

## DATA REQUEST FORM

### Courts Performance and Reporting Unit (CPRU)

This form must be completed and submitted before any request for data can be actioned. Submission should be via email to [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 the requester to provide the estimated time to action this request and to clarify any issues. Requests are usually completed in two to six weeks.

**Date of Request:**

**Requested Priority:**

**Reason for Priority:**

*(if High)*

**Note:** CPRU will make every effort to complete your request within the required timeframe. However, due to high demand and the complexity of data requests, timeframes may not be met.

#### Requester Details:\*

**Name:**

**Position/Title:**

**Work Unit and  
Agency/Organisation:**

**Contact Details:**

phone

email

#### Details of Data Requested:

Please advise if this request is:

A new data request

An update or extension of a previous data request

If an update or extension, please provide the request number, subject description, and a copy of the original data.

What is the question that needs to be answered?

*Briefly explain the question/s you are trying to answer. For example: "have assault offences increased in the last five years?"*

**Court/s requested:**

Magistrates Court

Childrens Court (Magistrate)

District Court

Childrens Court (District)

Supreme Court

**Time period of data requested (e.g. 2022-23 financial year):**

### Details of Data Requested (cont.):

#### Description of data requested:

Be as specific as possible and include any breakdowns (e.g. Indigenous status) or filters (e.g. Brisbane only)

How will the data be used? Please mark all that apply:

Use	Audience
Legislation/Policy Development	Data to be used <i>internally</i> within DJAG only
Media Request	Data to be used <i>internally</i> within QLD Gov. only
Research	Data to be used <i>externally</i> to QLD Gov.
Evaluation	
Service Provider Meeting/s	
Executive Meeting/s	
AG/Minister/DG Briefing	
Other Briefings (e.g. PPQs)	
Other, please advise:	

\*Privacy Statement: The Department of Justice and Attorney-General (DJAG) is collecting your personal information for the purpose of processing your request for data. For more information about how DJAG manages personal information, please refer to DJAG's [Privacy Guide](#).