

**KEEP ON TOP**

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA  
AT \_\_\_\_\_

STATE OF ALASKA, )  
 )  
vs. )  
 )  
 )  
 )  
Defendant. ) CASE NO. \_\_\_\_\_  
 )  
 )  
DOB: \_\_\_\_\_ )

**DOC SUPERVISION TRANSFER**

*Instructions to DOC: File this form whenever probation supervision transfers to a new probation office, even if jurisdiction does not transfer to a new court.*

The Department of Corrections transferred or initially assigned probation supervision of the defendant to the Probation Office in \_\_\_\_\_, Alaska, because:

- Transfer to New Probation Office.** Because the defendant has moved, DOC is transferring probation supervision to another probation office. Jurisdiction is transferred to the \_\_\_\_\_ court. *[File this form before sending the file to the new probation office.]*
- Initial Assignment of Probation Office:** DOC is assigning initial probation supervision to this probation office instead of the sentencing court's probation office because the defendant is not going to live in the sentencing court's area. Jurisdiction is transferred to the \_\_\_\_\_ court. *[File this form as soon as possible after being assigned as the initial probation office.]*
- Other.** Supervision transfer is for administrative purposes. The defendant has not moved. Jurisdiction does not transfer to a new court. *[File this form before sending the file to the new probation office.]*

Effective Date: \_\_\_\_\_

Department of Corrections  
Division of Probation and Parole  
Location: \_\_\_\_\_

*Instructions to DOC: You must send this form to the original sentencing court and every other court that was previously a supervising court for this case. Do not file this form with the new supervising court.*

Distribution (check all that apply)

- Original sentencing court at \_\_\_\_\_
- Previous supervising courts at (list all): \_\_\_\_\_

*Instructions to Court Clerk:* This is filed to notify the court of the location of the current probation office. It does not need to be signed. Docket this form using docket date 1/1/2099. Tie this form into the case file and keep on top.