



Transfer Request Form AY24

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: _____

Would the new registrant like to attend the special session from 1pm -5pm on the first day of the event? YES NO

Reason for Transfer: _____

Participant Signature

Date

Please return completed form to TMCEC at 2210 Hancock Drive, Austin, Texas 78756, or email to brandi@tmcec.com

For TMCEC Use Only

Comments:

TMCEC Staff Signature

Date