



Florida Department of Juvenile Justice

Rule 63E REQUEST FOR TRANSFER

Program Requesting Transfer _____

Date of Request _____

Address _____

Phone _____

Program Case Manager _____

Supervisor Approving Request _____

Youth _____

DJJ ID # _____

Date of Admission _____

Home County _____

Date of Commitment _____

Home Circuit _____

Committing Offense/s _____

Current Location _____

*****If In Secure Detention*****
Date Detained _____

Date of Detention Hearing _____

Committing Judge _____

Phone _____

Address _____

Fax _____

Defense Attorney _____

Phone _____

Address _____

Fax _____

State Attorney _____

Phone _____

Address _____

Fax _____

Transfer Request Submitted to _____

Date _____

Date of Staffing _____ / Time _____

Place _____

Are there any new charges pending? ___ Yes List Charges _____
___ No Next Scheduled Hearing Date & Time _____

Is the offender pending disposition? ___ Yes ___ No

The Program recommends this Offender be transferred to a ___ High ___ Moderate ___ Low Risk Facility

Specific Violations Leading to the Transfer

List specific violations the offender has committed to warrant a Transfer to another program. Include the who, what, where, when and how for each violation. Attachments MUST include a Current Face Sheet, Commitment Order/s, and any information supporting this Request. Attach additional pages if needed.

Signature of Person Completing Request _____ Date _____

Supervisor Authorizing Request _____ Date _____

Specific Reasons for Transfer Request

[Specific violations must include the who, what, when where and how the offender violated each program rule.]

Youth Signature _____ Date _____

Signing this document does not admit or deny alleged violations but only acknowledges a review of the form prior to a transfer staffing and receipt of a copy.

- Transfer Request Denied
- Lateral Transfer Request Approved
- Transfer Request for a restrictiveness level other than a level ordered by the court must be approved by the court

Transfer Administrator _____ Date _____