



## DC COURTS

### **DATA AND RESEARCH REQUEST FORM** **Frequently Asked Questions**



#### **Question #1: Do I have to complete the form if I only want a few numbers?**

The DC Courts receive a large number of requests for data. In order to track these requests and comply with the Directive for research-related requests, we have created the DC Courts Data and Research Request Form (“the form”). The form allows the DC Courts to better understand what data are being requested and to determine whether the data will be used for research and therefore requires an Institutional Review Board (IRB) review and approval.

#### **Question #2: Does DC Courts restrict access to any data?**

Yes. Case-level data that are sealed or otherwise confidential are not available to the public, although aggregate data may be available with the approval of the Executive Officer. If you are uncertain whether the DC Courts release the data that you are requesting, you can contact someone in the Strategic Management Division prior to completing the form.

#### **Question #3: What if I’m not sure exactly what data I need?**

While DC Courts staff will not assist individuals in designing their research, staff can assist requestors in determining what specific data are necessary to answer each of the proposed questions.

#### **Question #4: Do you charge a fee for data requests?**

No. The DC Courts do not charge a fee for data requests.

#### **Question #5: What if I don’t know the research question and methodology at this point?**

A well-defined research question and corresponding methodology are necessary in order to determine what data are needed. DC Courts will review each proposed question and will only provide the data necessary to answer each research question. The DC Courts may also suggest additional data elements to help answer a research question.

#### **Question #6: My organization does not require IRB review or approval. Why do I have to obtain it for DC Courts?**

By providing data to requestors, the DC Courts are considered to be supporting research. Because DC Courts require IRB approval for all research conducted or supported by the Courts, all requestors receiving data from DC Courts must have an IRB review and approval prior to requesting or receiving data.

#### **Question #7: How long will it take to receive the data?**

The complexity of the data requested as well as competing priorities will determine the time required for DC Courts to extract the data. While some requests can be completed within one or

two days, other requests may take several weeks. Once a data request is approved, DC Courts staff will provide the requestor with an estimate of the completion date.

**Question #8: Will DC Courts assist me with my analyses?**

DC Courts will assist requestors with understanding the data elements provided. However, DC Courts staff do not assist requestors with data management or data analyses.

**Question #9: If I receive data from DC Courts, are there any limitations on my use of the data?**

Yes, there may be limitations. Requestors may be required to sign a Data Use Agreement certifying that the data will only be used for a specified purpose and that the data will not be released or shared with anyone else. Breach of a Data Use Agreement may result in legal action or denial of other data requests