

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, CHANCERY DIVISION  
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION**

**JUDICIAL EXTERNSHIP POSTING - SUMMER 2025**

**EFFECTIVE: DECEMBER 19, 2024**

**Judge William B. Sullivan  
Calendar 60  
Courtroom 2803**

---

Externship Site: Chambers of Judge William B. Sullivan (Circuit Court of Cook County, Chancery Division, Mortgage Foreclosure Section)

Job Position: Judicial Externship

Job Phase: During JD

Time Commitment: Part-Time Flexible (Summer 2025 - Approximately 25-30 hours per week)

Location: Hybrid; in-person at least three 8-hour days per week at the Richard J. Daley Center (50 West Washington Street, Courtroom 2803, Chicago, Illinois 60602); remote remaining time; court calls via Zoom; some in-person court

Experience: No prior experience needed

Practice Area: Real Estate; Mortgage Foreclosure; Civil Litigation; Commercial Litigation; Real Estate Litigation; Complex Litigation; Secured Transactions

Work Authorization: Permanent United States Resident or United States Citizen

Apply via email to: michael.kicinski@cookcountyl.gov

Required Documents: Cover Letter, Resume, 10-Page (max) Writing Sample, and Unofficial Transcript (all as PDF documents)

Application Deadline: None

Start Date: May 2025

Student Eligibility: Student at an ABA Accredited Law School; Rising 2L and Above; Top 20% of Class Preferred; if applicable, Journal/Moot Court/Law Review Experience Preferred

General Contact: Michael R. Kicinski, Esq., Judicial Law Clerk to the Honorable William B. Sullivan, michael.kicinski@cookcountyl.gov, (312) 603-3894

**Job Description:**

As a judicial extern, the student will be working directly under Judge Sullivan's Judicial Law Clerk. The student will be assigned cases, will read the parties' arguments on motions before the Court, will research applicable law, will write memoranda of the arguments presented, will orally present opinions on the assigned case, and will discuss the cases with the law clerk and Judge Sullivan to prepare the Court for oral arguments. Additionally, the student will have the opportunity to write opinions and orders. The student may also be assigned to review Judgment of Foreclosure or Order Approving Sale courtesy copies to ensure statutory compliance. Finally, the student will be able to attend the court call (via

Zoom until further notice) daily to hear attorneys argue a variety of cases, including cases the student prepared. Court calls are M/W/Th/F at 10:30 AM (non-contested hearings) and M/T/W/Th at 2:30 PM (contested hearings).

The student will have the chance to work closely in a Judge's chambers to see what it is that Judges do when deciding cases. Work will be split partially in-person and partially remote while Court calls will take place entirely on Zoom, pursuant to the prevailing General Administrative Orders and Remote Work Policy of the Office of the Chief Judge and the Presiding Judge of the Chancery Division.

The experience of working with a Judge to see how cases are handled throughout the litigation lifecycle is a unique and invaluable opportunity especially for law students considering to apply for judicial clerkships upon graduation, seeking a career in litigation, or who would like to eventually be a Judge.

The position is unpaid. In lieu of compensation, class credit may be earned.

To apply for the position, please email your cover letter, resume, unofficial transcript, and a 10-page writing sample (max) to Michael R. Kicinski at michael.kicinski@cookcountyil.gov in PDF format.

**\*\*Applications will be reviewed on a first-come, first-served basis. Interested students should apply as soon as possible due to the highly competitive nature of the position.\*\***

Please Note: The successful applicant will have to satisfactorily pass a background check and drug screening (including cannabis) prior to starting.