



**TMCEC Transfer Request Form**  
**AY25**

Name: \_\_\_\_\_

Primary City Represented: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Position:

- Judge                                      Court Administrator                                      Court Clerk
- Prosecutor                                      Juvenile Case Manager                                      Other: \_\_\_\_\_

Check one of the following:

**Transfer to another event ten (10) business days before the event start date (No refund requested).**

From (Event name, location, and date): \_\_\_\_\_

To (Event name, location, and date): \_\_\_\_\_

**HOUSING INFORMATION**

**No room**

**Housing:** Must select 1 or 2 nights below. TMCEC can only guarantee a private room. Type of room (queen, king, double) is dependent upon the hotel's availability. If you have a special request you may list it here: \_\_\_\_\_

**1 Night   Hotel Arrival Date: \_\_\_\_\_                                      2 Nights**

**New Judges/New Clerks Housing (4 Nights)**

**Transfer to another person for the same event at least 72 hours before the event start date. Please include a registration form for the new attendee. (No refund requested)**

From (name): \_\_\_\_\_

To (name): \_\_\_\_\_

Event name, location, and date: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

\_\_\_\_\_

Participant Signature

Date

Please return completed form to [brandi@tmcec.com](mailto:brandi@tmcec.com)

**For TMCEC Use Only**

Comments:

\_\_\_\_\_  
TMCEC Staff Signature

\_\_\_\_\_  
Date