

# DATA REQUEST FORM (DRF)

This form must be completed and submitted to the Courts Performance and Reporting Unit (CPRU), before any request for data can be actioned. This form should be submitted by email:

[courtstats@justice.qld.gov.au](mailto:courtstats@justice.qld.gov.au). Forms submitted by **media organisations** must be emailed to:

[media.relations@justice.qld.gov.au](mailto:media.relations@justice.qld.gov.au). As per the Queensland Courts Service "Data Management Policy"

contact will be made with requester to provide the estimated time to action request and clarify any issues, subject to approval. Time is usually between 2 and 6 weeks.

REFERENCE NUMBER (For use by CPRU Officers only)			
Media: M-		Other: O-	
Internal: I-			

1. DETAILS OF REQUESTER **			
Name:			
Position/Title:			
Unit:			
Branch:			
Agency/Organisation:			
Contacts:	Phone:	Email:	Fax:
Date of request:			
2. DETAILS OF DATA REQUESTED			
Description of data required:			
Purpose of data request:			
Time period/s required (e.g. 2009-2010):			
Date required:			
Relevant Legislation, if applicable:			
Act	Section	Sub-Section	Short Title

\*\* Privacy Statement: The Department of Justice and Attorney-General (DJAG) is collecting your personal information for the purpose of processing your request for data from the Courts. This information will only be accessed by authorised employees within DJAG. Unless required or authorised by law, your personal information will not be provided to any other third party without your consent.