

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Case Transfer

Case Name: [Case Name]

Original Case Number: [Original Case Number]

Original Jurisdiction: [Current Court Name]

Dear [Recipient Name],

Please be advised that the legal matter referenced above has been officially transferred from the jurisdiction of [Original Court Name] to the jurisdiction of [New Court Name].

The transfer was initiated due to [Reason for Transfer, e.g., Change of Venue/Jurisdictional Requirements/Convenience of Parties].

The new case details are as follows:

- **New Jurisdiction:** [New Court Name]
- **New Case Number:** [New Case Number, if assigned]
- **Physical Address:** [Address of the New Court]
- **Clerk of Court Contact:** [Phone Number]

All future filings, correspondence, and appearances regarding this matter should be directed to the new jurisdiction listed above. Please update your records accordingly to ensure all future notices are sent to the correct venue.

If you have any questions regarding this transfer, please contact our office at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]