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, religion, gender, national origin, age, sexual orientation or disability."

Stephen R. Patton, Corporation Counsel

Rahm Emanuel, Mayor
TESTIMONIALS FROM PREVIOUS SUMMER VOLUNTEERS

• Collaborative environment which emphasizes ideas and creativity from the bottom up.

• ... I was able to have hands on experiences when trying cases, and see projects through from start to finish. To me, being able to learn through doing helped in cultivating a valuable skill set that will set me apart in the future. Additionally, the atmosphere is made for learning. My supervising attorney was great about giving me opportunities to learn through the responsibilities I had and was there to guide me along the way.

• Awesome resume builder

• A great learning opportunity and a great way to get hands on learning experience.

• 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.

GENERAL

The 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 the Chicago residents. The Law Department’s clients are the City’s more than forty Departments, as well as its agencies and officials. The Department employs approximately 250 lawyers that handle litigation, transactional, and legislative projects, and enforce the Municipal Code.

Few law offices can match the breadth of our practice. We litigate 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 learn a variety of legal areas, and to play a role in visible issues that have an impact on public policy.
LITIGATION DIVISIONS

Appeals

“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.”

The Appeals Division handles all appellate work in both state and federal court for the City of Chicago. Cases handled in all litigation divisions are transferred to the Appeals Division for the appeal. As a result, our caseload includes the full range of municipal issues involving the City, and we appear in the Illinois Appellate Court, the Illinois Supreme Court, the United States Court of Appeals for the Seventh Circuit, and the Supreme Court of the United States.

The Appeals Division works cooperatively with the lower court attorneys and supervisors in drafting the appellate brief and preparing for oral argument. The Division files around a hundred briefs every year. These present challenging and important issues, including constitutional issues, affecting the powers, fiscal integrity, and prestige of the City of Chicago, as well as the quality of life in our City.

Aviation, Environmental, Regulatory & Contracts

“My experience with the City of Chicago Department of Law provided an opportunity to work on meaningful projects with brilliant attorneys in a broad variety of interesting and challenging projects.”

The division attorneys practice in the following areas: aviation, environmental, financial/bankruptcy, 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, client counseling issues, airport bond issues and other airport financing transactions. The attorneys work in the following practice areas:

Aviation

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

Contracts

AERC attorneys represent City department in matters involving (i) the acquisition or sale by the City of services, personal and intellectual property, and work, for the purposes of helping its clients obtain good value for the City funds expended and minimize risk; and (ii) the licensing of City space (whether it is real property, personal property, or 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 negotiation of agreements with opposing counsel.

Environmental

AERC attorneys provide legal advice and counseling on a wide range of environmental issues. The attorneys provide advice, guidance and representation to City departments on 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.

Financial/Bankruptcy

AERC’s financial litigation seeks to protect the City’s interest in cases involving breaches of loan contracts, development agreements, leases and licenses. AERC attorneys also take the leading role in protecting the City’s interest in cases of corporate and individual bankruptcies.

General Regulatory

AERC attorneys represent the City of Chicago in a wide array of regulatory matters, including grant litigation, federal disclosures, federal regulatory issues and qui tam actions. AERC attorneys provide legal advice and representation on the Freedom of Information Act, and other disclosure statutes, as well as other states and federal regulatory matters.

Intellectual Property

AERC attorneys participate in the City’s efforts to protect its intellectual property (assets that might be trademarks, copyrighted or patented) and to obtain use-rights to other parties’ intellectual property. AERC attorneys are involved in property registration activities, litigation, permission requests, and informal cease-and-desist actions.
Collections and Ownership Litigation

The Collections and Ownership Litigation division is comprised of three sections: Collections, Ownership and Liens and Acquisitions. COAL seeks the enforcement of Municipal Code in debts due and owing to the City; matters involving the acquisition of property through lien foreclosure; violations involving real property by determining property owners and responsible parties in preparation for litigation; and other violations involving the health and safety of residents in the City of Chicago. Additionally, COAL works closely with other Divisions within the Law Department, various City Departments, and Aldermanic Offices.

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 who handle 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.

In-house 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 the 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. The Section also works closely with client departments to ensure quality and accuracy of citations and complaints issued by City departments.

Liens and Acquisition

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.
Constitutional & Commercial Litigation

The Constitutional and Commercial Litigation Division attorneys represent the City of Chicago and City officials in a broad range of constitutional and commercial litigation, in both federal and state court, specializing in cases raising complex and novel legal issues, and also provide pre-litigation counseling to many departments, including, among others, Procurement, Special Events and Zoning.

Attorneys in the Division litigate constitutional challenges to the City’s ordinances and actions, including free speech and commercial speech cases, religious freedom cases, Second Amendment cases, due process and equal protection claims. The Division 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 had a high success rate over the years and has played an important role in advocating the City’s agenda when that agenda has been challenged in court. This includes defending 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 Constitutional and Commercial Litigation Division handles this commercial litigation as well as construction litigation arising from public improvements, which may include contract and constitutional claims, as well as administrative review of the Procurement Officer’s decisions.

Employment Litigation

The Employment Litigation Division of the Department of Law 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.

A majority of the cases handled by the Division 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, the Rehabilitation Act, the Age Discrimination in Employment Act, and the Family Medical Leave Act. These cases involve allegations that the City discriminated against the plaintiffs based upon their race, color, national origin, gender, religion, and/or disability. Often, these claims are coupled with allegations of harassment, including sexual harassment, and/or retaliation.
Federal Civil Rights Litigation

“A great educational experience and practical exposure to the practice of law in the office and in the courtroom.”

The Division attorneys defend Chicago Police officers and the City in federal and state civil cases brought under 42 U.S.C. §1983 and state law.

The Federal Civil Rights Litigation Division defends Chicago Police officers and the City in federal civil cases brought under 42 U.S.C. §1983 against claims such as false arrest, use of excessive force, unlawful detention, denial of medical care, and reversed convictions. The Division also defends against state law claims such as wrongful death, malicious prosecution, battery, and false arrest. The underlying incidents arise from police involved shootings, criminal investigations, arrests, domestic disturbances, gang activity, thefts, fights, disturbances, suicides or other lockup incidents, and many other fact situations.

These lawsuits seek compensatory and punitive damage awards against the individual officers, as well as compensatory damages and claims for attorneys’ fees against the City. The Division defends the majority of this litigation in the federal United States District Court in Chicago.

The Division has numerous opportunities for research and drafting of dispositive or other motions on substantial constitutional or procedural issues of law.

Labor

“A summer position with the City of Chicago Department of Law is a great experience for law students because it will provide you with the opportunity to work with many different attorneys in a team-based environment on a wide variety of projects that will give you exposure to many different areas of the law.”

The division attorneys represent the City in all aspects of labor and employment law.

The City of Chicago serves as an employer for more than 40,000 employees who are covered by more than 40 collective bargaining agreements. The Labor Division represents the City in all aspects of labor and employment law.
**Police & Human Resources Board**

The 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 these Boards.

They also represent the 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 contracts. 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 at the Labor Board which includes going forward to hearing before the Labor Board if necessary. Lastly, they are involved in contract negotiations with the unions.

**Labor Attorneys – In General**

Both groups defend the City against discrimination claims filed at 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 division handles the matter from thereon.

**Legal Information & Prosecutions**

Legal Information & Prosecutions Division personnel work in one of four distinct practice areas, Legal Information, Branch Courts, Traffic Court and Administrative Hearings:

**Legal Information**

Legal Information attorneys provide advice and training to City Departments concerning retention of public records under the Local Records Act and responding to requests received pursuant to the Freedom of Information Act (FOIA). In addition, they represent the City on FOIA appeals filed with the Public Access Counselor at the Illinois Attorney General’s Office and in FOIA litigation filed in Circuit Court and the First District Appellate Court.

Additionally, Legal Information attorneys are immersed in electronic discovery issues, track and respond to preservation requests received by the City and issue legal holds on various types of public records created by public safety departments. They also are
responsible for locating documents, preparing appropriate responses, arguing motions to quash, requesting in camera review and protective orders before certain items are turned over, and defending motions to show cause for failure to timely produce records on subpoenas received by City Departments involving litigation in which the City is not a party. Court appearances on these cases occur in courtrooms throughout the county.

Legal Information attorneys work as liaisons with the U.S. Attorney’s Office, Cook County State’s Attorney’s Office, Illinois Attorney General’s Office and Office of the Inspector General (OIG) to oversee document production requests made pursuant to a criminal or OIG investigation. Legal Information attorneys may also provide representation to City personnel who are non-targets subpoenaed as witnesses on behalf of the prosecution or defense in criminal trials in federal and state court.

Revenue Litigation

“It is really the place to start your career as a future lawyer.”

The Revenue Litigation Division performs primarily tax work for the City.

General Tax

The general tax work includes litigating Department of Revenue 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 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 (PTAB) and the circuit court. We file undervaluation complaints, and we 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.

Torts

"Who needs $10 an hour when you can actually prepare for the practice of law at the COCDOL?" It’s harsh to those clerking at firms, but true.

The division attorneys represent the City of Chicago and its employees in personal injury, property damage, workers’ compensation claims and administrative appeals.
The majority of the division's over thirty attorneys litigate personal injury lawsuits in state court. As a whole, the division tries roughly 50 jury cases each year, and it is the division's practice to try each case with two attorneys. The division also handles insurance coverage and some cost recovery matters.

**Personal Injury and Wrongful Death Litigation**

The Torts Division defends a wide variety of lawsuits alleging negligent, willful and wanton, or intentional conduct by the City and its employees. 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. These cases raise claims such as excessive force, false arrest, malicious prosecution, and intentional infliction of emotional distress. Attorneys handle their dockets of cases from initial responsive pleadings all the way to arbitration, trial, or other disposition.

**Property Damage Litigation**

The Torts Division represents client departments that are alleged to have damaged private property. These cases are wide ranging, including replevin of towed vehicles, construction damage to private utility infrastructure, wrongful demolition, and water damage from ruptured water or sewer mains.

**Workers' Compensation Claims**

The division workers' compensation group consists of four attorneys who specialize in defending the City before the Illinois Industrial Commission in all disability claims arising under the Illinois Workers' Compensation Act. These matters have truncated discovery and frequently lead to arbitration. The attorneys also represent the City on review before the commission and in the circuit court.

**Insurance Coverage**

The Torts Division tenders to insurance companies those cases in which private third-party contractors maintain a policy or have an agreement providing for the City's defense and indemnification from personal injury, wrongful death, and property damage arising from a project undertaken by the contractor. The division also tenders those cases involving the same type of injuries that occur at O'Hare and Midway Airports. The division's coverage counsel also prosecutes and defends declaratory actions to enforce the City's rights under those policies or agreements.
PROSECUTION DIVISIONS

Building & License Enforcement

“Law school teaches you to think like an attorney, working with the City will teach you how to become one.”

The Building & License Enforcement (BLE) division attorneys prosecute in the following practice areas: Conservation; License Enforcement; Troubled Buildings to include Drug and Gang House and Demolition; and Zoning.

Drug and Gang House Section (Troubled Buildings Unit)

The Drug and Gang House Section of the Troubled Buildings Unit works in conjunction with the Chicago Police Department to investigate and prosecute property owners who permit or encourage criminal activity to occur on their property. Attorneys review the police reports, meet with potential witnesses and visit the subject property with police personnel in order to determine which cases to prosecute. Attorneys also meet with community groups to determine which properties harbor criminal activity in their neighborhood. The Department of Buildings conducts inspections on all problem buildings referred by police for Drug and Gang House prosecution.

Demolition Section (Troubled Buildings Unit)

The Demolition Section of the Troubled Buildings Unit works in conjunction with the Departments of Buildings, Housing, 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 that fail to meet minimum Municipal Code requirements and/or present a safety threat to the surrounding community. The Demolition Unit also prosecutes citations issued by the Chicago Police to the owners of vacant and accessible properties at the City's Department of Administrative Hearings.

Conservation Group

The mission of the Conservation Group is to conserve existing buildings, to compel responsible property ownership and the transfer of ownership and to stem the tide of housing abandonment. Conservation also works to promote real estate development in conformity with minimum standards of health and safety.

This section works with the following City Departments in its code enforcement responsibilities: Department of Buildings, Fire Department, Department of Health, Department of Streets and Sanitation, Department of Human Services, the Police Department and the Department Housing and Economic Development. Conservation’s mission promotes the quality of life in City neighborhoods by proactive enforcement work in the conservation of buildings. The Conservation section is charged to investigate land use issues and social policies and formulate innovative legal initiatives against delinquent landlords and property owners within the City of Chicago.
The cases handled by this section often have a broad impact on the lives of the people of the City of Chicago. For example, the section brings suit against property owners who maintain dangerous, hazardous and unsafe buildings which threaten the public health and safety and decrease property values in the community. Attorneys frequently act on short notice and file emergency actions seeking board up, clean-up orders, and increasingly must act on short notice to protect the public from crumbling facades or windows under the Exterior Wall Ordinance. The section also increasingly works on task force initiatives to stop the growing number of illegal conversions that present fire and other safety hazards in residential communities. The attorneys also work with task force initiatives to stop the growing number of illegal conversions and condominium properties that have fallen into disrepair due to fraud and neglect and that present fire and other safety hazards to residential communities. Attorneys diligently work with community groups and City agencies to reclaim and revitalize City neighborhoods.

**License Enforcement Unit**

The License Enforcement Unit (LEU) prosecutes license violation cases before the Local Liquor Control Commission, the License Appeal Commission and the Circuit Court of Cook County Chancery Division. These cases seek to close bad businesses by revoking or suspending their business licenses for misconduct on the premises such as narcotics sales, massage parlor and motel prostitution, sale of alcohol or tobacco to minors, overcrowding in public places of amusement, health code violations, public indecency, operating after hours, and assorted license violations. The 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 for ineligibility to hold the license. The LEU works closely with the Departments of Business Affairs and Consumer Protection, Police, OEMC, Fire, Buildings, and Zoning, and with the Drug and Gang House Section of the Troubled Buildings Unit and with the Zoning Unit of BLE, to accomplish its mission.

**Zoning Unit**

The Zoning Unit enforces the Zoning Ordinance (Title 17 of the Municipal Code of Chicago) in Circuit Court and at the Department of Administrative Hearings. Enforcement actions seek injunctive relief and/or civil penalties for violations of the Zoning Ordinance, such as, illegal conversions, illegal signs, non-permitted business activities, off-street parking and landscape violations. The Zoning Unit works in conjunction with the Department Housing and Economic Development on various Zoning initiatives, such as the illegal conversion task force and also coordinates prosecutions with the Departments of Environment, Buildings and Business Affairs and Licensing. Zoning attorneys also provide advice and counsel to the Zoning Administrator on a variety of legal issues.

In addition to prosecutorial work, attorneys in the Zoning Unit often defend the City in complex litigation brought in the Chancery Division seeking mandamus, declaratory
judgments and injunctive relief for the City’s failure to issue building permits, zoning certificates or certificates of occupancy.

**Investigations**

Police and civilian personnel assigned to the Investigations Unit of the Legal Information, Investigations & Prosecutions Division provide litigation support services to Law Department attorneys and outside counsel, such as the service of summonses, subpoenas and other court filings, taking photographs and measurements, locating witnesses and conducting interviews, and obtaining copies of criminal history and police reports.

**Legal Information & Prosecutions**

The Division attorneys practice in the following areas: legal information, branch courts, traffic and administrative hearings. Much of the legal work performed within this Division represents both litigation and prosecution work.

**Administrative Hearings Buildings:**

Administrative Hearings/Buildings processes 25,000 building code violations per year. The Fire Department and the Department of Health - Lead Abatement Program direct routine code violation cases to this section. The section staffs court calls in administrative adjudication courtrooms to prosecute difficult cases which are referred by the Building Department such as heat cases, high rise violations, illegal conversions, Strategic Task force inspections, exterior wall cases, and all fire and lead paint abatement cases referred to DAH by the Fire and Health Departments respectively.

**Administrative Hearings –Non-Buildings**

The Administrative Hearings Section is responsible for prosecuting municipal ordinance violations at the Department of Administrative Hearings. These cases include violations cited by various City departments including the Chicago Police Department, Department of Transportation, Department of Buildings and the Department of Streets and Sanitation, as well as vehicle impoundment matters, dangerous animal determinations, and parade permit, public assembly, and athletic event denials.

Attorneys in this Section also prosecute cases under the Employee Indebtedness Program and the False Statement Ordinance. The Section advises the Chicago Police Department, the Chicago Department of Transportation, and the Office of Emergency Management and Communication with respect to First Amendment and other legal issues that may arise in connection with public demonstrations, protests, and festivals.
Administrative Appeals

The attorneys defend appeals filed in circuit court of decisions made by the Department of Administrative Hearings and the Chicago Commission on Human Relations. The division also appeals adverse rulings from the Department of Administrative Hearings on behalf of City departments. Additionally, the division’s attorneys file complaints in circuit court for a party’s failure to comply with administrative orders issued by the Chicago Commission on Human Relations. The division’s administrative appeals practice also includes defending cases in which vehicle owners or lessees appeal from a determination of a parking liability made by the Department of Administrative Hearings.

Branch Courts

Branch Court attorneys prosecute Chicago Municipal Code ordinance violations cited primarily by the Chicago Police Department. There are six misdemeanor branch court locations throughout the City. One prosecutor is assigned to each branch court facility and handles all ordinance violation cases that appear in that courtroom. Occasionally, prosecutors appear on ordinance violations that are cited in felony cases as well. Offenses prosecuted by the Branch Court attorneys range from misdemeanor offenses which carry a potential or mandatory penalty of jail time to fine-only offenses.

Traffic

The primary responsibility of Traffic Court prosecutors is to prosecute minor traffic violations issued under the Chicago Municipal Code and the Illinois Vehicle Code that occur within the City limits. There are six courtrooms in Traffic Court which are designated to handle the 200,000+ traffic citations filed annually, primarily by the Chicago Police Department. The cases vary from routine moving violations to complex accident cases that may involve serious personal injuries, fatalities and/or multiple vehicles.

TRANSACTIONAL DIVISIONS

Aviation, Environmental, Regulatory and Contracts

The Division attorneys practice in the following areas: aviation, contracts, environmental, financial/bankruptcy, general regulatory, intellectual property, procurement, public utilities and telecommunications. Practice areas are described in detail in the Litigation Divisions section of our profile.
Finance & Economic Development

The division attorneys provide legal assistance in areas involving improving public infrastructure, revitalizing blighted areas through economic development initiatives, providing affordable housing, and creating and retaining jobs for City residents.

Among the goals of the Finance Division are improving public infrastructure, revitalizing blighted areas through economic development initiatives, providing affordable housing, and creating and retaining jobs for City residents.

Attorneys in the Finance Division work closely with various City departments including, the Departments of Finance and Planning and Development, to issue bonds, structure and provide loans and provide grants for projects involving construction of public improvements, acquisition of capital equipment, rehabilitation of vacant and blighted buildings, construction of affordable housing and expansion of industrial and commercial business.

They serve as issuer’s counsel on all City bond deals (with the exception of airport bond deals); represent the City in its economic development initiatives relating to tax increment financing areas and projects, special service areas and enterprise zones; handle the legal aspects of various loan and grant programs and initiatives; review all grants; prepare intergovernmental agreements; and work with the Departments of Finance and Transportation in regulating telecommunications and district cooling operations in the City’s public ways. Attorneys in the Finance Division typically spend their workdays: drafting, reviewing and negotiating documents, and City Council ordinances related thereto; reviewing due diligence submissions and preparing for closings; handling closings; counseling clients; attending meetings with clients; and attending City Council committee meetings.

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 the City’s long- and short-term 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 the City’s neighborhoods.
Revitalizing Blighted Areas with Projects that Create Job Growth

Chicago’s role as the nation’s most sophisticated user of the tax increment financing (TIF) tool requires Finance attorneys to coordinate many contractual, regulatory and policy matters with the City’s Department of Planning and Development and other City departments. This work gets distilled into complex redevelopment agreements that are negotiated with developers and others within the context of the Illinois Tax Increment Allocation Redevelopment Act (Act). The financial objectives of these agreements are as varied and 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 under-served neighborhoods, construction of new affordable housing, and job training of employees by existing City businesses. These efforts assist in the 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 grants, loans, bond financings and tax credits that are available to the City’s Department of Planning and Development are properly documented and administered in order to construct new affordable housing on formerly vacant land or to rehabilitate the large amount of deteriorated multi- and single-family housing stock within the City. These tasks involve close 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 development laws and regulations. Increasingly, the City’s housing development initiatives include loans, bond issues and grants for the construction of new neighborhoods on long-blighted Chicago Housing Authority land.

Other Matters

Reviewing all proposed federal and state grants to the City; Negotiating all finance-related agreements with the City’s “sister agencies” such as the Chicago Transit Authority, the Chicago Park District and the Chicago Public Schools; Counseling on grants made by City departments to other persons or entities; Handling specialized telecommunications and district cooling matters for the City’s Departments of Finance and Transportation; Creating and financing special service areas within the City; Implementing 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; Assisting the City Treasurer’s and Comptroller’s offices with municipal depository and investment agreement matters; Managing long-term concessions of City non-airport assets; and Preparing ordinances for the City Council to authorize/approve various actions and documents involving the City.
Legal Counsel

“I loved working for the City. It was an amazing introduction to government work and a great way to spend the summer. Attend the volunteer events!”

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

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, the division attorneys are responsible for answering 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

Division attorneys are routinely called upon to testify in committee hearings as to legislation they have prepared.

Preparation of all Ceremonial Resolutions

Division attorneys and staff prepare ceremonial resolutions for introduction at the City Council meetings.

Real Estate

The 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. The Division is also involved with the uses of the City’s public ways, including vacation and dedication.

The Division’s clients include the Departments of: Planning and Development; Transportation; and Fleet and Facilities Management. The Division works with various programs such as Neighborhood Stabilization, Preserving Communities Together, Adjacent Neighbors Land Acquisition, Neighbor space, Sealed Bid Sales, Negotiated Sales and the new Large Lots program.
The Division also works 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 Division has been instrumental in the structuring and implementation of the Digital Signs Network initiative. Additionally, the 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 division 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; 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
LAW CLERK PROGRAMS AND ATTORNEY POSITIONS

Law Clerk Programs

All 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.

EXTERNSHIP PROGRAM

- Geared towards law students who volunteer in exchange for course credit in accordance with their law school’s externship requirements
- Year-round program with positions based on availability
- Non-paid position
- Utilize 711 License, if applicable
- Application by mail or hand delivery only (See www.cityofchicago.org/dol (click on relevant link under Supporting Information))
- Applicants should identify 3 division preferences
- City residency is not required

VOLUNTEER LAW CLERK PROGRAM

- Geared towards 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
- 10 week, full-time program during the summer
- Non-paid position
- Utilize 711 License, if applicable
- Application by mail or hand delivery only (See www.cityofchicago.org/dol (click on relevant link under Supporting Information))
- Applicants should identify 3 division preferences
- City residency is not required

POST-GRADUATE FELLOWSHIP PROGRAM

- Geared towards recent law graduates who have secured fellowship funding through their law school or elsewhere to gain public sector experience on a volunteer basis
- Year-round program with positions based on availability
- Non-paid position
- Utilize 711 License, if applicable
- Application by mail or hand delivery only (See www.cityofchicago.org/dol (click on relevant link under Supporting Information))
- Applicants should identify 3 division preferences
- City residency is not required
**Paid Law Clerk Program**

- Geared towards law students, law graduates and lawyers
- Year-round program with positions based on availability
- Paid position ($13.82/hour)
- Full-time and part-time positions available
- Utilize 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](http://www.cityofchicago.org/careers) when available
- Register and create a profile and job search agent at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) to ensure that you receive emails whenever paid law clerk, attorney or other job opportunities that meet your criteria become available
- City residency will be required at the time of employment

**Attorney Positions**

All attorney vacancies are posted by position.

- Positions are posted at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) when available
- Register and create a profile and job search agent at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) to ensure that you receive emails whenever attorney opportunities that meet your criteria become available
- City residency will be 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 first hand.”

"Recognized as one of the premier government law firms in the country."
Why Join the City of Chicago Law Department?

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