent of area median income (AMI). The program assists a wide array of household types, including low-income wage earners, homeless, seniors, single parent households, large families and people with disabilities.

Over the years, the Trust Fund has stayed true to its mission to provide affordable housing to Chicago's low-income citizens. It strives to develop new partnerships and opportunities to create opportunities for affordable housing for those at-risk of homelessness.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, unofficial transcript and writing sample to:

Cary Steinbuck  
Executive Director  
Chicago Low-Income Housing Trust Fund  
Chicago Department of Planning & Development  
121 N. La Salle – Room 1006  
Chicago IL 60602  
Cary.Steinbuck@cityofchicago.org

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Chicago Office of the Inspector General  
**Web Site:** [www.chicagoinspectorgeneral.org](http://www.chicagoinspectorgeneral.org)

### **Important**

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### **Description**

**PRE-REQUISITES:** Must have a minimum GPA of 3.0 on a 4.0 scale. Desirable but not required: student will have completed coursework in Administrative Law, Evidence, Constitutional Law, and Civil & Criminal Procedure; knows methods and techniques of legal research. Also desirable: student has prior professional experience in government, law, law enforcement or compliance.

The mission of the City of Chicago Office of Inspector General (OIG) is to root out corruption, waste, and mismanagement, while promoting effectiveness and efficiency in City government. OIG is a watchdog for the taxpayers of the City, and has jurisdiction to conduct investigations and audits into most aspects of City government. Per OIG's ordinance, the Inspector General is appointed by the Mayor, subject to the approval of the City Council. The Inspector General is appointed to a four-year term and can only be removed for cause.

OIG invites 2L and 3L law students to apply for externship opportunities with OIG's Legal Section. The externship experience will provide students with an opportunity to gain substantive legal experience in the areas of governmental oversight, internal investigations, labor and employment law, criminal law and procedure, governmental ethics, and compliance. Applicants should demonstrate good judgment, high ethical standards, and strong analytical and writing skills.

**NOTE: APPLICATIONS MUST BE SUBMITTED BY THE INDIVIDUAL APPLYING. NO SECOND PARTY APPLICATIONS WILL BE ACCEPTED. THE OFFICE OF INSPECTOR GENERAL REQUIRES THAT ITS EMPLOYEES BE NONPARTISAN AND FREE FROM CONFLICTS OF INTEREST. APPLICANTS MUST AGREE TO A BACKGROUND CHECK.**

### **Application Process**

To apply for this job, do NOT use the City of Chicago online application. Submit the application materials listed below to [jobs@chicagoinspectorgeneral.org](mailto:jobs@chicagoinspectorgeneral.org); in the Subject line, type in the job title for which you are applying: (1) cover letter, indicate that the ND Law in Chicago externship requires 32 field-work hours/week for the semester; (2) resume; (3) writing sample; (4) unofficial law school transcript.

**NOTE:** to be considered for this position, you must provide all the information above. If you fail to provide this information at the time you submit your application, your submission will be incomplete and you will not be considered for an interview. Application materials will only be accepted by email at [jobs@chicagoinspectorgeneral.org](mailto:jobs@chicagoinspectorgeneral.org). If there is more than one open position in which you are interested, you may apply for more than one title by submitting an individual email for each title.

### **Application Deadlines**

**NOTE: NDLS DEADLINE TO APPLY FOR ND LAW IN CHICAGO IS NOT FEWER THAN 60 DAYS PRIOR TO START OF SEMESTER.**

|                                   |  |
|-----------------------------------|--|
| OIG deadline for Fall semester:   | July 15, 2016, with start date of Sept. 6, 2016.     |
| OIG deadline for Spring semester: | November 15, 2016, with start date of Jan. 17, 2017. |

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions.

**Site:** Circuit Court of Cook County  
**Web Site:** [www.cookcountycourt.org/HOME/InternshipsExternships.aspx](http://www.cookcountycourt.org/HOME/InternshipsExternships.aspx)

### Important

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### Description

Judicial externs work in chambers for a judge in exchange for school credit and to gain experience working in the court system. Externs perform such tasks as file evaluation, legal research or preparation of memoranda. Externs may work along with staff attorneys or directly and solely with a judge. Time commitments are determined by the supervising judge or legal staff. Students who have completed the first year of studies in good academic standing may apply for a judicial externship.

The court will assign externs to a particular judge. One judge who has accepted NDLS externs in the past is Judge Sanjay Tailor, Law Division, whose courtroom handles commercial litigation matters. Students interested specifically in an externship with Judge Tailor should speak with Professor Jones before filing an application.

### Application Process

See <http://www.cookcountycourt.org/HOME/InternshipsExternships.aspx>.

- Apply directly to the Circuit Court of Cook County.
- Submit a cover letter, resume, and a writing sample. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. These documents may be hand delivered, mailed, emailed or faxed.
- Receive an electronic acknowledgement or received documents;
- Submitted documents are reviewed;
- Interviews are conducted, either by telephone or in person;
- Persons offered a position are required to submit to pre-screening tests which include a background check and a drug test. These can only be scheduled by the Circuit Court of Cook County.

### Application Deadline

Fall: July 1st

Spring: November 1st

NDLS students are encouraged to apply as early as possible to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. **In no case should students apply less than 60 days before the start of the semester.**

### Questions

Please contact NDLS Externship Coordinator Cathy Kustner with any questions: [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301. If you have questions about the site, please contact Melanie Wheeler, Director of Administrative and Support Services, Office: (312) 603-3587, Fax: (312) 603-4878, Email: [Melanie.Wheeler@cookcountyil.gov](mailto:Melanie.Wheeler@cookcountyil.gov)

**Site:** City of Chicago Law Department  
**Web Site:** [www.cityofchicago.org/dol](http://www.cityofchicago.org/dol)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Law Department serves the Mayor, the City Departments, Boards and Commissioners and the City Council as they establish and administer policies and programs to benefit Chicago residents. The Law Department's clients are the City's more than forty Departments, as well as its agencies and officials.

The Department employs approximately 250 lawyers that handle litigation, transactional, and legislative projects, and enforce the Municipal Code.

Few law offices can match the breadth of this practice. They litigate cases in every federal, state, and administrative courtroom in the City. Their transactional lawyers routinely work in conjunction with colleagues in the Department's legislative section on complex deals involving large-scale public projects. Their service takes many forms, from helping communities through effective ordinance preparation and enforcement, to providing City departments with legal advice.

There are 14 different practice divisions. They offer both transactional and litigation opportunities. A number of divisions allow students to practice with a 711 license. The divisions include:

- Appeals;
- Aviation, Environmental, Regulatory & Contracts;
- Building and License Enforcement;
- Collections, Ownership and Administrative Litigation;
- Constitutional & Commercial Litigation;
- Employment Litigation;
- Federal Civil Rights Litigation;
- Finance & Economic Development;
- Labor;
- Legal Counsel;
- Legal Information and Prosecutions;
- Real Estate;
- Revenue Litigation;
- Torts.

To learn more about the various Divisions within the Department of Law and the work that they handle, please check out the Litigation, Prosecution and Transactional Division links found under "What We Do" at [www.cityofchicago.org/dol](http://www.cityofchicago.org/dol).

A few divisions, including Employment Litigation, Federal Civil Rights Litigation and Torts, offer the possibility of using a student practice license (711 license).

### **Application Process**

Students apply directly to the City of Chicago Department of Law. To apply for one of these volunteer programs, please visit [www.cityofchicago.org/dol](http://www.cityofchicago.org/dol) (select the Externship, Post-Graduate Fellowship and Volunteer Programs link under "Supporting Information") and then click the desired volunteer program for further information, including the application process. Applicants are requested to submit: Cover letter, indicating that your application is for the

Externship Program, and stating your division preference, and specifying that the ND Law in Chicago externship requires 32 field-work hours/week for the semester; Resume; Law School Transcript; One writing sample (see Writing Sample Policy posted on website).

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

The City of Chicago Department of Law has the ability to accommodate a large number of externs. Some smaller divisions tend to fill up more quickly than others. Even though there is no formal application deadline, students are encouraged to apply early in order to maximize the chance of obtaining a position in the student's first choice of divisions.

The City typically makes decisions close to the beginning of the semester in which the student wishes to participate. Students should be aware that while NDLS students have often been placed with the City, they are likely to receive notice fairly late in the NDLS process.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Cook County Public Defender's Office  
**Web Site:** [www.cookcountyil.gov/public-defender-law-office-of/employment-with-the-public-defender-2](http://www.cookcountyil.gov/public-defender-law-office-of/employment-with-the-public-defender-2)

### **Important**

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### **Description**

The mission of the Law Office of the Cook County Public Defender is to protect the rights, liberties and dignity of each person whose case has been entrusted to us by providing the finest legal representation. Our clients are accused of offenses ranging from traffic and misdemeanor charges to capital murder. The Office was established in 1930 and defends poor people in the largest unified court system in the world.

The Law Office is currently organized into several divisions: Juvenile Justice; Felony Trial; Multiple Defendants; First Municipal (Misdemeanor, Traffic, Domestic Violence), Professional Development, Civil (Child Protection, Paternity, Mental Health), Legal Residence (Appeals and Post-Conviction); Forensic Science; Homicide Task Force; Investigations; and Five Suburban Divisions.

Applicants should have a demonstrated interest in working with the poor.

### **Application Process**

The Public Defender's Office posts application information online at <http://www.cookcountyil.gov/public-defender-law-office-of/volunteer-program/>.

All applicants are required to provide the following documents electronically via PDF attachment: cover letter, transcript (official or unofficial), resume, volunteer application, and Rule 711 certificate application.

Students should apply directly to the Public Defender's Office. **STUDENTS SHOULD INDICATE PROMINENTLY IN THEIR COVER LETTERS THAT THEY ARE PARTICIPATING IN THE NOTRE DAME LAW IN CHICAGO PROGRAM, WHICH REQUIRES A 32-HOUR PER WEEK FIELD PLACEMENT.**

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Cook County Public Guardian  
**Web Site:** [www.publicguardian.org/employment](http://www.publicguardian.org/employment)

### **Important**

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### **Description**

There are two divisions: Adult Guardianship, and Juvenile and Domestic Relations.

**The Adult Guardianship Division** offers a unique opportunity to law students. Attorneys in the Adult Guardianship Division represent the Public Guardian in his capacity as guardian of disabled adults. While attorneys primarily handle guardianship matters in the Probate Division of the Circuit Court of Cook County, they often find themselves representing the Public Guardian on behalf of the disabled adults in other divisions such as Municipal, Chancery, and Domestic Relations, to name a few. As law clerks in the Adult Guardianship Division, students assist attorneys by conducting legal research, drafting memoranda, motions and other legal pleadings, and preparing for trial or other hearings. Student law clerks are also offered the unique opportunity to accompany attorneys in the field to conduct real property inspections, visit with disabled adults at their residence, and attend meetings with other professionals working with the disabled adults. A law student with a license under Supreme Court Rule 711 may appear before the court supervised by one of the Adult Guardianship attorneys. All student law clerks are provided in-house training at the start of the clerkship and are mentored by the attorneys. All clerkships are unpaid.

**TO APPLY:** Interested law students should submit a cover letter (specify that the ND Law in Chicago program requires 32 fieldwork hours/week) and resume to: Office of the Cook County Public Guardian, Attn: Legal Internship Coordinator, 69 West Washington Street, Suite 700, Chicago, Illinois 60602.

**The Juvenile and Domestic Relations Division** welcome law clerks throughout the year to assist in representing clients from birth to age 21. Volunteers, grant recipients and students working for credit are encouraged to apply. The law clerk program is designed to provide students with practical experience. Law clerks may request to be assigned to the Juvenile Division, Appeals Unit or the Domestic Relations Division. Duties may include drafting motions and other court documents, legal research, case preparation, interviewing witnesses and otherwise assisting experienced attorneys in advocating for children and youth. Students with a license issued pursuant to Illinois Supreme Court Rule 711 may appear in court under the supervision of a licensed attorney and receive training to interview child clients. All law clerks participate in an orientation and formal training. In addition, each law clerk receives performance evaluations. Law clerks must be enrolled in an accredited law school, possess the ability to communicate and work with attorneys and other professional staff, demonstrate excellent oral and written communication skills and show enthusiasm and assertiveness.

**TO APPLY:** Volunteers, grant recipients and students working for credit may submit a cover letter (specify that the ND Law in Chicago program requires 32 fieldwork hours/week) and resume via email, fax or mail to the Office of the Cook County Public Guardian, 2245 West Ogden Avenue, 4th Floor, Chicago, Illinois 60612, Attn: Bernadette Phillips, Coordinator, Law Clerk Program, [bphillips@cookcountygov.com](mailto:bphillips@cookcountygov.com), 312-433-5144, fax: 312-433-5129.

**Application Process** - Differs by division; see above.

### **Application Deadline**

Deadlines for submitting applications are:

November 15th for Spring clerkships, April 15th for Summer clerkships, and July 15th for Fall clerkships.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Cook County State's Attorney's Office  
**Web Site:** [www.statesattorney.org/clerkprogramprocess](http://www.statesattorney.org/clerkprogramprocess)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Extern in the nation's second-largest prosecutor's office. Approximately 900 attorneys. The Cook County State's Attorney's Office secures justice for crime victims; promotes civil protection for the disabled, the elderly and consumers; serves as legal representation for a county government that is larger than 44 state governments.

If you are a law school student and have completed at one-half of the total, hourly credits required for graduation, you are eligible to apply for the 711 license. While clerking for the Office of the Cook County State's Attorney, you will be eligible to handle your own cases under the supervision of an Assistant State's Attorney. Please contact your law school registrar office for more information on how to obtain a 711 license. Given that the Office of the Cook County State's Attorney is the second largest county prosecutor's office in the nation, there is no shortage of opportunities for clerks with 711 licenses to gain excellent hands-on courtroom experience.

All applications are subject to an adult and juvenile background check and review. Applicants are contacted for an interview after materials have been received. Students are asked to rank where they would like to work, however, they will be assigned based on the needs of the office.

### **Application Process**

A completed application consists of the following:

An Application Form (go to <http://www.statesattorney.org/clerkprogramprocess.html>)

A signed and dated Release Form (electronic signatures will not be accepted)

Current Resume

At least one letter of recommendation from a Professor or Employer

A Current Transcript

Additionally, Law School students must include a Legal Writing Sample (not to exceed five pages).

Please note if any materials will be sent separately. Incomplete applications will not be considered. Application not postmarked by the deadline will not be considered.

Please return your completed application to:

Office of the Cook County State's Attorney

Attn: Clerkship Program

69 W. Washington, suite 3200

Chicago, Illinois 60602

[saointerns@cookcountyil.gov](mailto:saointerns@cookcountyil.gov)

**Application Deadlines:** Fall: July 1; Spring: Nov. 1. NDLS students are encouraged to apply as early as possible to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. **In no case should students apply less than 60 days before the start of the semester.**

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:

[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Domestic Violence Legal Clinic  
**Web Site:** [www.dvlcchicago.org](http://www.dvlcchicago.org)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Domestic Violence Legal Clinic (DVLC) is dedicated to keeping families safe by using the legal system to combat domestic violence. DVLC has a long history of providing legal services to low-income residents of Cook County. We use our location at the Cook County Domestic Violence Courthouse (555 W. Harrison, Chicago) to provide same-day service for survivors of domestic violence by representing them in Orders of Protection. DVLC also provides comprehensive family law services, immigration assistance, and client support services to survivors of domestic violence.

This is an intensive externship that provides a unique opportunity for professional development and career exploration. Students provide direct representation to victims of domestic violence in the DVLC's Order of Protection Clinic. Students interview and counsel clients, draft pleadings, and conduct hearings on protective order petitions. Students work under the supervision of an attorney who serves in a mentoring role by providing guidance and careful oversight of the student's legal work, by engaging the student in reflection on broader questions raised by the office's work, and by providing detailed feedback on the student's performance.

Externs must be responsible, detail-oriented, motivated individuals capable of working autonomously.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Danielle Parisi Ruffatto  
Pro Bono Director  
Domestic Violence Legal Clinic  
555 W. Harrison, Suite 1900  
Chicago, IL 60607  
[druffatto@dvlcchicago.org](mailto:druffatto@dvlcchicago.org)  
(312) 325-9155

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Environmental Law and Policy Center  
**Web Site:** www.elpc.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Environmental Law and Policy Center (ELPC) is a leading Midwestern public interest environmental legal advocacy and eco-business innovation organization. ELPC develops and leads successful strategic environmental advocacy campaigns to improve environmental quality and protect our natural heritage. They are public interest environmental entrepreneurs who engage in creative business deal making with diverse interests to put into practice our belief that environmental progress and economic development can be achieved together. ELPC's multidisciplinary staff of talented and experienced public interest attorneys, environmental business specialists, public policy advocates, and communications specialists brings a strong and effective combination of skills to solve environmental problems and improve the quality of life.

Externs engage primarily in legal research and writing projects in support of ELPC's litigation and policy advocacy throughout the Midwest, while participating more broadly in office activities and attending hearings and public meetings.

Qualifications: Applicants should have a strong academic record, excellent writing and analytical skills, and a demonstrated interest in and commitment to public interest and environmental advocacy. ELPC is an equal opportunity employer and is continually seeking to diversify its staff.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Colleen Belak  
Environmental Law and Policy Center  
35 E. Wacker Drive  
Chicago, IL 60601  
lawinternships@elpc.org  
(312) 673-6500

NOTE: ELPC also accepts applications through the Chicago-based Public Interest Law Initiative (PILI). PILI application requirements are posted at [www.pili-law.org](http://www.pili-law.org).

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Equal Employment Opportunity Commission  
**Web Site:** [www.eeoc.gov](http://www.eeoc.gov)  
**Chicago Externships:** [www.eeoc.gov/eeoc/jobs/intern-chicago](http://www.eeoc.gov/eeoc/jobs/intern-chicago)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Interns in the Legal Unit will work with Trial Attorneys engaged in litigation against employers for violations of Title VII, the ADEA and the ADA. This work will mostly be legal research and writing. Students may assist in interviewing claimants or witnesses, help prepare discovery responses based on those interviews, or help prepare claimants or witnesses for deposition. Occasionally, students may be asked to abstract depositions and develop fact responses for defending against motions for summary judgment. Students may also work with Administrative Judges hearing charges of discrimination brought by federal employees or with enforcement staff who are involved in investigating Charges of Discrimination.

In addition to the legal assignments, interns are given the opportunity to observe different aspects of agency functions. Depending on availability and schedules, students will sit in on intake interviews, mediation sessions, Administrative Hearings, court hearings on routine and contested matters, and, sometimes, trials. Students will also have ample opportunities to observe depositions. When possible, students are encouraged to observe activities that build upon work they have performed. For example, if a student has provided research on a motion, they are encouraged to attend court when the motion is heard. If they have interviewed witnesses on a case, they are encouraged to then sit in on depositions related to that case. The District works to ensure that students are given a wide variety of work and the opportunity to interact with as many different attorneys and staff members as possible. Students are usually assigned a mentor, though the decision to make use of a mentor rests solely with the student.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week. Send a cover letter, resume, and unofficial transcript to:

Ethan Cohen  
EEOC  
Chicago District Office  
500 W. Madison, Room 2800  
Chicago, IL 60661  
[ethan.cohen@eeoc.gov](mailto:ethan.cohen@eeoc.gov)  
(312) 353-2713

### **Application Deadline**

Generally, they use a May 1st deadline for Fall semester. Fall semester is more competitive than spring. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

**Questions** Please contact NDLS Externship Coordinator Cathy Kustner with any questions.

**Site:** Equip for Equality  
**Web Site:** [www.equipforequality.org](http://www.equipforequality.org)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Equip for Equality, Inc. is a private nonprofit, statewide organization whose mission is to advance the human and civil rights of people with disabilities by promoting the principles of equality, self-determination, and dignity. The five substantive priority areas of Equip for Equality are discrimination, community integration, safety from abuse and neglect, special education and self-determination.

Equip for Equality has a Legal Department that engages in a wide range of services for people with disabilities including information and referral, self-advocacy assistance, legal advice, negotiation, and direct representation. The direct representation includes representation in administrative, state and federal forums. The Legal Department balances the requests for direct legal services with pro-active, impact litigation seeking systemic change.

Equip for Equality also has a Public Policy Department that works to achieve changes in state legislation, public policies, and programs to safeguard individual rights. Program personnel draft and secure passage of state legislation and participate in state regulatory and policy-making processes.

Equip for Equality provides students with a comprehensive legal experience in traditional legal research and writing, as well as significant opportunities in the practical aspects of disability legal and public policy work. The information below describes their three legal teams.

### **Equip for Equality's Legal Teams**

#### **Abuse Investigation Unit**

In 2002, Equip for Equality established the Abuse Investigation Unit to address systemic issues of abuse, neglect and rights violations, including death investigations. The bulk of AIU's work is done through systemic investigative activity. Systemic investigative activity includes conducting unannounced site visits to public and private facilities to uncover dangerous conditions and practices through observation, interviews and record reviews and to develop recommendations to address the identified problems. Systemic advocacy is provided in response to a variety of problems to ensure that people with disabilities are safe, receiving quality services and that their rights are protected. This advocacy is provided during client interviews and on site in facilities, through informal negotiations and in treatment meetings.

#### **Civil Rights Team**

The Civil Rights Team (CRT) focuses on four major legal areas for people with disabilities: anti-discrimination, community integration, self-determination and abuse/neglect. Under anti-discrimination, CRT handles cases in which people with disabilities have been treated differently because of their disabilities in such areas as employment, transportation, voting, state and local government programs, access to private businesses and housing. CRT is currently litigating two class actions on behalf of prisoners – one for people with mental illness and one for people who are deaf. In community integration, CRT works with people with disabilities seeking to live in more integrated settings with the supports they need to be successful. CRT is currently litigating three community integration class actions on this issue. In self-determination, EFE represents people with disabilities to help them achieve their goals and limit any unnecessary restrictions to make choices, particularly within the context of adult

guardianship. To complement the Abuse Investigation Unit's systemic work, CRT handles individual cases of abuse, neglect and financial exploitation, including by securing orders of protection.

### **Special Education Clinic**

Students in Illinois continue to face barriers to receiving a free and appropriate public education in the least restrictive environment as mandated by federal law. These barriers are especially acute because of the limited resources for people with disabilities to secure legal representation. Components of the Special Education Clinic include: 1) A telephone Helpline to provide advice, self-advocacy assistance, information and referrals; 2) An accessible website with special education resources; 3) Special education training seminars for parents and students; 4) Written materials with legal rights information; and 5) Legal representation in selected individual cases through EFE staff and a pro bono network.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Mr. Barry C. Taylor

Vice President

Equip for Equality

20 North Michigan Avenue, Suite 300

Chicago, Illinois 60602

barryt@equipforequality.org

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:

ckustner@nd.edu, 574-631-9301

**Site:** Financial Industry Regulatory Authority  
**Web Site:** www.FINRA.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

FINRA is the Financial Industry Regulatory Authority. FINRA's mission is to safeguard the investing public against fraud and bad practices. They write and enforce rules and regulations for every brokerage firm and broker in the United States, and examine broker-dealers for compliance with FINRA rules, federal securities laws and rules of the Municipal Securities Rule-making Board. FINRA also educates and informs investors, and resolves security disputes.

While a law degree is not required for the job responsibilities, most of the employees in the department both have a law degree, and are licensed attorneys. This position will especially be more appealing to those applicants who desire to work in the securities industry, but those interested in the strict practice of law will find the externship very beneficial.

**Job Summary:** The Externship Program for the Department of Enforcement is designed for students who have an interest in securities law and regulation. The Extern will assist attorneys and investigative staff to investigate and initiate enforcement actions against FINRA regulated firms and associated individuals (typically, stockbrokers). The Extern, while working under the supervision of an Enforcement attorney, will be given an opportunity to perform all of the tasks undertaken by Enforcement attorneys, including being assigned his or her own cases to resolve.

Externs perform a variety of tasks including legal research and writing and document review, as well as assisting staff to prepare for investigative testimony and hearings. Externs will analyze whether a disciplinary action should be brought against a firm and/or broker, and draft the settlement agreement or Complaint. Externs will also draft the internal memoranda required to obtain approval of the settlement agreement or draft Complaint. Externs may also draft pleadings and digest transcripts. Opportunities to observe on-the-record interviews, settlement negotiations, and hearings are made available to Externs.

**Qualifications:** A working knowledge of relevant rules and regulations enforced by FINRA would be helpful, as would a working knowledge of securities markets, member firm operations, books and records. However, knowledge of securities law or brokerage regulations is not required. Securities industry experience is a plus, of course. Excellent writing skills, analysis, research skills, attention to detail, and ability to organize and multitask are required. Those interested in litigation are encouraged to apply. Candidate should have effective communication, time management, and organizational skills. He or she should also have the ability to work with others to meet deadlines, and the ability to perform multiple tasks efficiently and accurately.

### **Application Process**

- Go to [www.finra.org](http://www.finra.org),
- under CAREERS, look for Externships (NOT internships)
- APPLY NOW
- My Account Options (look up top to find this link)
- New User (look at the bottom to find this button);
- Enter the information to set up your account and proceed.

Please submit the following:

(1) A cover letter outlining your area of interest, what you hope to achieve through this program, what you can contribute to the organization, and your current GPA. Specify that the ND Law in Chicago externship requires 32

field-work hours/week for the semester.

(2) Your current resume.

(3) FYI, a transcript is not required with the initial resume submission, but students selected for an interview will need to submit one at that time.

(4) Additionally, send an email to Senior Regional Counsel Dale Glanzman with your application materials, and let him know you have already submitted your application through their website: [dale.glanzman@finra.org](mailto:dale.glanzman@finra.org); phone: 312-899-4312.

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Gas Technology Institute  
**Web Site:** www.gastechnology.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

In its 75<sup>th</sup> year, the Gas Technology Institute (GTI) is the leading research, development and training organization addressing energy and environmental challenges to enable a secure, abundant and affordable energy future. GTI's mission is to expand the supply of affordable natural gas and renewable energy, ensuring a safe and reliable energy delivery infrastructure, promoting the clean and efficient use of energy resources and reducing carbon emissions. GTI performs research and services for federal/state/local governments, utilities and companies in the energy industry. Additionally, GTI provides project planning, education and consulting support. Within the last two years, GTI has made a number of acquisitions in the energy efficiency and terrestrial energy space which are transforming the company into a larger, more diversified and forward looking enterprise with annual revenues approaching \$100 million. GTI provides services at every phase of the technology development cycle – from concept to commercialization. GTI's 280,000 square-foot headquarters in Des Plaines, Illinois is home to over 20 specialized laboratories with equipment for research and development, testing and analysis of energy technology. GTI also has multiple business lines in California as well as a subsidiary in New York and a variety of offices located throughout the United States.

### **GTI Legal Department & Position Responsibilities**

GTI's legal department is headed by Peter N. Witty ('89, '97JD) who requires that GTI Legal be a proactive, strategic partner to the business. GTI Legal has four pillars: (1) assume good intentions; (2) debate openly, honestly and completely; (3) decide objectively and transparently; and (4) align and follow through. The GTI Legal department has 10 people: 6 attorneys, a manager of government contracting; a licensing and commercialization manager and 2 paralegals. The vast majority of work performed by the GTI Legal department is contract work and an intern/extern will be exposed to the review, drafting and negotiating of sponsor and procurement contracts along with NDA's, field test, co-funding and material transfer agreements. He/she will also assist in advising project managers on legal matters, oversee routine processing of agreements/projects, review the work of contract administrators and paralegals and assist in the review and development of form agreements. The intern/extern will work both independently and in a team setting.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week. Send a cover letter, resume, and unofficial transcript to:

Peter N. Witty  
General Counsel and Corporate Secretary  
Gas Technology Institute  
1700 South Mount Prospect Road  
Des Plaines, Illinois 60018  
T: (847) 768-0700  
peter.witty@gastechnology.org

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester. Contact NDLS Externship Coordinator Cathy Kustner with any questions.

**Site:** Illinois Attorney General's Office  
**Web Site:** [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Illinois Attorney General's office is the highest legal officer of the state of Illinois. The Attorney General is responsible for providing legal counsel for the various state agencies including the Governor of Illinois and Illinois General Assembly, and conducting all legal affairs pertaining to the state.

Working closely with attorneys in the Chicago office, externs investigate facts, review documents, research legal issues, and draft legal memoranda, correspondence, and pleadings. Advanced students who qualify for a 711 license are encouraged to obtain such a license so that they may appear in court under the supervision of an Assistant Attorney General.

Qualifications: first, you must be a current law student. Second, you must commit to working at least 12 hours per week for 8 consecutive weeks during the fall and spring semesters; you must commit to working at least 16 hours per week for 10 consecutive weeks during the summer. Please note many law clerks work more hours and more weeks than this, and some preference may be given to law students who are able to commit to working more than the minimum number of hours and weeks.

For entry-level positions, the Attorney General looks for externship or clinical background. Prefer interest in the public interest especially for the consumer division, or governmental work. It is helpful to have 711 work. Externs may be able to observe hearings.

### **Application Process**

Application forms and instructions are available on the Attorney General's website at [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov). Print out and complete an application form (specify that the ND Law in Chicago externship requires 32 field-work hours/week), attach relevant documents, and mail the entire packet to the Attorney General's Office at the address provided on the application form.

### **Application Deadlines:**

Fall - September 1st (they usually don't take applications before July);

Spring - December 1st for Spring semester.

NDLS applicants are encouraged to apply much earlier to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions: [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301. Inquiries may also be directed to Adelaida Otero at 312-814-5197, [aotero@atg.state.il.us](mailto:aotero@atg.state.il.us)

**Site:** Illinois Department of Public Health  
**Web Site:** www.idph.state.il.us

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Protects the state's residents and visitors through the prevention and control of disease and injury; regulates health care facilities (nursing homes, hospitals); enforces environmental laws (water safety, asbestos and lead abatement); participates in the implementation of the state's Medical Cannabis Pilot Program; oversees preparedness for public health emergencies; coordinates and directs state-wide efforts with respect to Women's Health and Family Services; works with Attorney General's Office and other federal and state agencies.

Main Areas of Practice: Health Care; Regulatory; Legislation; Administrative Law; Litigation; Environmental Law; Transactional law (Contracts, Grants)

### **Job Description and Candidate Criteria:**

The Department of Public Health seeks articulate, enthusiastic 2L, 3L, and 4L students who are interested in all aspects of public health to assist with (1) litigation / enforcement matters, including legal research, brief writing, and administrative hearings; (2) policy / legislative matters, including issues relating to reviewing, drafting, amending, and implementing statutes and administrative rules; and (3) performing legal research and drafting analytical memoranda on a wide variety of public health issues. This position requires proficiency with LexisNexis or Westlaw, the ability to conduct legal research and analysis, intermediate computer skills (Word, Excel, and Outlook), the ability to discuss legal issues and strategies, and a willingness to participate actively as a member of a small, dynamic legal team. Applicants must have completed at least their 1L year. A 711 license is helpful but not required. Reliability is expected. Time commitment commensurate with credit earned (if any) is also expected.

### **Application Process**

Applications should include the following materials as either Word or PDF attachments: cover letter, resume, law school transcript (unofficial is acceptable), and writing sample (no longer than 8 pages).

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, unofficial transcript and writing sample (no longer than 8 pages) to:

Allan V. Abinoja; Deputy General Counsel  
Ethics Officer; Division of Legal Services  
Illinois Department of Public Health  
122 South Michigan Avenue, 7th floor  
Chicago, IL 60603  
(312) 814-8996 tel, direct  
(312) 814-1503 fax  
allan.abinoja@illinois.gov

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

**Questions:** Please contact NDLS Externship Coordinator Cathy Kustner with any questions.

**Site:** Internal Revenue Service  
**Web Site:** www.irs.gov

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Law students who are interested in Tax Law are invited to participate in this program. Their program allows law students and LL.M. candidates to volunteer on either a part-time or full-time basis during the fall, spring, and summer semesters.

Their externship provides an opportunity for law students to obtain a productive legal work experience while gaining a familiarity with the Chief Counsel organization and its work. The program helps students improve their ability to identify, understand, and analyze federal tax issues as well as enhance their legal research and writing.

For more detailed information on the program requirements and application process, please see the attached document. Also, attached is a standard. Applicants are required to submit Form 6524 in addition to other application materials, such as a resume, writing sample, letter(s) of recommendation (optional), and the most recent school transcript.

Three main divisions: Large Business & International; Small Business/Self Employed, Tax Exempt and Government Entities.

Qualifications: U.S. citizenship; security clearance.

### **Application Process**

See detailed IRS procedures at: <http://jobs.irs.gov/student/occ-apply.html>. Note that they require their own Office of Chief Counsel Application (Form 6524) and Declaration for Federal Employment (Form OF-306), both of which are posted on this web-site. Students also need to submit a resume, unofficial transcript, and a writing sample of 5-10 pages. Letters of recommendation are optional.

### **Application Deadline**

IRS specifies June 30, 2016 as the deadline for the Fall 2016 semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions: [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Legal Assistance Foundation of Chicago  
**Web Site:** www.lafchicago.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

With over 100 staff attorneys, the Legal Assistance Foundation of Chicago (LAF) is the primary provider of low income legal services in the metropolitan Chicago area. LAF offers a range of legal services in five main areas of law:

Children & Families: Orders of protection; custody and divorce involving domestic violence or child endangerment, DCFS investigations of parents or caregivers, special education and school discipline, elder abuse, and expungement of juvenile criminal records

Consumer: Foreclosures, utilities, bankruptcy, unfair debt collection, consumer fraud, and car title & payday loans.

Housing: Subsidized housing, discrimination, disability accommodation, eviction from mobile home parks, housing protection for seniors, veterans, and people living with HIV/AIDS.

Immigrants & Workers' Rights: Unemployment insurance benefits, discrimination, wage claims, legal needs of migrant agricultural and landscape workers, and immigration relief through VAWA, U-Visa, and T-Visa applications.

Public Benefits: SNAP (Food Stamp) and TANF (cash) denials, calculations, overpayments, and sanctions; Medicaid and Medicare issues; SSI and Social Security issues; VA benefits, and Crime Victim Compensation.

Students may obtain and use 711 licenses at LAF.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, and writing sample:

Lisa Palumbo

Supervising Attorney

Legal Assistance Foundation of Chicago

120 S. LaSalle St; Suite 900

Chicago, IL 60603

lpalumbo@lafchicago.org

tel 312-347-8374

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

**Questions:** Please contact NDLS Externship Coordinator Cathy Kustner with any questions.

**Site:** Levy Restaurants  
**Web Site:** [www.levyrestaurants.com](http://www.levyrestaurants.com)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Levy Restaurants is a company that owns several restaurant locations, including Jake Melnick's and Spiaggia, and provides food services for large entertainment centers. They provide the food for twenty-three out of thirty NBA stadiums and are in 120 stadiums total. Levy is in most of Chicago's stadiums, except for the Bears. Their current goal is to get into more college sports stadiums and have a bid for Notre Dame.

Levy's offices are located at 980 N. Michigan, right above Spiaggia restaurant. They have four lawyers total in the office, and have a fun feel. There is a big shuffleboard in the lobby and a beer station, they have happy hours on Fridays, and dress in jeans all week. They have a big law feel and so it is important that whoever goes there is interested in working at a big law firm.

Levy likes to take on as many interns as possible but they need to be good people who are "street smart". Their ideal extern would be someone who has worked in hospitality, including as a waiter or bartender. They want someone who is sociable and good at making business decisions. Levy wants externs to be excited about the work that the company does, and place a great deal of importance on the social skills of their externs.

Externs will work on contract negotiation and catering contracts in particular. Externs are often assigned to working with clients on renegotiating the terms of their contract. One of the most exciting parts of the externship is working on joint venture agreements with sports teams. If someone is interested in sports law then this externship would be a great opportunity to start building those connections. Externs will also write summaries of master contracts and collective bargaining agreements. If there is an Equal Employment Opportunity Commission charge in Illinois then externs will gather facts on that. In addition, there is some merger and acquisition work that may get assigned to the externs.

Externs will mainly work with the two junior attorneys, who focus on liquor licensing and smaller contracts. The externs will get to go to happy hours and go the monthly lunch with the whole office in Spiaggia's private room.

### **Application Process**

Submit a resume and cover letter to Katelynn McBride, Program Director of Public Interest & Chicago Initiatives, at [Katelynn.mcbride@nd.edu](mailto:Katelynn.mcbride@nd.edu).

### **Application Details**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Merieux Nutrisciences Corporation  
**Web Site:** [www.merieuxnutrisciences.com/us/eng](http://www.merieuxnutrisciences.com/us/eng)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Merieux has an established externship program that continues through academic semester and summer, offering paid externships for the summer positions. This program takes two externs at a time.

Merieux is an international network of accredited labs that perform testing for the food and beverage industry. They test whether food is safe to eat, the chemistry of the food, and the caloric components. They ensure compliance with U.S. law and perform auditing for customers. Additionally, they do clinical trial work and ensure that suppliers have high quality products.

Merieux is in twenty-two countries and has ninety labs. The major shareholder is the Merieux family, originally connected with Louis Pasteur. They merged with Silicor and have since acquired several other companies located in the U.S., so there is a lot of merger and acquisition work to be done.

Merieux has four attorneys in Chicago, including their general counsel, international attorney, U.S. focused attorney, and a part-time attorney. They also have one lawyer in France and one in Brazil.

At Merieux externs are taken to meetings and involved in real work. Externs will work on due diligence, writing letters to the seller, closing checklists, financing agreements with the bank, and corporate governance issues. The externship is heavy on mergers and acquisitions and externs work on all acquisition work internationally. Ideally, they like externs to stay for two semesters so that Merieux has one senior extern and one junior extern at a given time.

### **Application Process**

Submit a resume and cover letter to Kelly Silver, [Kelly.silver@mxns.com](mailto:Kelly.silver@mxns.com)

### **Application Deadline**

NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Metropolitan Pier Exposition Authority  
**Web Site:** www.mpea.com

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Metropolitan Pier and Exposition Authority (MPEA) is a municipal corporation created by the Illinois General Assembly. Its Board of Directors is appointed by the Governor of Illinois and the Mayor of Chicago. The Chairman is selected by the MPEA Board. The MPEA's mission is to attract trade shows, conventions, meetings, exhibitions and public events to the City of Chicago, and in the process, strengthen the economy of the area.

The MPEA owns two world-class facilities. Located along Chicago's lakefront, McCormick Place, the largest convention center in North America offers 2.6 million square feet of exhibition space, 173 meeting rooms, the 4,249-seat Arie Crown Theater and one of the largest ballrooms in the world. Historic Navy Pier is also the top-visited tourist and leisure destination in the Midwest. Navy Pier features 50 acres of park areas, gardens, restaurants, retail shops, cruise and charter boat docking, amusement park rides, a Ferris wheel, museums and a convention and meetings facility.

The Authority owns the 1,262-room Hyatt Regency McCormick Place, a Four Diamond, AAA-rated hotel, located on the McCormick Place campus providing on-site convenience for all McCormick Place visitors. A major project for 2016 and beyond is that MPEA is building a new basketball arena/events center and new 1,200 room hotel that will be operated by Marriott as a Marriott Marquis. There are a number of construction and commercial issues, including intellectual property law, that come up in conjunction with these projects.

Ideal for students interested in commercial law from either a transactional or litigation perspective would be happiest here. As MPEA is a municipal corporation, student would get exposure to government as well, but since nearly all of their operations involve working with a private firm, the commercial issues are what really keep them occupied.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

David Winters  
Chief Assistant Corporation Counsel  
Metropolitan Pier and Exposition Authority (MPEA)  
Corporate Center  
301 E. Cermak Rd.  
Chicago, IL 60616  
312-791-6092  
dwinters@mpea.com

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester. Contact NDLS Externship Coordinator Cathy Kustner with any questions: ckustner@nd.edu, 574-631-9301

**Site:** National Association of Realtors  
**Web Site:** [www.realtor.org](http://www.realtor.org)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The National Association of Realtors is headquartered in Chicago, but has an office in D.C. for lobbying. In Chicago, their office is located on Michigan Avenue and is in a building solely dedicated to the National Association of Realtors.

Externs do a great deal of IP work, including protecting the Realtor trademark and copyright work. Externs will also work on legal research assignments and lobbying issues. Previous extern projects include researching one and two party consent laws to assess the legality of open house filming and researching whether the National Realtors Association had to file as a committee to give money to campaigns. Generally, at least thirty percent of the work externs do will be IP and the rest will be legal research projects and lobbying.

There are six attorneys in the office. They take two externs during the semester and summer. This office has a high retention rate, with multiple employees who have been at the office for over thirty years.

### **Application Process**

Submit a resume and cover letter to Finley Maxson, [fmaxson@realtors.org](mailto:fmaxson@realtors.org).

### **Application Deadline**

NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** National Immigrant Justice Center (Heartland Alliance)  
**Web Sites:** www.heartlandalliance.org  
www.immigrantjustice.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The National Immigrant Justice Center (NIJC), a Heartland Alliance Program, is one of the nation's leading immigrant advocacy organizations. The NIJC is dedicated to ensuring human rights protections and access to justice for all immigrants, refugees and asylum seekers. NIJC provides direct legal services to and advocates for these populations through policy reform, impact litigation, and public education. Since its founding in 1985, NIJC has been unique in blending individual client advocacy with broad-based systematic change. NIJC policy is that vacancies are shortlisted on a first-come, first-served basis.

Preferred qualifications: Multi-lingual, preferably Spanish and/or French.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, unofficial transcript, unedited writing sample and list of references to:

Lisa Koop  
Associate Director of Legal Services  
National Immigrant Justice Center  
208 S. LaSalle, Suite 1300  
Chicago, IL 60604  
312-660-1321  
lkoop@heartlandalliance.org

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** Natural Resources Defense Council  
**Web Site:** [www.nrdc.org](http://www.nrdc.org)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

NRDC is a member-supported nonprofit organization that uses litigation, legislative and administrative advocacy, science, policy analysis, media, and grassroots organizing to fight for the environment and public health. In addition to Chicago, they have offices in New York, Washington DC, San Francisco, Santa Monica, Montana, and Beijing, China. They work on a wide range of environmental and public health issues, including protection of public lands and wildlife; control of air and water pollution; and promotion of clean energy and energy efficiency. More information about their work and advocacy priorities is available on their website, [www.nrdc.org](http://www.nrdc.org).

Chicago legal interns do legal research and writing to support litigation and policy advocacy, in collaboration with and under the supervision of NRDC lawyers. NRDC's Chicago-based lawyers work on a range of issues. Specific assignments depend on those lawyers' immediate priorities and needs. Interns typically work with several lawyers, but a single Chicago-based lawyer is responsible for coordinating assignments and making sure that each intern gets interesting, challenging, and varied work and timely feedback. Legal interns must be able to work at least two full business days a week over the course of an academic term in NRDC's Chicago office (downtown in the Civic Opera Building, at 20 North Wacker Drive). Full-time interns are welcome. These internships are unpaid, but they work with interns who are in law school to help them claim any available academic credit. Small stipends may be available.

**Qualifications:** You should be in or entering your second or third year of a J.D. program, in an advanced legal degree (such as an L.L.M.) program, or a recent graduate of such a program. You should have a strong academic record; well-developed writing, research, and interpersonal skills; and a demonstrated interest in and commitment to public service work or environmental and public health issues.

### **Application Process**

Create a profile on NRDC's OpenHire site at [www.nrdc.org/jobs](http://www.nrdc.org/jobs) and upload a cover letter, writing sample, resume, law school transcript and list of three references, at least one of whom should be a professional reference. Submit a writing sample that is entirely your own work and that does not reflect edits or inputs from others; drafts are fine. In your cover letter, explain how you learned about the opening, and specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Don't wait to apply, as they consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers. Only complete applications will be considered. If you run into trouble uploading your application, reach out to Customer Care by dialing 1-866-803-9663. No emails or faxes, please.

### **Application Deadline**

The deadline is April 29, 2016. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Northwestern Memorial Hospital  
**Web Site:** [www.nm.org/location/northwestern-memorial-hospital](http://www.nm.org/location/northwestern-memorial-hospital)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Office of Corporate Compliance & Integrity provides unpaid externship opportunities for law students during the summer, fall and spring academic semesters. Externs will have the opportunity to interact with compliance professionals and acquire experience working with health care regulations. Externs could expect to research regulations and the department's own precedent. It is likely that they would get to work on a project from start to finish.

The Office prefers to have externs for full days when they are there. They will consider taking a student in the *Lawyering Practice Externship* program, but it would have to be for a full day.

Candidates should have completed their first year of law school as well as prior health law coursework.

### **Application Process**

Interested students should submit their résumé, cover letter, and unofficial transcript addressed to Rayan Venkatesh, Manager, Corporate Compliance & Integrity, at [rvenkate@nm.org](mailto:rvenkate@nm.org).

### **Application Deadline**

NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** Rush University Medical Center  
**Web Site:** www.rush.edu

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Rush University Medical Center is a not-for-profit, 664-bed academic medical center in Chicago with four colleges and a community hospital in the suburbs. It is nationally and internationally known for many specialties of care and areas of research. Rush is consistently ranked among the nation's top hospitals in U.S. News & World Report. Rush has an in-house corporate counsel office that regularly accepts legal interns. An extern at Rush will support the Office of Legal Affairs through:

- Regulatory research and analysis of discrete issues
- Preparation of brief research summaries
- Contract review and drafting (limited)
- Amending and updating contracts
- Case law research to support litigation
- Policy review and revision
- Assistance with corporate compliance projects

A typical day for an extern might involve researching a healthcare regulatory issue, reviewing and amending contracts or policies, or meeting with an assigning attorney and hospital personnel to discuss a current hospital or university legal issue. An extern must be prepared to work independently on complex projects, manage multiple assignments at a time and meet deadlines. Intern projects require regular meetings with assigning attorneys regarding project progress and results.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, and unofficial transcript to:

Drew Elizabeth McCormick  
Senior Regulatory Counsel and  
Associate General Counsel  
Rush University Medical Center  
1700 West Van Buren Street, Suite 301  
Chicago, IL 60612  
tel (312) 942-2746  
fax (312) 942-4233  
drew\_mccormick@rush.edu

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** The Law Project of the Chicago Lawyers' Committee for Civil Rights  
**Web Site:** www.thelawproject.org

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

Launched in 1985, The Law Project (formerly The Community Economic Development Law Project) is a project of the Chicago Lawyers' Committee for Civil Rights Under Law, Inc., a prominent civil rights organization. The Law Project provides free, expert legal assistance to support community development efforts led by entrepreneurs and nonprofit organizations that generally do not have the resources to pay for legal services.

While legal advice is needed for real estate transactions, for securing tax exemption, starting a new business, entering into contracts, and managing personnel issues, most organizations in low-income neighborhoods cannot afford the high cost of these services. The Law Project fills this gap by linking lawyers from Chicago's major law firms and in-house corporate legal departments to organizations and entrepreneurs working to build stable communities. Our goal is to ensure that TLP clients receive high quality professional representation. The Law Project strengthens Chicago area communities by providing high-quality, pro bono legal services to community based nonprofits, small businesses and first-time homebuyers. In fulfilling this mission, The Law Project offers transactional attorneys meaningful pro bono opportunities.

In addition to direct legal services programs, The Law Project also provides regular workshops and training on legal issues affecting nonprofit organizations, small businesses entrepreneurs, and first time home buyers. The Law Project does not typically handle disputes or litigation.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume to:

Ms. Jody Adler

Director

The Law Project of the Chicago

Lawyers' Committee for Civil Rights

100 N. LaSalle Street; Suite 600

Chicago, IL 60602

Office - 312-202-3647

Fax - 312-630-1127

jadler@thelawproject.org

312-939-3638 ext. 227

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:

ckustner@nd.edu, 574-631-9301

**Site:** U.S. Attorney's Office for the Northern District of Illinois

**Web Site:** [www.justice.gov/usao/ln/interns.html](http://www.justice.gov/usao/ln/interns.html)

### **Important**

Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones. Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The USAO for the Northern District of Illinois is responsible for prosecuting all federal crimes within the district. The Office also represents the United States and its departments and agencies in civil proceedings filed in federal court and in the Seventh Circuit. The primary goals of the Law Student Intern Program are to provide law students with the greatest possible exposure to and participation in federal trial and appellate practice and to obtain excellent legal talent to assist the Office in handling its multitude of cases. For the Spring 2017 semester, the Office is offering intern positions to 13 law students. Students are required to work 16 hours a week for 12 weeks. All intern positions are uncompensated. Interns may not work at another legal job while working as an intern in the USAO.

The work of law student interns includes assisting in all aspects of trial preparation, legal research, writing memoranda of law, drafting pleadings and appellate briefs, assisting in preparation and taking of depositions, assisting in pre-trial conferences and the trials of civil and criminal cases.

### **Qualifications**

Intern positions are only offered to students who are enrolled in law school. Students must be 2L's or 3L's by the beginning of the Spring term. **Applicants must be U.S. citizens. Residency requirement:** For a total of 3 years (not necessarily consecutive years) of the past 5 years immediately prior to applying for a position, the applicant must have: 1) resided in the U.S.; or 2) worked for the U.S. overseas in a federal or military capacity; or 3) have been a dependent of a federal or military employee serving overseas. The Residency Requirement ensures an adequate background investigation can be completed. Due to the sensitive nature of the work performed by the Office, all offers to candidates are conditioned upon the successful completion of a required background investigation. Interns are not permitted to work in a legal capacity – public or private – during the internship.

### **Application Process**

All application packages **must be submitted via U.S. mail** to the district contact by the deadline. Resume, personal statement reflecting your background and your interest in participating in this program, legal writing sample, three letters of recommendation (preferably legal), and law school transcript (unofficial is acceptable). Recommendation letters, whether or not submitted in sealed envelopes, may be included by the student with the application materials. Please make every effort to include them with the application to avoid delay. First-year (2<sup>nd</sup> semester) law students must note when their grades will become available. They may be submitted at a later date.

#### **USAO Northern District of Illinois**

#### **Dirksen Federal Courthouse**

219 South Dearborn Street, 5th Floor

Chicago, IL 60604

ATTN: Monica LeKostaj, Administrative Assistant for the Law Student Intern Program

Telephone: (312) 353-1091

Email: [Monica.lekostaj@usdoj.gov](mailto:Monica.lekostaj@usdoj.gov) (for questions only)

**Application Deadline:** September 2<sup>nd</sup> for Spring 2017.

**Questions:** Please contact NDLS Externship Coordinator Cathy Kustner with any questions: [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** U.S. Commodity Future Trading Division of Enforcement

**Web Site:** [www.cftc.gov/lawregulation/enforcement/index](http://www.cftc.gov/lawregulation/enforcement/index)

### **Important**

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### **Description**

The Chicago office of the U.S. Commodity Futures Trading Commission's Division of Enforcement seeks applications from law students for Summer 2016 and Fall 2016 externships.

The Commission is an independent, non-partisan federal agency that protects market users and the public from fraud, manipulation, abusive practices, and systemic risk and fosters open, competitive, and financially sound markets. The Division of Enforcement investigates potential violations of the Commodity Exchange Act and Commission Regulations and, at the direction of the Commission, prosecutes alleged violations in U.S. District Courts across the country. The Division of Enforcement also provides expert and technical assistance with case development and trials to U.S. Attorneys, federal and state regulators, and international authorities.

Externs with the Division of Enforcement typically complete substantial legal research and writing projects, participate in civil case preparations and filings, assist attorneys and investigators with witness interviews, analyze investigative and discovery materials, attend depositions or hearings, and participate in educational training programs.

Prior to beginning an externship at the CFTC, applicants must have completed at least 2 semesters of law school, but not yet have graduated from their degree program. Offers are also contingent on an applicant's ability to demonstrate U.S. citizenship or permanent residency and successfully complete a background check. Finally, applicants must be able to receive course credit and/or federal work study funds for participation in the summer and/or fall externship.

### **Application Process**

To apply, interested law students should email a cover letter and resume by Thursday, June 30, 2016 to the below email address. Please specify whether applying for summer, fall, or both.

Allison Passman  
Senior Trial Attorney  
Division of Enforcement  
Commodity Futures Trading Commission  
[apassman@cftc.gov](mailto:apassman@cftc.gov)

### **Application Deadlines:**

Summer and Fall 2016: June 30, 2016

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** U.S. Department of Education, Office for Civil Rights  
**Web Site:** www2.ed.gov

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The U.S. Department of Education, Office for Civil Rights (OCR), enforces several federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age. Successful law externs will work with OCR attorneys and investigators on one or more teams in the Chicago Office to resolve discrimination complaints.

The legal extern will observe and participate in complainant and witness interviews, settlement and mediation discussions with all parties, and participate in drafting of documents pertinent to an OCR investigation. Externs may be able participate in local on-site investigations, and will assist with data analysis, engage in substantial legal research and be expected to adhere to the tight time-frames of the Department. The team attorney(s) with whom the intern will work will supervise the extern's work. The extern coordinator, the deputy chief attorney and chief attorney will also be available to assist the extern.

### **Application Process**

E-mail is the preferred way to submit applications. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, unofficial transcript and writing sample to:

Miguel Figueras  
Assistant Regional Attorney  
Inter Program Coordinator  
U.S. Department of Education  
Office for Civil Rights  
Midwestern Division/Chicago Office  
500 West Madison Street; Suite 1475  
Chicago, IL 60661  
miguel.figueras@ed.gov  
tel: 312-730-1560  
fax: 312-730-1576

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** U.S. Department of Labor, Office of the Solicitor, Region V  
**Web Site:** www.dol.gov

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Office of the Solicitor, Region V, handles most of the U.S. Department of Labor's trial litigation in the Midwest. The Office is responsible for litigation of statutory and regulatory enforcement actions. These matters are litigated under various statutes that include, but are not limited to, the Occupational Safety and Health Act, the Fair Labor Standards Act of 1938, as amended; the Employee Retirement Income Security Act, and the Mine Safety and Health Act.

A legal extern in our office gains practical legal experience by assisting program counsel and staff attorneys with 1) legal research; 2) developing cases for litigation through the use of written discovery, including drafting discovery requests and responses, and participating in discovery depositions; 3) drafting substantive motions, pleadings, settlement agreements, and other court filings; and 4) trial/mediation preparation and participation. A legal intern in our office would gain experience in a wide range of employment law areas.

There are approximately 25 attorneys working in the Chicago office, which is located across the street from the Dirksen Federal Courthouse.

Law students can do an externship with the U.S. Department of Labor in Fall, Spring or Summer. To be considered for a Spring or Summer term externship, candidates must 1) have started their 2nd year of law school; 2) demonstrate interest in employment law or public service; 3) demonstrate interest in trial-level litigation; 4) obtain school credit for the externship. The externship is unpaid.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, and unofficial transcript to:

David J. Tanury  
Attorney  
U.S. Department of Labor  
Office of the Solicitor, Region V  
230 S. Dearborn, Room 844  
Chicago, IL 60604  
tanury.david.j@dol.gov  
direct: 312.353.4454

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301

**Site:** U.S. Department of Homeland Security;  
U.S. Immigration and Customs Enforcement, Office of the Chief Counsel  
**Web Site:** [www.ice.gov](http://www.ice.gov)

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The United States Immigration and Customs Enforcement (ICE), Office of the Chief Counsel in Chicago, Illinois, is responsible for providing legal advice, training and services in cases related to the ICE mission in Illinois, Indiana, Kansas, Kentucky, Missouri, and Wisconsin. The office represents the United States in immigration removal proceedings, and provides legal support to ICE components focusing on customs, work-site enforcement, employment law, and administrative law. Legal externs assist in the representation of the United States government in immigration removal proceedings.

Legal externs can expect to research and write appellate briefs to the Board of Immigration Appeals; research and draft motions in pending cases; assemble exhibits for trial; research foreign country conditions; observe hearings of cases on which they are working or are interested in.

Qualifications: First-year (second semester), second-year, or third-year law students at time of application. Previous or concurrent course work in immigration law helpful, but not necessary. Excellent time management and legal writing experience preferred. Must be a U.S. citizen. Will be subject to a background investigation due to the sensitive nature of the work performed.

### **Application Process**

Cover letter (specify the semester for which you are applying, and specify that the ND Law in Chicago externship requires 32 field-work hours/week and), resume, transcript, and writing sample indicating dates when available and for which semester. Applications should be submitted to [occ-chi-applications@ice.dhs.gov](mailto:occ-chi-applications@ice.dhs.gov). All electronically submitted documents must be in MSWord or Adobe Acrobat format.

### **Application Deadline**

For Fall of 2016: Applications will be accepted between April 15, 2016, and May 30, 2016.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions: [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301. For questions about this particular site, please feel free to email [occ-chi-applications@ice.dhs.gov](mailto:occ-chi-applications@ice.dhs.gov)

**Site:** U.S. District Court for the Northern District of Illinois  
**Web Site:** [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

### **Important**

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### **Description**

Excellent opportunity for legal research and writing. Externs work with the Judge's law clerks to draft opinions and orders on behalf of the Judge. Externs will be assigned a fully-briefed motion (likely a motion to dismiss or a motion for summary judgment) and will be expected to review all relevant pleadings, identify and research the relevant legal and write a draft decision, with input and feedback from the assigning law clerk. Externs are also expected to attend the Judge's motion and status calls and any other hearings or trials set before the Judge. Externs also have the opportunity to observe court proceedings throughout the district court, as well as in the Seventh Circuit and the bankruptcy court. This is a "hands-on" opportunity in that externs work directly with law clerks and have regular interactions with the Judge. Externship is unpaid.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter and resume via email to:

Ms. Cathy Kustner  
NDLS Externship Coordinator  
University of Notre Dame  
Law School  
P.O. Box 780  
3110 Eck Hall of Law  
Notre Dame, IN 46556  
tel (574) 631-9301  
[ckustner@nd.edu](mailto:ckustner@nd.edu)

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** U.S. Environmental Protection Agency  
**Web Site:** [www.epa.gov/region05/orc](http://www.epa.gov/region05/orc)

### **Important**

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### **Description**

In the Chicago office of the U.S. EPA, all the legal externships are with the Office of Regional Counsel (ORC).

The large number of attorneys (about 100) in ORC means exposure to a variety of work and cases. The work includes matters arising under the federal environmental statutes. These are the same statutes often covered in the basic environmental law course, so the externship is a chance to put into practice what the extern has already learned (or is learning). Region 5 also has one of the strongest enforcement records within U.S. EPA; chances are, a Region 5 extern will work on an enforcement case.

Externs perform primarily legal research and writing to support the counseling and enforcement work of the attorneys in the ORC. They estimate that at least 75% of the work will use the extern's legal skills. Legal research will usually concentrate on case-specific issues. Legal writing may include: legal memos, information requests, dispositive motions, letters responding to Freedom of Information Act requests, and letters responding to correspondence from members of Congress or the public. Externs may also attend negotiations, attend oral arguments, and review agency documents in preparation for litigation.

### **Application Process**

Application materials may be submitted electronically. In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester. Send a cover letter, resume, unofficial transcript and writing sample to:

Jane Lupton  
Attorney/Adviser; Extern Coordinator  
United States Environmental Protection Agency  
Region 5  
77 West Jackson Blvd.  
Chicago, IL 60604-3590  
[lupton.jane@epa.gov](mailto:lupton.jane@epa.gov)  
(312)886-2238

### **Application Deadline**

This site has no formal deadline for applying. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
[ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

**Site:** U.S. Navy Judge Advocate General (Great Lakes, IL)  
**Web Site:** www.jag.navy.mil

### **Important**

**Before submitting an application to a site for the Chicago program, students need to speak with either Program Director Katelynn McBride or Professor Bob Jones.** Registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with either Program Director Katelynn McBride or Professor Bob Jones, and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program. Please also inform NDLS Externship Coordinator Cathy Kustner when you have applied for a position.

### **Description**

The Navy JAG Corps offers unpaid, volunteer school year externships to law students wishing to gain valuable legal experience and greater insight into life as a Navy judge advocate. As a Navy JAG Corps volunteer, you'll be assigned to a legal command or staff and gain experience in traditional Navy JAG Corps practice areas such as military justice (criminal prosecution and defense), legal assistance (providing general legal advice to Sailors and their families), and command services (advising military commanders and their staffs). Extern applicants hoping to extern in the Midwest region should request placement with Region Legal Service Office Midwest. Located onboard Naval Station Great Lakes, 34 miles north of downtown Chicago (easily accessible via public transportation from downtown), Region Legal Service Office Midwest provides the highest quality legal service and support to Navy commanders, commands and individual Sailors and their families throughout the Midwest.

### **Application Process**

In your cover letter, specify that the ND Law in Chicago externship requires 32 field-work hours/week for the semester.

### **Application Deadline**

NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. In no case should students apply less than 60 days before the start of the semester.

### **Questions**

Please contact NDLS Externship Coordinator Cathy Kustner with any questions:  
ckustner@nd.edu, 574-631-9301