

**ILLINOIS ATTORNEY GENERAL LISA MADIGAN**  
**APPLICATION FOR LAW CLERK POSITION**

**INSTRUCTIONS**

Current law students who would like to serve as law clerks in the office of Illinois Attorney General Lisa Madigan are asked to:

1. Fill out this application form;
2. Fill out the background check authorization form (attached);
3. Attach a current resume; and
4. Mail or fax the entire packet to:

Adelaida Otero  
Professional Development and Attorney Recruitment  
Office of the Attorney General  
100 West Randolph, 12th Floor  
Chicago, IL 60601

(312) 814-5024 (Fax)

You may include a very brief cover letter if you wish, but you are not required or encouraged to do so. When filling out this application form and attachments, **PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.**

Inquiries or questions regarding this application or the Law Clerk Program may also be directed to Adelaida Otero at (312) 814-5197 or [aotero@atg.state.il.us](mailto:aotero@atg.state.il.us).

*The Illinois Attorney General's Office is an equal opportunity employer. The Office considers applicants without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.*



**PART TWO**  
**YOUR INTEREST IN SERVING AS A LAW CLERK**

**PROPOSED DATES AND HOURS**

We generally expect that law clerks work at least 12 hours per week for at least 8 consecutive weeks, during the fall and spring semesters and at least 18 hours per week for at least 10 consecutive weeks during the summer semester. Many law clerks choose to work longer hours for a greater number of weeks, and some preference may be given to law clerks who are able to work a greater number of weeks or hours per week. Please indicate approximately when you would be able to begin working as a law clerk, when you would plan to stop working, the total number of weeks you would work, and how many hours per week you would be available to work.

Start date \_\_\_\_\_ End date \_\_\_\_\_

Total number of weeks \_\_\_\_\_ Hours per week \_\_\_\_\_

**OFFICE LOCATION**

Many law clerks seek a position in our Chicago office. We strongly encourage you to consider our Springfield or Carbondale office. Because relatively few law clerks work in these offices, applying to work in one of these offices will increase your chances of being accepted and receiving the assignment you desire.

Where would you like to serve as a law clerk? (circle one) CHICAGO SPRINGFIELD CARBONDALE

**ASSIGNMENT**

Please indicate your assignment preference by using the number "1" for first choice, "2" for second choice, and "3" for third choice. Although we will do our best to honor your preferences, we cannot make any guarantees. You can increase the chance that we will be able to honor your preferences by requesting an assignment in Springfield or Carbondale.

**Chicago Placements**

- \_\_\_ Appeals (Civil)
- \_\_\_ Appeals (Criminal)
- \_\_\_ Consumer Protection
- \_\_\_ Crime Victim Services
- \_\_\_ Criminal Enforcement
- \_\_\_ Environmental & Asbestos Litigation
- \_\_\_ Government Representation
- \_\_\_ Policy & Legislative Affairs
- \_\_\_ Public Interest

**Springfield and Carbondale Placements**

- \_\_\_ Consumer Protection
- \_\_\_ Criminal Enforcement
- \_\_\_ Environmental & Asbestos Litigation
- \_\_\_ Government Representation
- \_\_\_ Policy & Legislative Affairs (Springfield Only)

Additional comments (optional):

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**PART THREE**  
**LAW SCHOOL CREDIT & FINANCIAL ASSISTANCE**

**LAW SCHOOL CREDIT**

If invited to serve as a law clerk, will you seek academic credit for your service? (circle one) YES NO

If yes, what is the minimum number of hours you will need to serve in order to receive such credit? Based on the policies of your law school, please indicate either (1) the total number of hours you must work over the course of the term (*e.g.*, at least 150 hours), or, alternatively, (2) the number of weeks and the number of hours per week you must work (*e.g.*, at least 12 weeks for at least 15 hours per week):

**EXTERNAL FINANCIAL ASSISTANCE**

Some law schools and organizations provide stipends to students in public interest internships.

Will you be receiving any external financial assistance? (circle one) YES NO

If yes, from what source?

If no, have you pursued all possible sources of external financial assistance, including those available through your law school? (circle one) YES NO

**PART FOUR**  
**ADDITIONAL MATERIALS AND NOTES**

**BACKGROUND CHECK**

Like other law-enforcement offices, we must check the background of every person who seeks a position in our office, whether compensated or uncompensated. Therefore, we ask you to complete the attached background check authorization and return it with this application form. Thank you for your cooperation.

**711 LICENCE**

If you are a second-year student, we encourage you to apply for a 711 license, which will allow you to appear in court under certain circumstances and under the supervision of an Assistant Attorney General. You are responsible for initiating the application process. Ask your law school for more information.

**ADDITIONAL COMMENTS (OPTIONAL)**

If you have any additional comments, please feel free to state them below, under your signature.

**CERTIFICATION**

I certify that all of the statements contained in this application form and attachments are true to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**ATTORNEY GENERAL OF ILLINOIS**  
**LAW CLERK PROGRAM**

**AUTHORIZATION FOR BACKGROUND CHECK**

TO WHOM IT MAY CONCERN:

I authorize the Illinois Attorney General's Office to conduct a complete background investigation on myself, including, but not limited to, personal information, criminal background, driver's license history, credit history, and ARDC information.

\_\_\_\_\_  
LAST NAME (PRINTED)

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DRIVER'S LICENSE # and/or STATE I.D.#

\_\_\_\_\_  
STATE ISSUED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE