TRANSFER OF JUDICIAL BRANCH PROPERTY

JD-ES-128 Rev. 1-22

Transfer Permit number _____

Instructions

1. You must use this form to transfer equipment out of your possession. Supervisors must use the JD-ES-298 form for tracking.
2. Use this form when moving Judicial Branch property from one office to another and for your records when verifying inventory.
3. Follow the link provided below to find the required location code. You must select a Division or "All Divisions" from the drop down list.
4. Once signed, please scan and send as an attachment to: PropertyControl.JBAPPM@jud.ct.gov

STATE OF CONNECTICUT
JUDICIAL BRANCH
www.jud.ct.gov

Judicial Tag	Description, Serial number, Make and Model	From		To	
		Address, street and town	Office/Unit/Location Code	Address, street and town	Unit/Floor/Room

Link to JASMIN Location Code Finder by Division (MUST be selected) | Location code:

Reference number *(i.e., Ticket, Add/Move, etc.)*			**Deployed By:**	Signed	Date
Authorized By:	Signed	Date	**Received By:**	Signed	Date
	Print name and title			Print name and title	Employee number

Print Form

Reset Form