Attachment C

**Personalized email to respondent containing census and instructions**

Dear [RESPONDENT NAME],

Thank you for agreeing to take and provide feedback on the Census of Prosecutor Offices (CPO) survey! We are grateful for your time and certain that your input will make the questionnaire better.

We request that you do the following:

- Complete the attached survey (should take approximately 45-60 minutes) by one of the following methods:
    - Complete the survey by highlighting your answers in Adobe, if you are able to, and return via email.
    - Print out the survey, complete by hand, scan and return to CPO2024@urban.org via email.
    - Complete the hard copy of the survey that will arrive at your office in the next week and return either via scanning and emailing to CPO2024@urban.org or through the provided self-addressed stamped envelope.
- As you are completing the survey, **please note any questions that are unclear, particularly challenging and why, as well as those questions that need multiple staff to provide a response to, and those that are a high time burden in the notes section at the end of the survey. Please also consider and note which sections/questions would produce the data that is of most interest to you.**
- Track and record how long it takes you to complete the survey. Please include the time needed for any consultation in that time calculation.

Should you find a question too difficult to answer, please make a note of the question, why it is difficult to answer, and the estimated time it would take to answer. Please note that an online and paper version of the survey will be available for the full implementation but at this time, we are focusing on the content only and have attached the PDF version for your completion.

Once we receive your completed response, we will follow-up to schedule a time to discuss the questionnaire, which we estimate will take approximately 45-60 minutes of your time. We need to receive your completed questionnaire by [**specify date**].

Thank you,

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