



ROBERT B. BERLIN
STATE'S ATTORNEY
DUPAGE COUNTY, ILLINOIS

LAW CLERK PROGRAM

The DuPage County State's Attorney, on behalf of the People of the State of Illinois, prosecutes all violations of the criminal code that have occurred within the County. He also provides legal advice to the County government and its elected officials, brings suit on behalf of the County whenever deemed necessary, and defends the County when it is sued. These duties are undertaken through the staff of the Office that is comprised of 80 Assistant State's Attorney, 18 sworn criminal investigators and the professional support staff.

The mission of the DuPage County State's Attorney Office is to provide equal justice to all in accordance with the law through seeking justice in each individual case. Additionally, as the County government's legal representative, the Office seeks to preserve and advocate the interests of DuPage County, as expressed by the elected heads of government, in a manner that lawfully and ethically preserves the best interests of the County.

It has been the long-standing tradition and policy of our office to provide law clerk opportunities to qualified students. Each semester, and during the summer, our office selects a number of applicants to experience life as a prosecutor with real in-court experience.

PURPOSE AND OBJECTIVES

The primary objective of the law clerk program is to enhance a law student's legal development and training. The program is available to all students, particularly those who seek an opportunity to expand their legal knowledge and experience in the public sector, including criminal justice and governmental services. The program is available during the summer as well as fall and spring semester of the school year. The program may be available for volunteers as well as those enrolled in a clinical intern or extern program through their school.

Every program participant is monitored by an experienced lawyer with the goal of providing a meaningful experience through observation and direct participation in activities of the State's Attorney's Office.

PROGRAM COMPONENTS

The law clerk program encompasses:

- Observation and information regarding the day-to-day functions of the State's Attorney's Office
- At least 10 hours per week of meaningful legal work
- Trial preparation and trial assistance in court may be allowed a student in accordance with Illinois Supreme Court Rule 711
- Substantial interaction with the professional staff of the State's Attorney's Office
- The student will work under the immediate direction of an assigned supervising Attorney and program coordination

APPLICATION

Each applicant for the law clerk program shall complete an application and return to:

Helen Kapas, Deputy Chief
DuPage County State's Attorney's Office
503 N. County Farm Rd.
Wheaton, IL. 60187

Or on-line at

SAOlawclerkapplications@dupageco.org

DuPage County is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the County to recruit, select, hire, train, promote, demote, terminate, compensate and administer all employment practices without regard to race, color, ancestry, national origin, religion, age, sex, sexual orientation, marital status, veteran status, medical condition, pregnancy, or physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations (except where a bona fide occupational qualification exists).

Any applicant who is accepted as a law clerk or intern/extern will be subject to a criminal background check.