

Request to Transfer Probation Supervision to Another County

If you are on probation and will be moving to another county in Idaho you can request that supervision of your probation be transferred to your new county of residence. You can represent yourself and file a *Motion* with the court or an attorney can file it for you.

Step 1. Contact your Probation Officer

To avoid delays, contact your probation officer about your intent to move. Your current probation officer can then obtain a *Request for Transfer of Supervision* form from the probation office in the new county.

This *Request* form will have the details you need to complete the *Motion* form, and you can attach it as the third page of your *Motion*.

Step 2. Complete the *Motion* form

Find and complete the *Motion to Transfer Probation Supervision and Request for Hearing* online at: <https://isc.idaho.gov/Probation-Forms>, or you can print out and complete the forms in black ink.

On page 2 of the *Motion*, list the mailing address for the county prosecutor's office which handled your case.

Transferring Multiple Cases

If you are on probation for multiple cases you must complete and file a *Motion* form for each case to be transferred.

NOTE: If a hearing is scheduled on your *Motion*, the judge may want to know in which other cases you are still serving probation. Obtain the case number for all cases from the court, or the iCourt Portal at: <https://icourt.idaho.gov/>

Step 3. File your *Motion* with the Court

Sign and date your *Motion* and make 2 copies, 1 for you and 1 for the prosecutor's office.

To file, take your original documents and copies and file it at the county court where you were

sentenced. Repeat this for each case if you have multiple cases.

There is no cost to file the form. The court clerk will return your copies to you; and you will need to mail 1 copy to the prosecutor's office and keep 1 copy.

Step 4. The judge reviews your *Motion*

The judge will review the *Motion* and determine whether a hearing is necessary.

No Hearing

If the judge grants your *Motion* without a hearing, you will receive a copy of the *Order* granting the transfer. Follow all instructions from your probation officer and the court for reporting to your new county for supervision.

Hearing is Scheduled

You will receive a *Notice of Hearing* if the judge determines that a hearing must be set to discuss your *Motion*.

The judge may ask you to provide an Order.

You can find the *Order Amending Conditions of Probation & Transferring Supervision* online at: <https://isc.idaho.gov/Probation-Forms>. Complete the top part of the form and then file it with the court.

Paying Ongoing Cost of Supervision

Even if your probation is transferred you will continue to pay your cost of supervision to the court in which you were originally sentenced. You can pay in person at the court, or online at: <https://mycourts.idaho.gov/odysseyportal>

Talk to an attorney. These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. We always recommend you talk with an attorney before filing