

Judge Alison Conlon - Cook County Chancery Division

Fall Judicial Extern Posting

Judge Alison Conlon is seeking to hire Judicial Externs for the Fall of 2024. To ensure that the administration of justice can continue during this time, Judge Conlon is conducting court both in-person and via Zoom.

About Judge Conlon and her Court:

Judge Conlon sits in the Chancery Division of the Circuit Court of Cook County. The Chancery Division handles civil cases involving equitable remedies. Judge Conlon's court call sees a variety of complex cases, often including TROs, FOIA issues, administrative reviews, and class actions. In addition, Judge Conlon often hears compelling "business divorces," such as LLC break ups, and other elaborate business disputes, making the position a particularly good fit for those interested in business cases. There are also many emergency motions filed in front of Judge Conlon, such as TROs, which are exciting and provide extra opportunity for externs to observe.

Students with a passion for public interest or private practice are encouraged to apply, as the Court sees attorneys from a range of public interest organizations and law firms. Judge Conlon is also very active in the pro bono community in Chicago (for example, she sits on the boards of the Public Interest Law Initiative and the Chicago Bar Foundation and is co-chair of the Pro Se Advisory Committee) and she is happy to be a connector between students and organizations.

About the Position:

Judicial Externs are required to observe Court at least two mornings (status call from 9:30 am to 10am and motion call from 10:00am to 10:30am). They will be tasked with a variety of substantive assignments relating to the over 300 complex cases on Judge Conlon's docket. Examples of such assignments include conducting research and writing memoranda on contested motions (of which there are plenty!), drafting opinions, and creating outlines for oral rulings. Externs receive ample feedback from both Judge Conlon and her law clerks. In addition, Externs are encouraged to observe trials and hearings in front of Judge Conlon or other Chancery judges. There is daily interaction with the Judge, the law clerks, and the other externs.

Other Requirements

- 2Ls Preferred
- *Materials required:* cover letter, resume, transcript, writing sample (10 page max.)
- *Hours required:* flexible between the hours of 8:30 a.m. and 5:00 p.m. central time with at least two mornings (9:30 a.m. to 10:30 a.m.) per week required
- New hires must successfully pass a drug test (including marijuana)
- Cook County employees, including Judicial Externs, may only hold a position with another employer while working or externing for the county if specifically allowed by Human Resources
- Email materials to Hon. Alison Conlon's judicial law clerks: Hannah Weinberger-Beder at hannah.weinberger@cookcountyil.gov and Joe Wiegand at joseph.wiegand@cookcountyil.gov.