

An die  
Präsidentin des Schleswig-Holsteinischen  
Oberlandesgerichts  
Referendarabteilung  
Gottorfstr. 2  
24837 Schleswig

**über**

Staatskanzlei des Landes Schleswig Holstein  
Referat StK 44  
Nachwuchskräfte allgemeine Verwaltung, ressortübergreifende Ausbildung  
-StK 445-  
Düsternbrooker Weg 92  
24105 Kiel

Kiel, the \_\_\_\_\_

I accept the following request for a transfer pursuant to § 30 Sec. 3 JAVO.

\_\_\_\_\_  
Signature State Chancellery Department StK 44

Request for Transfer

Training in the **Elective Stage** "State and Administration"

Pursuant to § 32 Sec. 3 No. 4 in connection with § 30 Sec. 3 JAVO.

\_\_\_\_\_  
Name, First Name

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Street, No.

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Zip- Code, City

For the three month Elective Stage I chose the focal area "State and Administration". I request to be transferred to

\_\_\_\_\_  
(Name of the authority/ the Court, Instructor, Street, ZIP-Code, City)

for my training in the Elective Stage pursuant to § 32 Sec. 3 No. 4 JAVO in accordance with the following Confirmation of a Traineeship Position.

I declare that I will **not** be granted any additional remuneration by my training institution in the course of my training in the aforementioned training stage in the period between \_\_\_\_\_ and \_\_\_\_\_.

**Permission for the training as a guest of the competent Higher Regional Court is attached.**  
(Necessary in case of completion of the Elective Stage at a Court or an authority of a different federal state)

**Note:**

The form is to be directed at the President of the Higher Regional Court Schleswig through the State Chancellery of the state of Schleswig-Holstein (address see page 1).

The official assignment by the Higher Regional Court will be executed approximately 6 weeks prior to the commencement of the Stage.

\_\_\_\_\_  
Signature

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**Confirmation of a Traineeship Position**

\_\_\_\_\_  
Exact Address of the Training Institution & Tel.

\_\_\_\_\_  
Place, Date

I am/ we are willing to train the Trainee lawyer in the Elective Stage at least 75% in the focal area "State and Administration" pursuant to § 32 Sec. 2 No. 4 JAVO between \_\_\_\_\_ and \_\_\_\_\_ in accordance with the request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place, Date