CITY OF CHICAGO DEPARTMENT OF LAW

EMPLOYER VIEWBOOK FOR LAW STUDENTS, LAW GRADS, AND LAWYERS



MISSION STATEMENT

The City of Chicago Department of Law is committed to effective, ethical and professional practice of law on behalf of the City Departments, the City Council, and the citizens of the City of Chicago.

We shall actively strive to recruit, hire, and retain qualified lawyers and staff members of diverse backgrounds, consistent with the City's policy to promote equal employment opportunities for all City employees and applicants, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, and military service or discharge status.

Edward N. Siskel, Corporation Counsel

Rahm Emanuel, Mayor

THE WORK AND STRUCTURE OF THE CITY OF CHICAGO DEPARTMENT OF LAW

The City of Chicago Law Department serves the Mayor, the City Departments, Boards and Commissioners, and the City Council as they establish and administer policies and programs to benefit Chicago residents. The Law Department's clients are the City's more than 40 Departments (Client Departments), their agencies, and officials, with more than 35,000 City employees. The Law Department employs approximately 270 lawyers, spread among 14 Divisions, who handle litigation, transactional, legislative, and Municipal Code enforcement projects.

Few law offices can match the breadth of our practice. As one of the largest government law firms in the country, the City of Chicago Department of Law litigates cases in every federal, state, and administrative courtroom in the City. Our transactional lawyers routinely work in conjunction with colleagues in the Department's legislative section on complex deals involving large-scale public projects. Our service takes many forms, from helping communities through effective ordinance preparation and enforcement, to providing City Departments with legal advice.

The Law Department is committed to the goals of the City, and its programs and services, through work involving communities, the environment, and economic development. Law Department attorneys have unparalleled opportunities to take responsibility for important cases, to hone their skills in a variety of legal areas, and to play a pivotal role in visible issues that have an impact on public policy.

PAID AND VOLUNTEER OPPORTUNITIES WITH THE DEPARMENT OF LAW

Law students, law graduates, and lawyers have many opportunities for meaningful involvement in the important work of the Department of Law as legal externs, law clerks, summer program participants, post-graduate fellows, and lawyers. Participants gain invaluable hands-on legal experience by working on complex and diverse projects with Law Department attorneys. They participate in negotiations and Client advising meetings, conduct research and analysis to draft dispositive motions on constitutional or procedural issues of law, and – utilizing an Illinois Supreme Court Rule 711 license – appear on behalf of the City in Court or before Administrative Tribunals.

For application procedures, please see pages 26-27.

"To know that the people you work alongside all share in one common goal -- to better serve the city as a whole and make a positive impact -- that is the City of Chicago Dept. of Law, and I'm proud to say that I was a part of that this summer."

Department of Law Practice Areas

ADMINISTRATION

- Corporation Counsel
- First Assistant Corporation Counsel
- Administrative Services
- Chief Labor Negotiator
- Director of Professional Development and Attorney Recruitment
- Director of Public Affairs

LITIGATION PRACTICE

- Appeals
- Aviation, Environmental, Regulatory & Contracts
- Collections & Ownership Litigation
- Constitutional & Commercial Litigation
- Employment Litigation
- Federal Civil Rights Litigation
- Labor
- Legal Information & Prosecutions
- Revenue Litigation
- Torts

PROSECUTIONS

- Building & License Enforcement
- Legal Information & Prosecutions

TRANSACTIONAL PRACTICE

- Aviation, Environmental, Regulatory & Contracts
- Finance & Economic Development
- Legal Counsel
- Real Estate

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"The Department of Law offers attorneys, new and seasoned, an opportunity to work on exciting legal matters in the front lines. Additionally, the camaraderie within the Department contributes to an extraordinary positive working environment."

LITIGATION DIVISIONS

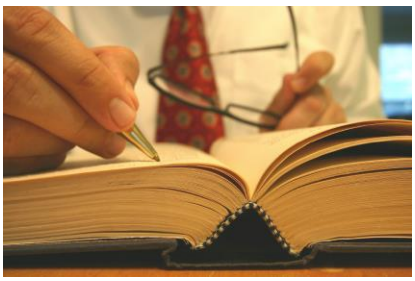
Appeals



Substantive Work: Cases handled in all litigation divisions are transferred to the Appeals Division for the appeal. As a result, Appeals attorneys handle the full range of municipal issues involving the City of Chicago including administrative review, aviation, buildings and housing, constitutional and commercial litigation, collections, contracts, employment, labor, environmental, licensing, municipal prosecutions, police defense, real estate, revenue, and torts. These cases present challenging and important issues affecting the powers, fiscal integrity, and prestige of the Chicago, as well as the quality of life in our City.

Appeals attorneys appear for the City in both the State and Federal Courts, primarily in the Illinois Appellate Court and the United States Court of Appeals for the Seventh Circuit, occasionally in the Illinois Supreme Court, sometimes in other Federal Circuits, and sometimes in the Supreme Court of the United States. The Appeals Division works cooperatively with the lower court attorneys and supervisors in writing the brief and preparing for oral argument. The Division files approximately 80-90 briefs and presents arguments in approximately 30-35 cases every year.

Student and Volunteer Attorney Opportunities in Appeals: The Appeals Division regularly has law student volunteers in the summer. We involve participants in every aspect of our work: case conferences to discuss our briefs, moot courts, and meetings. Most summers, students are assigned straightforward cases to handle by themselves. This includes reading the record, researching the issues, and drafting the brief. Students receive detailed feedback on their drafts. Appeals has also had student externs during the school year and a post-graduate fellow for several months. Work is assigned to these volunteers commensurate with their abilities, but it always includes a wide range of issues and projects, direct involvement in the cases, and ample feedback.



Participant Feedback on Work in Appeals:

"Working in the Appeals department is the perfect way for any law student unsure about their legal interests to experience a gambit of legal fields while doing substantive legal work."

"What I most appreciated was getting to witness and take part in the entire appellate process - from briefing to moot court sessions to oral arguments. It really helped me understand how to develop and argue a case."

LITIGATION DIVISIONS

Aviation, Environmental, Regulatory & Contracts (AERC)

Substantive Work: AERC Division attorneys practice in the following areas: aviation, environmental, general regulatory, intellectual property, procurement and other contracts, public utilities, and telecommunications. AERC attorneys handle litigation and pre-litigation disputes, transactional matters, legislative efforts, airport leases, contracts and procurements, airport bond issues, and other airport financing transactions. The work is categorized as follows:



Aviation – Aviation attorneys handle litigation and pre-litigation disputes for the Department of Aviation and the O'Hare Modernization Program. They prepare ordinances for airport matters for introduction to City Council. They provide legal services and advice related to federal grant assurance compliance and other airport regulatory matters. They also provide legal services and advice in connection with airport leases, contracts and procurements, airport bond issues, and other financing transactions.

Environmental – Environmental attorneys provide legal advice, guidance, and representation to City Departments on environmental regulatory issues. They bring environmental actions on behalf of the City in order to stop environmental nuisances and effectuate clean-ups. Because of their specialized environmental knowledge, AERC attorneys also play an integral part in drafting ordinances and environmental provisions in City agreements.

General Regulatory – Regulatory attorneys represent the City of Chicago in a wide array of regulatory matters, including grant litigation, federal disclosures, federal regulatory issues, and false claims and antitrust actions. They provide legal advice and representation on the Freedom of Information Act and other disclosure statutes, as well as other state and federal regulatory matters.

Intellectual Property – Intellectual property attorneys participate in the City's efforts to protect its intellectual property (assets that might be trademarked, copyrighted or patented) and to obtain use-rights to other parties' intellectual property. They are involved in property registration activities, litigation, permission requests, and informal cease-and-desist actions.

Contracts – Contract attorneys help City Departments obtain maximal value and minimal risk for funds expended in matters involving the acquisition or sale by the City of services and property (real, personal, and intellectual property). They also help with

the licensing of City space (real property, personal property, and intellectual property – such as software or space on the City's website) for revenue-generating purposes (such as corporate advertising). Activities include consultation on the best course of action from a legal and business standpoint, drafting of agreements and enabling ordinances, and negotiating agreements with opposing counsel.

Public Utilities and Telecommunications – AERC attorneys work closely with City departments and the Mayor's Office on a wide range of gas, electric, railroad, energy efficiency, and telecommunications matters. We represent the City and its ratepayers in many court and administrative forums, and we advise on non-litigation matters as well.

Student and Volunteer Attorney Opportunities in AERC:
Volunteers will have the opportunity to work on a broad range of projects, including advice and counsel, transactional, regulatory, and litigation projects. The litigation and regulatory work includes observing and supporting attorney court appearances, preparing legal opinions in response to clients' requests, conducting research and analysis, and drafting motions, briefs, and substantive legal correspondence. Our transactional work will introduce participants to a broad range of issues, including contract negotiation, municipal procurement issues, and sustainable design; it involves working with federal and other local agencies, as well as construction pre-litigation dispute resolution. Participants will gain first-hand experience in every phase of the preparation and drafting of contracts, including (1) discussion with client departments about how to structure a transaction to meet the clients' objectives, (2) identification of business risks for client consideration, (3) contract drafting, and (4) negotiation with counsel for the City's contractors.

Participant Feedback on Work in AERC:

"Working in the Aviation, Environmental, Regulatory & Contracts Division has allowed me to gain valuable experience on both litigation and transactional matters. The attorneys in AERC have helped me take on responsibility and get significant client exposure and drafting experience right away."

Collections and Ownership Litigation (COAL)

Substantive Work: The Collections and Ownership Litigation Division is comprised of four sections: Collections, Ownership, Liens and Acquisitions, and Bankruptcy. COAL is responsible for collecting debts due and owing the City, determining real property ownership and responsible parties in preparing for litigation, recovering demolition costs through lien foreclosure, and bankruptcy matters. Additionally, COAL works closely with other Divisions within the Law Department, various City Departments, and Aldermanic Offices.

LITIGATION DIVISIONS

Collections – The Collections Section handles in-house collection and cost recovery matters, advises City Departments on collection and revenue issues, and supervises outside collection law firms handling collections, cost recovery, and benefits subrogation matters for the City. Through its in-house and outside collection efforts, the Section helps collect more than $150M annually.



COAL attorneys also handle a wide variety of tasks focused on collecting money owed to the City and preventing or defending collection-related claims against the City. These matters are litigated in State and Federal Court, as well as the City's Department of Administrative Hearings.

Ownership – The Ownership Section is responsible for conducting title research to determine property ownership and proper service addresses for responsible parties who have property-related violations of the Municipal Code of Chicago. Ownership information is provided to Client Departments to use in preparation of litigation at the Department of Administrative Hearings or in Circuit Court. The Section conducts more than 50,000 title searches annually and works closely with Client Departments to ensure quality and accuracy of citations and complaints issued by the City.

Liens and Acquisitions – The Liens and Acquisitions Section oversees the City's inventory of priority demolition liens and other property liens created by the Illinois Unsafe Property Act.

The Section also defends the Department of Housing and Economic Development (DHED) in mortgage foreclosure proceedings involving DHED loans and regulatory agreements, handles all mechanics lien claims and surety bond claims against the City that involve City-owned property, manages all property-tax take notices, and litigates property-tax contested issues in matters involving priority liens.

Financial/Bankruptcy – Financial litigation attorneys seek to protect the City's interest in cases involving breaches of loan contracts, development agreements, leases, and licenses. They take the leading role in protecting the City's interest in cases of corporate and individual bankruptcies.

Student and Volunteer Attorney Opportunities in COAL:
Participants assigned to one of COAL's four sections may be crossed-trained in other sections. They will work closely with Client Departments, review and analyze files, recommend appropriate courses of action against alleged debtors, provide monthly reports to upper management regarding progress of cases reviewed and/or filed, analyze deeds and other property information to determine the ownership of the property in violation, investigate where to serve the defendant(s) with the legal complaint, and conduct legal research and analysis to draft supporting memoranda.

LITIGATION DIVISIONS

Under supervision of a licensed attorney, participants with an Illinois Supreme Court Rule 711 license may also interview witnesses, negotiate settlements, argue motions, and conduct hearings at the Department of Administrative Hearings or in the Circuit Court of Cook County.

Participant Feedback on Work in COAL:

"I really liked how all the attorneys and law clerks wanted me to get my hands dirty in different projects (even if it meant it would take them extra time to get the assignment done). This division wants to give you the best experience possible and I've gotten to be involved with some neat assignments."

Constitutional & Commercial Litigation (ConCom)

Substantive Work: ConCom Division attorneys represent the City of Chicago and City officials in a broad range of civil litigation in both Federal and State Courts. The Division specializes in complex cases, many of which raise legal claims and issues arising under the United States and Illinois constitutions. ConCom attorneys are often called upon to handle the City's response to emergency motions for injunctive relief. ConCom also provides pre-litigation counseling to many City Departments including, among others, Procurement, Special Events, and Zoning.

Attorneys in the ConCom Division litigate constitutional challenges to the City's ordinances and actions, including challenges under the First Amendment for free speech and religious freedom, and Second Amendment cases, due process, and equal protection claims. ConCom also litigates land use cases, including challenges to zoning ordinances or decisions, landmark designation hearings, and related proceedings in the trial court. The Division has handled many high profile cases including the defense of the City's gun ordinance, the ordinance banning the use of hand-held cell phones while driving, and significant zoning and landmark ordinances.



Like any large corporate user of products and services, the City is involved in a wide variety of commercial cases, sometimes as plaintiff, and these cases may involve any City Department. The ConCom Division handles this commercial litigation as well as construction litigation arising from public improvements that may include contract claims, as well as administrative review of the Procurement Officer's decisions.

Student and Volunteer Attorney Opportunities in ConCom:

Participants have the opportunity to research complex legal issues, including constitutional law issues. They may be called upon to draft arguments for motions and to draft and answer discovery requests. Participants also get to observe court hearings ranging from scheduling conferences to oral arguments on dispositive motions to full trials on the merits.

LITIGATION DIVISIONS

Participant Feedback on Work in ConCom:

"Law clerks and volunteers in Constitutional and Commercial Litigation particularly appreciate the opportunity to research and respond to First Amendment and equal protection claims and having the chance to work on many novel and newsworthy constitutional issues. Law clerks and volunteers have also enjoyed the opportunity to sit in on depositions."

Employment Litigation (ELIT)

Substantive Work: The Employment Litigation Division defends the City of Chicago and its past and present officers and employees in lawsuits arising from the employment of past, present, or prospective employees of the City of Chicago. Most of these lawsuits are filed in Federal Court; the remaining cases are filed in State Court. The practice is sophisticated and complex and involves extensive motion practice, intensive discovery, and challenging trial work.

Federal Court Litigation – A majority of the cases handled by ELIT attorneys allege at least several different causes of action, and most of these are premised upon one or more Federal anti-discrimination statutes. These statutes include Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Rehabilitation Act, the Age Discrimination in Employment Act (ADEA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the Family Medical Leave Act (FMLA). These cases, occasionally brought as class actions, typically involve allegations that the City discriminated against the plaintiffs based upon their race, color, national origin, gender, religion, military status, and/or disability. Often, these claims include allegations of harassment, a hostile work environment, and/or retaliation. Many are accompanied by allegations brought under 42 U.S.C. Section 1983 against the City and/or past or present officers or employees. The Division also handles claims alleging First Amendment retaliation and related employee classifications. ELIT is also responsible for claims brought under the Fair Labor Standards Act (FLSA) and related state statutes, including the Illinois Minimum Wage Law.



State Court Litigation – ELIT attorneys also defend the City in State Court against allegations arising out of the Illinois Human Rights Act, the Illinois Whistleblower Act, and state tort law, including retaliatory discharge. The Division also handles mandamus, specific performance, and breach of contract claims related to employment, hiring, and promotion issues, as well as motions for temporary restraining orders and preliminary injunctions.

LITIGATION DIVISIONS

Non-Litigation Responsibilities – ELIT is also responsible for a wide variety of complex tasks not directly associated with litigation. These include negotiations with the Department of Justice relating to compliance with consent decrees; working with outside consultants for various types of test development, validation, administration, and implementation; and other hiring and promotion issues, including compliance with the City's hiring plans, personnel rules, and related protocols. This work often entails close coordination with the Department of Human Resources, Client Departments, and others. In addition, ELIT attorneys fulfill a risk management function by conferring with, and providing counsel to, members of other City Departments on employment-related issues.

Student and Volunteer Attorney Opportunities in ELIT:
Participants in the ELIT Division have the opportunity to participate in and observe all aspects of Federal and State Court employment-related litigation. This includes research, strategy sessions, extensive motion practice, intensive discovery, depositions, oral arguments, settlement negotiations, and trials. Participants with an Illinois Supreme Court Rule 711 license may be delegated additional responsibilities in keeping with Rule 711. Participants are assigned to cases with one or more Assistant Corporation Counsels and a supervisor, who supervises all aspects of the case.

Participant Feedback on Work in ELIT:

"*Volunteering in the Employment Litigation Division was the first time I saw civil litigation come to life, rather than just read about it in a casebook. Notable highlights included sitting in on depositions and drafting motions in limine. My time as a law clerk gave me confidence and valuable perspective as I finished out my studies and went on to start practicing."*

Federal Civil Rights Litigation (FCRL)

Substantive Work: FCRL Division attorneys defend Chicago Police officers and the City of Chicago in federal and state civil lawsuits against claims of police misconduct. FCRL attorneys are trial attorneys. Their cases cover every stage of litigation from witness interviews, fact and expert discovery and depositions, motion practice, and trial.



FCRL cases concern complex constitutional issues. Claims against individual police officers typically relate to the officers' investigation, arrest and/or prosecution of crimes ranging from capital felonies to ordinance violations. The Division handles cases brought by persons who have been arrested for shootings, robberies, carjackings, weapons violations, drug trafficking and possession, and a variety of other crimes. In some cases, plaintiffs have not been arrested, but claim that officers made illegal searches of their homes or vehicles, or that they were illegally detained or

harassed for no reason. Plaintiffs bring claims for a wide range of injuries including fatal gunshot wounds, bone fractures, psychological injuries, or being forced to serve lengthy detentions. These lawsuits seek compensatory and punitive damage awards against the individual officers, as well as compensatory damages and attorneys' fees against the City.

FCRL attorneys have direct client contact with the involved police officers as well as with eyewitnesses, medical personnel, forensic investigators, and a vast range of experts in areas including ballistics, forensic medicine, gunshot wounds, police procedures, and DNA analysis. Claims brought by plaintiffs include alleged violations of the Fourth Amendment brought under 42 U.S.C. §1983 for false arrest, use of excessive force, unlawful detention, denial of medical care, reversed convictions, wrongful death, malicious prosecution, and battery. Division attorneys also defend the City of Chicago for alleged *Monell* liability under 42 U.S.C. §1983 for unconstitutional City policies, practices, or customs based on inadequate training or discipline, "code of silence," and other theories. The Division tries dozens of cases to verdict each year, and all attorneys have the opportunity to become active members of trial teams within their first year of employment. The majority of FCRL litigation is in the federal Northern District of Illinois United States District Court in Chicago, with some cases litigated in the State Court Daley Center in Chicago.

Student and Volunteer Attorney Opportunities in FCRL:
Participants with an Illinois Supreme Court Rule 711 license have the opportunity to work on a case from its inception. Under the supervision of an experienced attorney, 711 attorneys gain valuable hands-on experience answering complaints, drafting and answering written discovery, conducting motion practice, taking and defending depositions, preparing pretrial orders, engaging in settlement negotiations, and trying cases. Students and volunteers attend client interviews, participate in trial preparation, attend scene visits, and draft and orally argue substantive motions.

Participant Feedback on Work in FCRL:

"Working for the Department of Law Federal Civil Rights Litigation Division gave me the opportunity to write several briefs that went before a Judge. I don't know many of my classmates who had such a great opportunity."

"Great introduction to litigation practice. The Department of Law does an excellent job of exposing summer volunteers to all steps of the litigation process and is therefore a great opportunity for law students to quickly build strong legal skills."

Labor

Substantive Work: Labor Division attorneys represent the City in all aspects of labor and employment law. The City of Chicago serves as an employer for more than 35,000 employees who are covered by more than 40 collective bargaining agreements. Labor

attorneys are involved in a wide variety of labor and employment issues affecting union-represented employees.

Police & Human Resources Boards – Labor attorneys represent all City Departments in preparing charges against City employees whom the City is attempting to discharge or discipline. These cases are heard in front of Police & Human Resources Boards. Labor attorneys also represent City Departments throughout the administrative process from identifying witnesses, counseling the Departments, reaching and drafting settlements, conducting hearings, and representing the City in appeals filed in the Chancery Division of Circuit Court. The attorneys also handle suspension hearings.



Traditional Labor – Traditional labor attorneys represent all City Departments when unions file grievances based on alleged violations of the various collective bargaining agreements. These cases go forward to arbitration, and the attorneys handle all aspects of arbitration from identifying witnesses, counseling the Departments, reaching and drafting settlements, conducting arbitration hearings, and writing post-hearing briefs. They also represent the City by going forward to hearing before the Labor Board if necessary. Lastly, they are involved in contract negotiations with the unions.

Employment – Labor attorneys defend the City against discrimination claims filed with the Equal Employment Opportunity Commission (EEOC), the Illinois Department on Human Rights (IDHR), and the Chicago Commission on Human Relations (CCHR). If the claims go forward at the IDHR or the CCHR, the attorneys then represent the City at hearing in front of the Human Rights Commission or the CCHR. If the case goes forward in Federal Court after the EEOC issues a right to sue letter, the Employment Litigation (ELIT) Division handles the matter from then on.

Student and Volunteer Attorney Opportunities in Labor:
Participants research and prepare legal memos on issues involving state and federal labor and employment laws. They also assist with the investigating and defending of charges filed at the administrative level in employment discrimination, harassment, and retaliation. In doing so, participants gain knowledge and experience in a broad range of employment-related issues, including compliance with the ADA, FMLA, and Title VII. Participants assist Labor attorneys in all aspects of preparing for discipline hearings and labor arbitrations, including preparing witnesses and assisting with discovery. Participants with an Illinois Supreme Court Rule 711 license also have the opportunity to second chair grievance arbitration hearings and disciplinary proceedings before the Police Board and the Human Resources Board.

Participant Feedback on Work in Labor:

"711-licensed law clerks and volunteers really liked and appreciated the experience the Labor Division gave them when assigning them to first and second chair

Human Resources Board hearings and Police Board hearings. They also appreciated the experience investigating and responding to discrimination claims."

Legal Information & Prosecutions (LIP)

Substantive Work: The LIP Division is comprised of five practice groups:

Branch Court Prosecutions
Traffic Court Prosecutions
Administrative Hearings – Buildings
Administrative Hearings – Non-Buildings
Administrative Review

Branch Court Prosecutions – LIP attorneys address issues of public safety by prosecuting cases in the misdemeanor branch courtrooms in Circuit Court. They work in conjunction with the Chicago Police Department to prosecute various provisions of the City's Municipal Code and regularly interact with community representatives. They run a daily court call, conduct pre-trial discovery, write responses to pre-trial motions, make oral arguments, interview witnesses, and conduct trials.

Traffic Court Prosecutions – LIP attorneys handle cases that involve fatal and multiple-vehicle traffic accidents, routine traffic citations, and other Chicago Municipal Code violations punishable by penalties, jail time, and/or fines.

Administrative Hearings – Buildings – LIP attorneys handle cases involving fire, building, health, and zoning code violations, and licensing issues.

Administrative Hearings – Non-Buildings – LIP attorneys prosecute violations and administrative appeals of the Chicago Municipal Code in Circuit Court or at the Department of Administrative Hearings. They also prosecute violations of the Illinois Vehicle Code in Circuit Court. Attorneys conduct trials and hearings, research and write motions, memoranda, and briefs, engage in settlement negotiations, and advise Client Departments of appropriate courses of action.

Administrative Review – LIP attorneys defend appeals filed in the Circuit Court of Cook County by plaintiffs requesting reversal of a final decision rendered against them at the City of Chicago Department of Administrative Hearings or the City of Chicago Commission on Human Relations.

Student and Volunteer Attorney Opportunities in LIP:
Under the supervision of attorneys in the Freedom of Information Act (FOIA) Group, participants are immersed in electronic discovery issues, tracking and responding to preservation requests received by the City, and issuing legal holds on electronic public records. Participants with an Illinois Supreme Court Rule 711 license advise Client

Departments regarding electronic discovery issues and FOIA issues. They act as counsel for the City regarding FOIA appeals filed with the Attorney General's office. They locate documents, prepare responses to subpoenas, argue motions to quash subpoenas, and motions to show cause for failure to produce. Additionally, participants prosecute violations of the Municipal Code in different forums, including the Traffic Unit and the Branch Courts, where they conduct plea negotiations and try cases.

Participant Feedback on Work in LIP:

"Doing a post-graduate fellowship with the Department of Law was the best way I could have begun my legal career. From writing motions and response briefs to handling my first trial, I was given the chance to do meaningful work from my first day on the job to my last. The LIP division combines hands-on experience with invaluable mentorship that helps ease the transition from the classroom to the courtroom. The opportunity to work for it is one-of-a-kind, and I would recommend it to any law student or new lawyer."

Revenue Litigation (RevLit)

Substantive Work: The RevLit Division performs tax work for the City.

General Tax – The general tax work includes litigating Department of Finance assessments that are protested in the Department of Administrative Hearings and/or court; litigating declaratory judgment actions concerning issues such as the enforcement or validity of various taxes, fees, and other revenue measures in court; drafting legislation concerning taxes, fees, and other revenue measures at the local, state, and federal levels; drafting regulations, rulings, and opinion letters; and advising the Department of Finance, the Office of Budget and Management, and other City Departments and taxpayers on issues concerning taxes, fees, and other revenue measures.



Property Tax – The property tax work consists primarily of litigating property tax valuation disputes and property tax rate objections. The valuation disputes are litigated in the Board of Review, the Property Tax Appeal Board, and the Circuit Court. RevLit attorneys file undervaluation complaints and defend refund claims. The rate objections seek refunds based on alleged deficiencies in the City's annual budgets and are litigated in the Circuit Court.

Student and Volunteer Attorney Opportunities in RevLit:

Participants in the RevLit Division draft petitions, attend court calls and administrative calls, interact with taxpayers regarding tax assessments, review discovery, engage in settlement negotiations, perform factual investigations, draft memoranda, briefs, and

settlement agreements, perform legal research and analysis, and perform other duties related to tax litigation and advising the Department of Finance.

Participant Feedback on Work in RevLit:

"Spending the summer at the city has been a great time, and I have learned a lot so far. I've been able to work on a variety of different projects within my division and sat in on both administrative hearings and circuit court argument. The department does a good job of integrating the students and making you feel like a part of the office during your time here."

Torts

Substantive Work: The Torts Division has an active litigation and trial practice representing the City of Chicago and its employees in personal injury, property damage, workers' compensation, and insurance coverage matters. The majority of the Division's attorneys litigate personal injury lawsuits in State Court. As a whole, the Division tries an average of thirty-five jury cases per year, and it is the Division's practice to try each case with two attorneys.

The personal injury defense work handled by the Torts Division involves a wide variety of lawsuits alleging negligent, willful and wanton, or intentional conduct by the City and its employees across various City Departments. These suits raise claims of injury or death based on incidents occurring on City property, vehicle collisions, police pursuits, defamation, physician, nursing, or paramedic malpractice, or delayed 9-1-1 dispatch. Attorneys handle their dockets of cases from initial responsive pleadings to arbitration, trial, or other disposition.

Volunteer Attorney and Student Opportunities in Torts:

Volunteer attorneys and law students with an Illinois Supreme Court Rule 711 license can expect to gain hands-on litigation experience working in the Torts Division. They appear in court, answer pleadings, draft, file, and argue contested motions, conduct legal research and write legal memoranda, propound and answer written discovery, depose and present witnesses, conduct Rule 90 arbitrations, draft motions *in limine* and jury instructions, and may try cases in the Circuit Court of Cook County.

Participant Feedback on Work in Torts:

"I was excited to be coming to the Torts Department from the start, and my experience here has exceeded my expectations exponentially. Thank you for letting me tag along with you to court, giving me AR cases, and trusting me to not say anything too crazy in front of the judge while covering status calls!"

PROSECUTION DIVISIONS

Building & License Enforcement (BLE)

Substantive Work: BLE Division attorneys prosecute in the following practice areas: Conservation, License Enforcement, Troubled Buildings (including Drug & Gang House and Demolition/Vacant Buildings), and Zoning.

Conservation Section – The mission of the Conservation Section is to conserve existing buildings, to compel responsible property ownership and the transfer of ownership, to stem the tide of housing abandonment, and to promote the quality of life in City neighborhoods by proactively enforcing the building, fire, and health ordinances. In its code enforcement responsibilities, the Conservation Section works with the City's Departments of Buildings, Fire, Health, Streets and Sanitation, Family and Support Services, Police, and Planning and Development.

License Enforcement Unit (LEU) – LEU attorneys prosecute license violation cases before the Local Liquor Control Commission and the License Appeal Commission. They also defend administrative appeals in the Circuit Court of Cook County Chancery Division. LEU also prosecutes denials of license applications to prevent potential problems such as law enforcement concerns, deleterious impact on the community, and public nuisance, as well as ineligibility to hold the license.

Drug & Gang House (Troubled Buildings Unit) – The attorneys in the Drug & Gang House Section of the Troubled Buildings Unit work in conjunction with the Chicago Police Department to investigate and prosecute property owners who permit or encourage criminal activity to occur on their property. The Department of Buildings conducts inspections on all problem buildings referred by police for Drug & Gang House prosecution.

Demolition/Vacant Buildings Section (Troubled Buildings Unit) – The attorneys in the Demolition Section of the Troubled Buildings Unit work in conjunction with the Departments of Buildings, Planning, and Police in an effort to identify and abate vacant and deteriorated properties throughout the City of Chicago. The Section prepares and prosecutes civil complaints in the Circuit Court of Cook County against the owners of vacant buildings who fail to meet minimum Municipal Code requirements and/or present a safety threat to the surrounding community.

Zoning Unit – The Zoning Unit enforces the City's Zoning Ordinance (Title 17 of the Municipal Code of Chicago) in Circuit Court. Zoning attorneys provide advice and counsel to the Zoning Administrator on a variety of legal issues. Zoning's enforcement actions seek injunctive relief and/or civil penalties for violations of the Zoning Ordinance. Attorneys in the Zoning Unit defend the City in complex litigation brought in the Chancery Division.

Investigations – Police and civilian personnel assigned to the BLE Division provide litigation support services to Law Department attorneys and outside counsel, such as the service of summonses, subpoenas and other court filings. The Investigators also

take photographs and measurements, locate witnesses, conduct interviews, and obtain copies of criminal history and police reports.

Student and Volunteer Attorney Opportunities in BLE: Participants with a law license or with an Illinois Supreme Court Rule 711 license try cases in the Circuit Court of Cook County (Criminal, Civil, and Chancery Divisions) and in the Department of Business Affairs and Consumer Protection. Participants are assigned a case to handle from start to finish, which includes discovery, trial strategy, negotiations, and trial/settlement. The matters include prosecution of the following areas: Conservation/Code Enforcement, Licensing, Zoning, Demolition, and Drug & Gang House Enforcement. Participants are also involved in policy meetings with various City Departments to streamline processes used to enforce the Building and Zoning Code of Chicago.

Participant Feedback on Work in BLE:

"It was a great experience. I learned a lot and received great training for a future attorney position. I got litigation experience and was in front of a judge within 2 weeks of starting, which none of my classmates got to do this summer. My writing skills were also vastly improved and because of my court appearances my communication skills are better and I feel more confident in public speaking."

Legal Information & Prosecutions (LIP)

Substantive Work: The LIP Division is comprised of five practice groups:

Branch Court Prosecutions
Traffic Court Prosecutions
Administrative Hearings – Buildings
Administrative Hearings – Non-Buildings
Administrative Review

Branch Court Prosecutions – LIP attorneys address issues of public safety by prosecuting cases in the misdemeanor branch courtrooms in Circuit Court. They work in conjunction with the Chicago Police Department to prosecute various provisions of the City's Municipal Code and regularly interact with community representatives. They run a daily court call, conduct pre-trial discovery, write responses to pre-trial motions, make oral arguments, interview witnesses, and conduct trials.

Traffic Court Prosecutions – LIP attorneys handle cases that involve fatal and multiple-vehicle traffic accidents, routine traffic citations, and other Chicago Municipal Code violations punishable by penalties, jail time, and/or fines.

Administrative Hearings – Buildings – LIP attorneys handle cases involving fire, building, health, and zoning code violations, and licensing issues.

Administrative Hearings – Non-Buildings – LIP attorneys prosecute violations and administrative appeals of the Chicago Municipal Code in Circuit Court or at the

Department of Administrative Hearings. They also prosecute violations of the Illinois Vehicle Code in Circuit Court. Attorneys conduct trials and hearings, research and write motions, memoranda, and briefs, engage in settlement negotiations, and advise Client Departments of appropriate courses of action.

Administrative Review – LIP attorneys defend appeals filed in the Circuit Court of Cook County by plaintiffs requesting reversal of a final decision rendered against them at the City of Chicago Department of Administrative Hearings or the City of Chicago Commission on Human Relations.

Student and Volunteer Attorney Opportunities in LIP:
Under the supervision of attorneys in the Freedom of Information Act (FOIA) Group, participants are immersed in electronic discovery issues, tracking and responding to preservation requests received by the City, and issuing legal holds on electronic public records. Participants with an Illinois Supreme Court Rule 711 license advise Client Departments regarding electronic discovery issues and FOIA issues. They act as counsel for the City regarding FOIA appeals filed with the Attorney General's office. They locate documents, prepare responses to subpoenas, argue motions to quash subpoenas, and motions to show cause for failure to produce. Additionally, participants prosecute violations of the Municipal Code in different forums, including the Traffic Unit and the Branch Courts, where they conduct plea negotiations and try cases.

Participant Feedback on Work in LIP:

"Doing a post-graduate fellowship with the Department of Law was the best way I could have begun my legal career. From writing motions and response briefs to handling my first trial, I was given the chance to do meaningful work from my first day on the job to my last. The LIP division combines hands-on experience with invaluable mentorship that helps ease the transition from the classroom to the courtroom. The opportunity to work for it is one-of-a-kind, and I would recommend it to any law student or new lawyer."

TRANSACTIONAL DIVISIONS

Aviation, Environmental, Regulatory & Contracts (AERC)

Substantive Work: AERC Division attorneys practice in the following areas: aviation, environmental, general regulatory, intellectual property, procurement and other contracts, public utilities, and telecommunications. AERC attorneys handle litigation and pre-litigation disputes, transactional matters, legislative efforts, airport leases, contracts and procurements, airport bond issues, and other airport financing transactions. The work is categorized as follows:

Aviation – Aviation attorneys handle litigation and pre-litigation disputes for the Department of Aviation and the O'Hare Modernization Program. They prepare ordinances for airport matters for introduction to City Council. They provide legal services and advice related to federal grant assurance compliance and other airport regulatory matters. They also provide legal services and advice in connection with airport leases, contracts and procurements, airport bond issues, and other financing transactions.

Environmental – Environmental attorneys provide legal advice, guidance, and representation to City Departments on environmental regulatory issues. They bring environmental actions on behalf of the City in order to stop environmental nuisances and effectuate clean-ups. Because of their specialized environmental knowledge, AERC attorneys also play an integral part in drafting ordinances and environmental provisions in City agreements.

General Regulatory – Regulatory attorneys represent the City of Chicago in a wide array of regulatory matters, including grant litigation, federal disclosures, federal regulatory issues, and false claims and antitrust actions. They provide legal advice and representation on the Freedom of Information Act and other disclosure statutes, as well as other state and federal regulatory matters.

Intellectual Property – Intellectual property attorneys participate in the City's efforts to protect its intellectual property (assets that might be trademarked, copyrighted or patented) and to obtain use-rights to other parties' intellectual property. They are involved in property registration activities, litigation, permission requests, and informal cease-and-desist actions.

Contracts – Contract attorneys help City Departments obtain maximal value and minimal risk for funds expended in matters involving the acquisition or sale by the City of services and property (real, personal, and intellectual property). They also help with the licensing of City space (real property, personal property and intellectual property – such as software or space on the City's website) for revenue-generating purposes (such as corporate advertising). Activities include consultation on the best course of action from a legal and business standpoint, drafting of agreements and enabling ordinances, and negotiating agreements with opposing counsel.

TRANSACTIONAL DIVISIONS

Public Utilities and Telecommunications – AERC attorneys work closely with City departments and the Mayor's Office on a wide range of gas, electric, railroad, energy efficiency, and telecommunications matters. We represent the City and its ratepayers in many court and administrative forums, and we advise on non-litigation matters as well.

Student and Volunteer Attorney Opportunities in AERC:
Volunteers will have the opportunity to work on a broad range of projects, including advice and counsel, transactional, regulatory, and litigation projects. The litigation and regulatory work includes observing and supporting attorney court appearances, preparing legal opinions in response to clients' requests, conducting research and analysis, and drafting motions, briefs, and substantive legal correspondence. Our transactional work will introduce participants to a broad range of issues, including contract negotiation, municipal procurement issues, and sustainable design; it involves working with federal and other local agencies, as well as construction pre-litigation dispute resolution. Participants will gain first-hand experience in every phase of the preparation and drafting of contracts, including (1) discussion with client departments about how to structure a transaction to meet the clients' objectives, (2) identification of business risks for client consideration, (3) contract drafting, and (4) negotiation with counsel for the City's contractors.

Participant Feedback on Work in AERC:
"Working in the Aviation, Environmental, Regulatory & Contracts Division has allowed me to gain valuable experience on both litigation and transactional matters. The attorneys in AERC have helped me take on responsibility and get significant client exposure and drafting experience right away."

Finance & Economic Development (Finance)

Substantive Work: Finance Division attorneys provide legal assistance to City Departments in connection with various financial transactions.



Improving Public Infrastructure – Finance attorneys work closely with the City's Department of Finance, serving as issuer's counsel for the issuance of general obligation bonds, revenue bonds (other than airport revenue bonds), industrial development bonds, and tax increment bonds and notes. The proceeds of these debt obligations are used by City Departments for projects such as street and bridge repair and replacement, water and sewer capital improvements, and funding economic development in City neighborhoods.

TRANSACTIONAL DIVISIONS

Revitalizing Blighted Areas with Projects that Create Job Growth – Chicago's use of Tax Increment Financing (TIF) requires Finance attorneys to coordinate many contractual, regulatory, and policy matters with the City's Department of Planning and Development and other City Departments. Finance attorneys negotiate complex redevelopment agreements with developers and others within the context of the TIF Act. The financial objectives of these agreements include City support for the expansion of industry on formerly tainted land, rehabilitation of small business heating and cooling systems, construction of shopping centers in underserved neighborhoods, construction of new affordable housing, and job training of employees by existing City businesses. These efforts assist in maintaining and creating of jobs and expanding the City's tax base. Finance attorneys also draft or help create the ordinances, annual reports, and other documentation.

Providing Affordable Housing for City Residents – Finance attorneys work to ensure that the numerous forms of subsidy (including grants, loans, bonds, and tax credits) offered by the City's Department of Planning and Development are properly documented in order to construct new affordable housing or rehabilitate existing multi-family housing stock within the City. These tasks involve coordination with building owners, other governmental lenders, private equity sources, guarantors, insurers, and other City Departments to negotiate a thicket of federal, state, and local housing laws and regulations. The City's housing development initiatives include loans, bond issues, and grants for the construction of new neighborhoods in connection with the replacement of existing public housing by the Chicago Housing Authority.

Other Matters – Finance attorneys review proposed federal and state grants to the City; negotiate financial agreements with the City's "sister agencies" such as the Chicago Transit Authority, the Chicago Park District, and the Chicago Public Schools; draft grant agreements for grants made by City Departments to other persons or entities; handle specialized telecommunications and district cooling matters for the City's Departments of Finance and Transportation; draft implementing documents for Special Service Areas



within the City; implement other tax incentive vehicles and programs such as enterprise zones established under State law and those available under the Cook County Real Property Assessment Classification Ordinance; assist the City Treasurer's and Comptroller's Offices with municipal depository and investment agreement matters; assist with management of certain long-term concessions of City non-airport assets; and prepare ordinances for the City Council to authorize various City financial transactions.

Student and Volunteer Attorney Opportunities in Finance:
Participants work in a Division that handles a variety of transactions that advance economic development, affordable housing, and the removal of blight. They learn how economic development transactions utilize the tool of Tax Increment Financing (TIF) and assist Division attorneys with other tax incentive programs involving Enterprise Zones,

Special Service Areas, and the Cook County Tax Classification Ordinance. They also learn how affordable housing deals are structured and various funding sources assembled. Participants help draft or review redevelopment agreements, loan and grant documents, bond documents, and intergovernmental agreements. They are involved in due diligence reviews and research legal issues. They help prepare ordinances for City Council approval of the relevant transactions and are able to see City Council and relevant Council committees in action.

Participant Feedback on Work in Finance:

"My time here has been a great source of education, and an equally great source of pleasure. I know that I learned a tremendous amount, and that the experiences I have had here will continue to be relevant for the rest of my career. You have all made a genuine impact on my life."

Legal Counsel

Substantive Work: Attorneys in the Legal Counsel Division are responsible for a variety of tasks, primarily drafting legislation at the request of the Mayor's Office, City Departments, and Aldermen. At any given time, an attorney in the Division will have about 8 to 15 ordinances for which they are responsible.

Legal Opinions – Legal opinions are another frequently requested product. These also can be at the request of the Mayor's Office, City Departments, and Aldermen.



State Legislation – Legal Counsel Division attorneys are responsible for monitoring the State legislature and are called upon to review, analyze and, if necessary, edit or write state legislation.

Legal/Legislative Consultation – On a daily basis, Legal Counsel attorneys answer a variety of questions from the Mayor's Office, City Departments, Aldermen, and others in the Law Department regarding legal issues, providing explanations and clarifications on previously implemented laws and more general research questions.

Testimony – Legal Counsel attorneys are routinely called upon to testify in Committee Hearings on legislation they have prepared.

Preparation of Ceremonial Resolutions – Legal Counsel attorneys and staff prepare ceremonial resolutions for introduction at City Council meetings.

Student and Volunteer Attorney Opportunities in Legal Counsel:
Participants help attorneys prepare ordinances for introduction at City Council meetings and help research and provide advice in response to requests by City Departments and

Officials. Accompanied by Legal Counsel attorneys, participants will have the opportunity to attend City Council Committee meetings where proposed ordinances are debated, as well as meetings of the full City Council. Participants research and write ordinance drafts, legal memoranda, and ceremonial resolutions for introduction at City Council meetings.

Participant Feedback on Work in Legal Counsel:

"Working with the City of Chicago Department of Law provided a fantastic opportunity for me to delve into relevant issues and understand municipal government's role in fixing some of society's most pressing problems."

Real Estate

Substantive Work: Real Estate Division attorneys focus on transactional matters involving City land such as purchases, sales, leasing, zoning, land marking, easements, rights of entry, and licenses, as well as condemnation of, and agreements for, land redevelopment. Real Estate is also involved with the uses of the City's public ways, including vacation and dedication.



Real Estate's clients include the Departments of Planning and Development, Transportation, and Fleet and Facilities Management. Real Estate attorneys work with various programs such as Neighborhood Stabilization, Preserving Communities Together, Adjacent Neighbors Land Acquisition, Neighbor Space, Sealed Bid Sales, Negotiated Sales, and the Large Lots Program.

Real Estate attorneys also work on intergovernmental agreements between the City and other City and State bodies, such as the Public Building Commission and the Board of Education, to implement cooperative redevelopment efforts. The Real Estate Division has been instrumental in the structuring and implementation of the Digital Signs Network Initiative. Additionally, the Real Estate Division serves as counsel to various commissions and committees and their staff. These include the Plan Commission, the Landmarks Commission and the Community Development Commission.

Examples of recent Real Estate projects include:

Digital Signs: Chicago Billboards Sign Program including state legislation, negotiations with IDOT, City/State jurisdictional issues, and federal government negotiations



Chicago Wrigley Field: Assisted with zoning, landmarks, street vacations, and ordinances

Damen/Elston/Fullerton: Realignment of major City street intersection including acquisition of land, relocation of a business, and related real estate agreements

Norfolk/Southern Railroad: Sale of land for intermodal facility and alley and street vacations

Bloomingdale Trail: Assistance in acquisitions, intergovernmental agreement with Park District, and other agreements



Union Station: New intermodal facility involving condemnation, negotiated sale agreements, easements, and management agreements

Student and Volunteer Attorney Opportunities in Real Estate:
Participants gain experience in the City's purchase, sale, leasing, condemnation, and zoning of land projects; management of the public way and public open spaces; "green" initiatives; and execution of the City's Affordable Housing and Urban Redevelopment Programs. Participants draft redevelopment agreements, attend negotiating sessions, prepare ordinances, and assist at closings.

Participant Feedback on Work in Real Estate:

"The summer volunteer program with the City of Chicago Department of Law provided a fantastic opportunity to work with City lawyers on fascinating and important legal issues, as well as become acquainted with the operational side of various City services. The Police Academy Training Day tour was my favorite!"

VOLUNTEER EXTERN, LAW CLERK, FELLOW, AND ATTORNEY POSITIONS

All volunteer law clerk programs are designed to provide law students, law graduates, and lawyers with a challenging clerkship that reflects the demands and rewards of public service, as well as a realistic picture of what it is like to practice law for one of the largest government law firms in the country. (*Give yourself plenty of time to apply, as the City requires fingerprinting and background checks of employees and volunteers.)

EXTERNSHIP PROGRAM

- Law students volunteer in exchange for course credit in accordance with their law school's externship requirements
- Year-round program with positions based on availability*

VOLUNTEER LAW CLERK PROGRAM

- Geared toward law students, law graduates, and lawyers who are not eligible to receive externship credit and/or have not secured fellowship funding
- Year-round program with positions based on availability*

SUMMER LAW CLERK PROGRAM

- Law students volunteer full-time for a minimum of 10 weeks with a flexible start date during the summer months
- Students may obtain academic credit or grant funding (through their schools)
- Law clerks participate in Summer Law Clerk Program Lecture Series
- Law clerks are invited to behind-the-scenes tours of City Departments
- Law clerks have opportunities to meet with City Department officials and members of the State and Federal Judiciary
- Applications accepted from January 15 to March 1*

POST-GRADUATE FELLOWSHIP PROGRAM

- Recent law graduates who have secured fellowship funding through their law school or elsewhere gain public sector experience on a volunteer basis
- Year-round program with positions based on availability*

APPLICABLE TO ALL PROGRAMS ABOVE

- Non-paid positions
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Application by mail or hand delivery only (See www.cityofchicago.org/dol (click on relevant link under Supporting Information))
- Follow application directions exactly. Late or incomplete applications, or applications with extra materials, will not be considered.
- Applicants should identify 3 Division preferences
- City residency is not required for volunteers

"The Law Department is Chicago's legal center of gravity - everyone and everything you should know revolves around this institution. There is no better way to spend a law school summer."

PAID ATTORNEY AND LAW CLERK POSITIONS

If you're interested in a paid position with the City of Chicago Department of Law, be sure to register and create a profile and job search agent at www.cityofchicago.org/careers to ensure that you receive emails whenever paid job opportunities that meet your criteria become available.

PAID ATTORNEY POSITIONS

All attorney vacancies are posted by position. Unsolicited applications will not be considered.

- Positions are posted at www.cityofchicago.org/careers when available
- City residency is required at the time of employment
- Working for the City of Chicago Department of Law may qualify you for loan forgiveness under the federal Public Service Loan Forgiveness Program. (For detailed information, visit www.StudentAid.gov/publicservice or contact your federal loan servicer.)

PAID LAW CLERK POSITIONS

- Geared toward law students, law graduates, and lawyers
- Year-round program with positions based on availability
- Paid positions ($14.51/hour)
- Full-time and part-time positions available
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Conduct hearings under attorney supervision in Circuit Court or Administrative Proceedings
- Health insurance for full-time law clerks (minimum of 21 hrs/wk, 84 hrs/mo)
- Positions posted at www.cityofchicago.org/careers when available
- City residency is required at the time of employment

"We work hard, play hard, learn a lot, and make a difference in the community. I love the fact that we make a difference in the community and can actually see the change firsthand."



"Recognized as one of the premier government law firms in the country."

Why Join the City of Chicago Law Department?

EXPECTATIONS	OPPORTUNITIES
+ Intellectually Challenging Work	+ Argue Appeals
+ Great Reputation	+ Conduct Trials
+ Commitment to Public Service	+ Community Involvement
+ Competitive Government Salary	+ Draft Legislation
+ Multiple Practice Areas	+ Implement Financing Strategies
+ Practice Forums Include All State & Federal Courts as well as Administrative Agencies	+ Interact with City Officials
+ Professional Development	+ Monitor Compliance
+ Career Advancement	+ Partner with other City Departments & Government Agencies
+ Excellent Client Contact	+ Preserve Housing Stock
+ Balanced Workload	+ Prosecute Civil & Quasi-Criminal Offenses
+ In House Training	+ Provide Legal Opinions
+ Team Spirit	+ Represent the City in all Aspects of Labor and Employment Law
+ Friendly Work Environment	+ Review & Negotiate Contracts
+ Respect for Personal Time	