



Ministry  
of Justice

**Recommendation of approval or refusal of transfer  
requests:  
Bench Chair's Decision**

Full name of applicant

First name(s)

Middle name(s)

Last name

Date of birth

Day

Month

Year

Current bench

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**1. Transfer request approved**

In accordance with the powers under Section 10(2)(b) of the Courts Act 2003, as amended, delegated to me by the Lord Chief Justice, I hereby reassign you to the

Local Justice Area.

Signature

Date

Day            Month            Year

However, I regret that I am unable to approve your request for the following reasons.

Full reasons should be given in accordance with Part 5 of the Lord Chancellor's Directions to Advisory Committees.

**2. Transfer request rejected**

In accordance with the powers under Section 10(2)(b) of the Courts Act 2003, as amended, delegated to me by the Lord Chief Justice, I have considered your request to transfer to the

Local Justice Area.

Signature

Date

Day            Month            Year

**Note:**

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Bench Chairs may wish to invite the magistrate to reconsider their transfer request or, if that is not possible, to apply for their name to be entered in the Supplemental List.

Bench Chairs should also notify the magistrate that it is open to them to ask the Senior Presiding Judge to review the decision. Applications for review should be lodged within 10 working days of the date of the decision via the Judicial Office, Thomas More Building, Royal Courts of Justice, Strand, London WC2A 2LL and will be dealt with as quickly as possible.

Bench Chairs/Advisory Committee Secretaries may wish to seek advice on the wording of letters from the Judicial Office.