



State of Illinois  
Circuit Court  
Seventh Judicial Circuit

Sangamon County Complex  
Fifth Floor  
200 S. Ninth Street  
Springfield, IL 62701

January 31, 2025

Counties:  
Greene Morgan  
Jersey Macoupin  
Scott Sangamon

**Externship for the Judges in Seventh Judicial Circuit**  
**Sangamon County, Springfield, Illinois**

The judges of the Seventh Judicial Circuit in Sangamon County are in need of a law student(s) to conduct legal research and analysis. Sangamon County is one of six counties in the Seventh Judicial Circuit. The counties include Greene, Jersey, Macoupin, Morgan, Sangamon, and Scott. This position is for Sangamon County only. The position is open to 2L or 3L students.

The externship consists primarily of conducting legal research by Westlaw, analyzing law relevant to cases assigned to individual judges, and summarizing results in well-reasoned, written memoranda. A successful extern must be able to support the judges' work by focusing on thorough research, speed of delivery, and pragmatic application of the law. Should there be any interest from the student, s/he may be able to attend court proceedings remotely or in person.

This is a great opportunity to gain insight into the functioning of the court system. The position would be remote, conducted by Zoom, telephone and email; however, there may also be the opportunity for an extern to observe relevant court proceedings in person at the courthouse in Springfield. The amount of time for the position varies, depending on the workload of the judges, and deference will be given to the student's school schedule. This is an unpaid position. Class credit can be requested, but the decision to allow credit is left solely to the school.

Interested applicants should provide the following:

- 1) Resume;
- 2) A short, personal statement which includes areas of interest in the law after graduation;
- 3) A writing sample;
- 4) A class schedule, if applicable for time period of externship (used for informational purposes to allow judges to schedule times to meet with the extern and not conflict with class times); and
- 5) One or two references or reference letter(s), not required, but appreciated.

The current duration for the externship would be for **Summer 2025**, commencing at an agreed upon date in May or June 2025.

All application material should be submitted by email to Jenny Durr, assistant to Circuit Judge Gail Noll, at: [Jenny.Durr@sangamonil.gov](mailto:Jenny.Durr@sangamonil.gov) on or before 4:00 p.m. on **Friday, February 21, 2025**.