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OFFICE OF THE CHIEF JUDGE SUITE 337 800 HORNBY STREET

VANCOUVER, BC V6Z 2C5

TEL (604) 660-2864

FAX (604) 660-1108

THE PROVINCIAL COURT

OF BRITISH COLUMBIA

**Request to Survey OR Interview**

**Judges or Justices of the Provincial Court of British Columbia**

Clearly describe your survey or interview project below. The information provided will be used to decide whether or not your request is approved.

**Guidelines:**

1. Requests will only be reviewed if this form is complete.
2. Requests will be reviewed approximately quarterly and not all requests will be approved.
3. Requests will generally only be considered for approval if:
   * Survey or interview questions are consistent with the limitations on judicial commentary set out in the [Ethical Principles for Judges](https://www.cjc-ccm.gc.ca/cmslib/general/news_pub_judicialconduct_Principles_en.pdf) (for example, Judges are restricted in participating in matters of public debate or matters upon which they may be asked to adjudicate).
   * Recipient responses are anonymous and not linked to particular court locations, Judges or Judicial Justices.
   * The survey or interview is not overly long and consists of 10 questions or less.
   * The purpose of the survey and its results are consistent with the Court’s goals of accessible, fair, and efficient system of justice and does not compromise or undermine understanding of the administration of justice or the integrity of the Court.
   * Information is being collected for research purposes, not to further a commercial activity.
   * Information cannot be collected effectively in another manner or from other sources.
   * The researcher is sufficiently experienced, objective and independent to carry out the survey or interview.
   * The framework for the storage, retention and disposal of responses is sufficient to ensure security of the data.
   * A copy of the interview or survey questions is provided with this Form.
4. Engagement in a survey or interview does not indicate judicial expression for or against a particular project or position.
5. By submitting this request you agree to:
   * Provide a copy of any final document or report to the Provincial Court within one month of completion.
   * Ensure that all participating employees or individuals who will collect and/or analyze responses abide by this document.

**Please provide the following information:**

1. List the topic or subject area of your research.
2. Principal Researcher:

* Name:
* Address:
* Telephone:
* Email:
* Institution/Organization Affiliation (if applicable):
  + Position (if applicable):

1. If you are a student, please provide the following additional information:

* Name of Supervisor and position:
* Address:
* Telephone:
* Email:
* Date your institution provided ethics approval for this project (attach copy of approval):

1. List all participating employees or individuals (excluding the above) who will collect and/or analyze the responses.
2. Provide a summary of the research project and the survey or interview:
3. For the interview or survey provide the proposed:
   1. Start date:
   2. End date:
4. Requesting (tick all that apply):

In-person interview

Phone interview

Video interview

Will the interview be recorded?  Yes  No

Online survey

Other

1. Approximately how long will the interview or survey take to complete?
2. Who else is being asked to do the survey or interview? (i.e. BC Provincial Court only, Courts across Canada, other justice system participants.)
3. How will these responses be used?
4. What is the storage, retention and disposal plan for the responses? (Include security measures related to data storage. Provide answer for both electronic and paper records).
5. Will the responses be copied, forwarded or otherwise disclosed to any other individual or organization not identified above?
6. Can the information be collected in another manner or from other sources?
7. Do you agree that recipient responses will be anonymous (i.e. not allow for the identification of individual judges or justices or particular court locations)?

Yes

No

1. Do you have experience or the qualifications to carry out an objective survey/interview?
2. Other relevant information you would like to provide

**Attach to this application**

* University ethical approval (if applicable)
* Copy of interview or survey questions.

Please submit your request to the Office of the Chief Judge at:

Legal Counsel

Office of the Chief Judge

#337 - 800 Hornby Street

Vancouver, BC V6Z 2C5

Or you can enter your answers into this document then copy and paste the content into the “Media Question(s)” field to send via the online form:

<https://www.provincialcourt.bc.ca/media/media-inquiry-form>

**Provincial Court Use Only:**

Date Proposal Received:

Date Proposal Reviewed:

Decision: