

## HOW TO APPLY FOR A TRANSFER OF JURISDICTION (MOU)

**Defendant's name:**

**Circuit Court Case Number:**

- Apply to the Macomb County Circuit Court Specialty Courts and be denied
  - You will need a denial letter **OR** obtain a signature of Specialty Court (verifying that your client has applied and been denied to 16<sup>th</sup> Circuit Court Specialty Courts)

X \_\_\_\_\_

- Obtain **ALL** signatures on the MOU of the "Receiving Court", prosecutor and defendant

- Obtain an acceptance letter from "Receiving Court"

Once you have completed the above steps, bring this check list along with supporting documents and signed MOU to Chief Judges' Clerk or Secretary for Administrative approval of the transfer. (You will need all signatures with the exception of assigned Judge and Chief Judge)

**You need to bring these documents to Chief Judge's staff on the date of sentencing or prior to sentencing.....**

### **On the date of Sentencing the Defense Attorney should bring:**

1. Completed MOU form with **ALL** signatures to the transferring Court's Clerk, on the date of sentencing.

**\*\*\*\*IF THE RECEIVING COURTS SIGNATURES ARE NOT COMPLETE THE CLERK WILL NOT REVIEW YOUR MOU\*\***

**\*\*\*\*IF YOU DO NOT HAVE ADMINISTRATIVE APPROVAL THE ASSIGNED CLERK WILL NOT TAKE YOUR MOU AND DIRECT YOU TO SEE CHIEF JUDGE'S STAFF\*\*\*\***