



## DC Courts

### Data and Research Request Form A (Public Requestors)



All requests for data or research from non-government organizations must be submitted using this form. Government requestors should use Form B. Complete the form electronically, using language that is clear, concise, and non-technical, scanned, vague, and incomplete forms will be returned. All requests for research must have IRB approval prior to submission to DC Courts.

If you are unsure whether to use Form A or Form B, or if you have other questions, please refer to the instructions posted on this website, or contact the Strategic Management Division at [smddata@dccsystem.gov](mailto:smddata@dccsystem.gov) or call 202-879-2886. When completed, save the file and email to [smddata@dccsystem.gov](mailto:smddata@dccsystem.gov)

#### **SECTION I: REQUESTOR INFORMATION** (Completed by all requestors)

1. Name (First, Last)
2. Date of request (mm/dd/yyyy):
3. Email:
4. Phone # (xxx-xxx-xxxx):
5. Affiliation:

Government agency	Private/non-profit	Research agency
Academic institution	Other (please specify):	
6. Name of organization:
7. Describe the purpose of this request (500 character limit):
8. Date the information requested is needed (mm/dd/yyyy): (**Must be at least two weeks from request date**).
9. Are you requesting the information one-time, or on a recurring basis?

One time	Quarterly	Bi-annually	Annually
Other			

- 
10. Which of the following are you requesting from the DC Courts? (Check all that apply).
- A. Aggregate information (Complete Sections II and IV)
  - B. Individual or case level data (with or without personally identifiable information). (Complete Sections III and IV)
  - C. Information collected from DC Courts staff, or customers/court users via interviews, focus groups, surveys, etc. (Complete Sections III and IV)

**SECTION II. AGGREGATE INFORMATION REQUESTED (Required only if #10A is checked)**

11. Please describe the aggregate level data you are requesting by completing the chart below. Be as specific as possible and use a separate row for each data element. Attach an additional sheet if necessary.

Data Elements Requested	Time Frame (yrs, mos, etc.)	Groups Included/ Excluded	Comments (optional)
-------------------------	--------------------------------	------------------------------	---------------------

**SECTION III. PROJECT INFORMATION (Required if #10B OR #10C are checked)**

12. Project title:

13. Project abstract:

14. What specific questions and corresponding methodology will be used to answer each project question? (Attach additional pages if necessary).

A. Question

A. Methodology

B. Question

B. Methodology

C. Question

C. Methodology

D. Question

D. Methodology

15. What are the potential benefits of the findings to DCCourts?

16. With whom, and in what form, will the results be shared?

---

17. Are you requesting data identifiable to a private person – defined as information which is either (A) labeled by name or other personal identifiers, or (B) can, by virtue of sample size or in combination with other data, be used to identify a particular person?

Yes                      No

18. If the answer to #17 is yes, please describe why identifiable information is necessary. (If #17 is “No” please enter NA).

19. Please list the specific data fields you are requesting in the chart below. If you are unsure of exactly what data you need, please consult the DC Courts website to gain a better understanding of DC Courts data. (Attach additional pages if necessary)

Data field requested

Data field requested

20. A. Does the project involve interaction (interviews, surveys, etc.) with living humans OR obtaining data (public or non-public) that can be used to identify individuals directly or in combination ?

Yes                      No

B Is the project intended to contribute to generalizable knowledge? The DCCourts defines generalizable knowledge as knowledge that is applicable to a wider or different range of circumstances, and is useful beyond a particular organization. Publication and presentation beyond internal stakeholders is **generally** considered as contributing to generalizable knowledge.

Yes                      No

---

**COMPLETE QUESTIONS #21-25 ONLY IF YOU ANSWERED YES TO #20A AND #20B. IF YOU ANSWERED NO TO EITHER #20A or #20B, SKIP TO SECTION IV.**

21. What is the Federal Wide Assurance Number of the approving IRB? If you checked "yes" on #20A AND #20B, you must have IRB review and approval to continue.

22. What is the approval category of your Institutional Review Board (IRB)?

23. How is the project funded?

Not yet funded      Internal funds      Grant      Other (please specify)

If grant funded, what is the source of funds?

24. Are there other institutions or individuals collaborating in this project?

Yes (please provide details below)      No

·	·	·	·	·	·
·	·	·	·	·	·
·	·	·	·	·	·
·	·	·	·	·	·
·	·	·	·	·	·

25. A copy of the following documents must be submitted with your request if applicable. Check whether or not each document below is being submitted.

	<u>Included</u>	<u>Not applicable</u>
IRB application and approval		Required
Research instruments (surveys, questionnaires, focus groups, etc.)		
Consent forms		
Assent forms		

**SECTION IV. SIGNATURE** (Completed by all requestors)

26. By signing below, A) I certify that the information provided in this application is complete and correct, and B) I agree to provide the DC Courts a copy of any presentation, report, or other dissemination of results using the information obtained prior to presentation and release.

Signature (must be  
electronic)

Date:

Once completed, please save your file and email it to the Strategic Management Division at [smddata@dccsystem.gov](mailto:smddata@dccsystem.gov)

---

FOR INTERNAL USE ONLY

Division Recommendation  
Digital Signature

Approve  
Comments

Deny

Approve with changes

Date

SMD Recommendation  
Digital Signature

Approve  
Comments

Deny

Approve with changes

Date

Executive Office Approval  
Digital Signature

Approve  
Comments

Deny

Approve with changes

Date

.

Amendment  
Details and Date

Requestor  
Signature

D.C. Courts  
Signature

Amendment  
Details and Date

Requestor  
Signature

D.C. Courts  
Signature