Attachment G

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

Dear [RESPONDENT NAME],

Thank you for agreeing to test 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 survey (should take approximately 60 minutes*) by clicking on the link below: [INSERT HYPERLINK]
- As you are completing the survey, **please make note of specific question numbers where you encounter challenges.** Specifically, we are interested in:
    - difficulty opening the survey
    - display issues
    - difficulties encountered when inputting free text
    - loss of responses/data after closing the survey
    - ease of navigating through the survey
    - ability to share the survey with colleagues to complete questions
- Please also take note of how long it took to complete the survey.

If you encounter difficulties advancing through the survey or need additional assistant, please reach out to CPO204@urban.org.

Once we receive your completed response, we will follow-up to schedule a time to discuss the survey, which we estimate will take approximately 30 minutes of your time. We need to receive your completed questionnaire by [**specify date**].

Thank you,

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*to be adjusted based on the responses and adjustments to the cognitive test