

PRISONER TRANSFER REQUEST

INSTRUCTIONS. Complete the form, along with a detailed justification. For **Spokane** cases, email the completed form to debby.anderson@usdoj.gov. For **Yakima** or **Richland** cases, email the completed form to tricia.moore@usdoj.gov. This form must be received by Wednesday at 12:00 PM the week prior to the prisoner being needed.

Defendant Name _____ ECF Case Number _____
Requestor's Name _____ Requestor's Phone Number _____
Date of Request _____ Assigned Judge _____
Defendant's Attorney _____ Assigned AUSA _____

TRANSFER INFORMATION

Current Location of Prisoner _____
Location Prisoner is needed _____
When the Prisoner needs to be there? _____
How long does the Prisoner need to be there? _____

REASON FOR TRANSFER REQUEST

Justification (be specific): _____

TRANSFERRING PRISONERS. Prisoner transfers will be reviewed on a case-by-case basis and will be approved or denied based on transfer need, available transport resources, and available space within a USMS contract jail facility. The USMS retains the right to approve or deny all prisoner transfer requests.

SEPARATED PRISONERS. Prisoners separated from one another may influence an approval or denial. When separated prisoners are housed in the same USMS contract jail facility, it may be necessary to house prisoners in various ways, such as segregation. The USMS will attempt to not transport separated prisoners together; however, this cannot be guaranteed. If transported together, USMS will prevent any physical contact between the separated prisoners.

Requestor's Signature: _____ Date: _____

USMS REVIEW	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Need More Information
Remarks: _____	

USMS Signature: _____	Date: _____