

**17TH JUDICIAL CIRCUIT COURT  
WINNEBAGO COUNTY & BOONE COUNTY**

**VOLUNTEER OPPORTUNITY:**

**JUDICIAL EXTERNSHIP OPPORTUNITY**

**AVAILABLE HOURS: Monday through Friday, 8:00am to 5:00pm; Exact duration and hours per week are based on an applicant's availability.**

**SUMMARY OF RESPONSIBILITIES:**

The 17th Judicial Circuit Court is accepting applications from law students seeking to learn about the legal system and function of the judiciary. Students may be assigned to a judge or multiple judges and will gain practical legal experience by conducting legal research and writing, gaining insight into how judges make decisions, observing court and participating in court meetings.

Positions are available during the Fall and Spring semesters, as well as over the Summer. Opportunities are available at our courthouse facilities located in Winnebago County and Boone County. Externship experiences will vary based upon student interest and can be structured to focus on Criminal, Civil, Family, and/or Juvenile court matters. All volunteer positions are unpaid.

**POSITION REQUIREMENTS:**

Students who have completed, or will complete, the first year of law school and are in good academic standing at an accredited law school may apply. Strong writing and analytical skills are essential.

Applications are accepted on a rolling basis, but priority is given to those that apply prior to August 15 for the Fall semester, December 15 for the Spring semester, and April 15 for the summer term. Cover letters should state the applicant's availability, preferred assignment (Criminal, Civil, Family or Juvenile), and whether the externship will be completed for course credit.

Students offered a position are required to submit to a background check and agree to comply with the Court's Code of Professional Conduct, Anti-Harassment and Anti-Discrimination Policy, Policy on Assistance to Court Patrons, and commit to maintain a drug-free workplace. Externs for the Circuit Court are unable to work paid or unpaid for any law firm or any other legal agency outside of the externship, unless prior approval to do so is granted by the Chief Judge.

**THOSE INTERESTED IN THIS VOLUNTEER OPPORTUNITY SHOULD SEND COVER LETTER, RESUME, WRITING SAMPLE AND TRANSCRIPTS ELECTRONICALLY TO:**

**KIMBERLY ACKMANN  
KACKMANN@17THCIRCUIT.ILLINOISCOURTS.GOV**