

VOLUNTARY LATERAL TRANSFER REQUEST

To be eligible for a transfer you must have been in your current assignment for a minimum of 12 months and must have a performance evaluation on file at the level of "competent" or better.

Please type or print the required information. Send the completed form to Human Resources, 111 North Hill Street, Room 203, Los Angeles, CA, 90012, ATTN: Transfer Desk.

Name: _____ Employee No.: _____

Payroll Title: _____

Home Address: _____

City: _____ Zip: _____

Current Court Location: _____ Work Phone: _____

Current Division: _____ Supervisor Name: _____
(e.g., Criminal, Traffic, Family Law)

I would like to be considered for transfer to the following location(s). Place an "X" in the appropriate box(es).

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Central – Administration | <input type="checkbox"/> Burbank | <input type="checkbox"/> Kenyon Juvenile Justice Center | <input type="checkbox"/> Redondo Beach |
| <input type="checkbox"/> Central – Civil | <input type="checkbox"/> Chatsworth | <input type="checkbox"/> Lancaster | <input type="checkbox"/> San Fernando |
| <input type="checkbox"/> Central – Criminal | <input type="checkbox"/> Compton | <input type="checkbox"/> Long Beach | <input type="checkbox"/> San Pedro |
| <input type="checkbox"/> Central – Family Law | <input type="checkbox"/> Downey | <input type="checkbox"/> Los Angeles Airport | <input type="checkbox"/> Santa Clarita |
| <input type="checkbox"/> Central – Jury | <input type="checkbox"/> East Los Angeles | <input type="checkbox"/> Los Padrinos Juvenile | <input type="checkbox"/> Santa Monica |
| <input type="checkbox"/> Central – Probate | <input type="checkbox"/> Eastlake Juvenile | <input type="checkbox"/> Malibu | <input type="checkbox"/> Sylmar Juvenile |
| <input type="checkbox"/> Central Civil West | <input type="checkbox"/> Edmund D. Edelman Children's Court | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Torrance |
| <input type="checkbox"/> Central Arraignment Court | <input type="checkbox"/> El Monte | <input type="checkbox"/> Metro / Traffic | <input type="checkbox"/> Van Nuys |
| <input type="checkbox"/> Alhambra | <input type="checkbox"/> Glendale | <input type="checkbox"/> Monrovia (Training Ctr) | <input type="checkbox"/> West Covina |
| <input type="checkbox"/> Antelope Valley | <input type="checkbox"/> Hollywood | <input type="checkbox"/> Norwalk | <input type="checkbox"/> West Los Angeles |
| <input type="checkbox"/> Bellflower | <input type="checkbox"/> Huntington Park | <input type="checkbox"/> Pasadena | <input type="checkbox"/> Whittier |
| <input type="checkbox"/> Beverly Hills | <input type="checkbox"/> Inglewood | <input type="checkbox"/> Pomona | |

Signature: _____ Date: _____
(signed)