

# LCEVF FAQs

## COVER LETTER

### 1. What should your cover letter include?

- The name of your school and your current year of enrollment (e.g., high school student, undergraduate, 1L/2L/3L law student, or law school graduate).
- List the program you're applying to (Pre-Law Volunteer, Externship, Volunteer Law Clerk, or Post-Graduate Fellowship).
- Why are you interested in the Law Department.
- Why are you an ideal candidate. Include your accomplishments and qualifications (e.g., eligibility for a 711 License).
- Your availability to volunteer (start and end month/year).
- The number of hours per week you can commit.
- Your top three Division preferences.

### 2. Who should you address in your cover letter?

- Address your cover letter to Corporation Counsel, Mary B. Richardson-Lowry.

## REFERENCES

### 1. Should you include references in your application?

- No, references should not be included in your application.

## TRANSCRIPTS

### 1. Are transcripts required?

- Yes, transcripts must be included with your application.

### 2. If you don't have transcripts available yet.

- State this in your cover letter. Submit your transcript to [dol.application@cityofchicago.org](mailto:dol.application@cityofchicago.org) when it becomes available. Your email should state you previously applied and provide an update to your application.

## PRE-LAW VOLUNTEER/VOLUNTEER LAW CLERK/EXTERNSHIP/FELLOWSHIP PROGRAM

### 1. What tasks will you perform in this program?

- Tasks may include administrative work in a legal office, which will vary by Division and workload. If eligible for a 711 License, you may be assigned more complex legal tasks.

## 711 LICENSE

### 1. What is a 711 license and what are its requirements?

- You are encouraged to apply for your 711 license as soon as you obtain the credit requirement (50% of credits needed for graduation) as processing time is variable.
- Visit the Illinois Courts Website for details. <https://www.illinoiscourts.gov/documents-and-forms/representation-by-law-students-graduates-711-forms/>

### 2. Is 711 licensing required for Volunteer acceptance?

- No, you are not required to be eligible for a 711 license.

## RESIDENCY

### 1. Do you need to reside in the City of Chicago to volunteer?

- No, residency within the city is not required. However, you must be able to commute to downtown Chicago while volunteering.

### 2. Does the Law Department offer hybrid or remote work for volunteers?

- No, remote work is not available for volunteers.

### 3. Does the Law Department provide visa sponsorship?

- We are not able to support applications for H-1B temporary visas.

## OUTSIDE EMPLOYMENT

### 1. Can you work for other legal firms while volunteering for the Law Department?

- Yes. Although, all employment outside the Law Department must be reported immediately for review. In addition to the disclosures made during the onboarding process, you are able to consult with our Risk Management & Conflicts Division.

## ONBOARDING

### 1. What does onboarding entail?

- Onboarding requires a one-hour visit to 2 N. LaSalle and City Hall for fingerprinting, background check authorization, and a City of Chicago debt check.

### 2. How long will onboarding results take?

- Results typically take up to 1 month.

## COMPENSATION

### 1. Will you be paid for volunteering?

- No, all volunteer programs are unpaid.

## COMMUTING

### 1. Will the Law Department cover commuting costs?

- No, commuting costs are not covered by the City of Chicago. You are encouraged to seek discounted commuter plans through your school or institution.

### 2. Does the Law Department provide parking options?

- No. However, discounted parking is available at Legacy Parking for \$14/day. Show Legacy Parking your paper-issued or hardcopy ID to receive the discount. Visit Legacy Parking's office at 172 W. Madison (entrance on Madison St.) between 8 AM – 3 PM to obtain a 30-day discount pass. If the office is closed, request a discount at the gate when exiting.

## WORK SCHEDULE

### 1. How will your work schedule be determined?

- Your schedule will be based on the availability provided in your cover letter and is subject to Division approval. We operate Monday – Friday.

### 2. What if my availability changes?

- If your availability changes before onboarding, notify Administrative Services immediately.
- If your availability changes after onboarding, inform your division supervisor. The Division will review and decide whether to accept or decline your request.