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| Data request form |

# About this form and data requests

Please complete this form if you require data from the County Court Victoria (CCV). Completed forms can be returned to: datarequests@countycourt.vic.gov.au

Note: the Court will facilitate the release of data in response to external data requests to the extent that it is able to, given the competing demands on its limited data analysis resources and its workload of priority internal data requests. An important factor in assessing external data requests is a consideration of resources already available to external agencies and whether the Court can add any practical value to the data that is already available.

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| 1. Details of requestor |
| Name |  |
| Position title |  |
| Organisation |  |
| Telephone no. |  |
| Email address |  |
| 2. Data request overviewPlease briefly outline your request by answering the following questions, which will assist the Court in prioritising and assessing your request. |
| What type of request are you making?🞏 New request🞏 Update of previous data *(please attach a copy of the data previously provided)* |
| Please confirm that you have checked the following publicly available data sources 🞏 Crime Statistics Agency🞏 Sentencing Advisory Council🞏 CCV Annual Report |
| Please detail why the data that is publicly available is not suitable for your purposes |
| Briefly describe the information you are seeking and specify the data type *(note - the Court does not release data containing personally identifiable information or information that could lead to the identification of individuals):*Data type:🞏 Civil jurisdiction 🞏 Criminal jurisdiction 🞏 Victoria wide 🞏 Melbourne only🞏 Other (please specify): |
| Do you need the data to be grouped, and if so, how?🞏 Case by case 🞏 Aggregated 🞏 Sentences 🞏 Finalisations 🞏 Initiations🞏 Other (please specify):*If possible, please attach a table shell of the data you’d like to request. This may expedite the turnaround of your request.* |
| What date range is covered by your request?🞏 Financial year (provide details of the relevant year(s)): 🞏 Calendar year (provide details of the relevant year(s)): 🞏 Other (please specify): |
| How will the data released by the Court be used? |
| Do you intend to publish this information? 🞏 Yes 🞏 NoIf ‘Yes’, where and when? |
| Do you undertake to acknowledge the source of the data?🞏 Yes 🞏 No |
| What is the timeframe for the data to be provided?*Please note that all data requests go through an approval process and compiling information can be time consuming so please submit requests well in advance as some requests may take several weeks to complete. In addition, CCV staff may contact you directly with additional questions and clarifications. Submitting this form does not guarantee the data will be provided. Data requests may be denied due to privacy concerns, legal reasons, time constraints, and other considerations.* |

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| COUNTY COURT USE ONLY |
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