OFFICE OF THE CHIEF JUDGE
THE CIRCUIT COURT OF COOK COUNTY
JUDICIAL EXTERN – FALL SEMESTER 2025
CHANCERY DIVISION
MORTGAGE FORECLOSURE & MECHANICS LIEN SECTION
CALENDAR 63

POSTING OF FALL 2025 JUDICIAL EXTERNSHIP VACANCY

Opening Date: June 16, 2025
Closing Date: Until filled
Department- Office of the Chief Judge – The Circuit Court of Cook County
Position: Judicial Extern – Chancery Division/ Mortgage Foreclosure Section – Calendar 63
Location: Richard J. Daley Center, 50 West Washington Street, Chicago, IL 60602

Position Overview

The judicial extern will work with the judge, judicial law clerk, and other legal and non-legal personnel in the Richard J. Daley Center in downtown Chicago in the Chancery Division/ Mortgage Foreclosure Section of the Circuit Court of Cook County. The judicial extern shall conduct legal research, analysis and writing, prepare bench memoranda, edit court opinions, review motions, and other court pleadings. The judicial extern will also assist the judge with the preparation for an array of matters, including, hearings on contested summary judgment motions, motions to quash service of process, motions for appointment of receiver, evidentiary hearings, pre-trial settlement conferences, and trials. The Fall Semester can be done in person or hybrid (in person and remote).

Position Qualifications, Minimum Education, and Knowledge, Skills, and Abilities

- Excellent written and oral communication skills and organizational abilities;
- Strong attention to detail;
- Completion of "Civil Law & Procedure" and "Legal Research & Writing" law school courses;
- Ability to work well with the judge, judicial law clerk, and integrate with legal and non-legal personnel, in a fast-paced and high-volume environment;
- Knowledge of methods of legal research and analysis of applicable laws; and
- Experience with the use of Lexis Nexis, Westlaw, or other legal research sites, as well as "Zoom" and its features for remote access proceedings.

Essential Job Tasks

- Conduct legal research and writing;
- Observe court proceedings, evidentiary hearings, pre-trial settlement conferences, and trials;
- Review complaints, petitions, and motions for compliance with state and federal laws;
- Draft bench memoranda; and edit judicial orders and opinions;
- Use Zoom and its features for remote access proceedings;
- Maintain confidentiality while performing duties;
- Communicate with attorneys and litigants regarding the court's standing orders, motion call, motion dates, contested motions, pre-trial settlement conferences, and trial matters;

- Provide self-represented litigants with contact information to free or low-cost legal assistance organizations; and
- Assist with other court-related matters.

Application Procedure

Applications should consist of a cover letter, resume, and writing sample. They may be submitted electronically or via hard copy, as follows:

Electronically: E-mail a PDF file or comparable format to Judge Chloé G. Pedersen's judicial law clerk, Nicholas Valdivia, J.D., with the subject line of the e-mail: "Application for Judicial Externship Position – Fall 2025 Externship." A hard copy of the application can be mailed, or hand-delivered, as set forth, below:

Nicholas Valdivia, J.D.
Judicial Law Clerk for the
Honorable Chloé G. Pedersen
Circuit Court of Cook County
Chancery Division/ Mortgage Foreclosure Section
Richard J. Daley Center, Suite # 2810
50 West Washington Street
Chicago, IL 60602

General inquiries should be sent via e-mail to
Nicholas Valdivia, J.D. at
nicholas.valdivia@cookcountyil.gov
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Selection Procedure Policy

It is the policy of the Office of the Chief Judge not to discriminate in employment or the provision of services. The Office of the Chief Judge is an Equal Opportunity Employer. The Office provides reasonable accommodation in the application and/ or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available to individuals with disabilities, upon request.