

FIRST EMAIL REMINDER

Send from Confirmit to all contacts and delegates for sites that do not yet register as "complete."
Send at 1 AM EDT, on MONTH DATE, 2012.

Dear [Name],

We recently sent you an email invitation to participate in the *Census of Problem-Solving Courts*. We would like to do everything we can to make it easy for you to participate and complete the *Census* survey. If you have any questions regarding the project, have any concerns regarding your involvement, or experience technical problems with the *Census* survey, please contact us at CensusPSC@ncsc.org or by phone at 800-616-6109.

To initiate or resume the *Census* for the [PSC name], click on the web link below or copy the address and paste it in your Internet browser.

Web Link: [confirmit web address]
User ID: [e.g., nominee's email address]
Access Code: [5-digit numeric password]

You will be prompted to log in each time you access the *Census* website. Your responses are saved and can be edited any time prior to the closing date, **MONTH DATE, 2012**.

Thank you,

Nicole L. Waters, Ph.D.
Project Director
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23188
Email: nwaters@ncsc.org
Phone: 757-259-1574

SECOND EMAIL REMINDER

Send from Confirmit to all contacts and delegates for sites that do not yet register as “complete.”
Send at 1 AM EDT, MONTH DATE.

Dear [Name],

We noticed that you have not yet completed the *Census of Problem-Solving Courts*. Your participation is important to us. If you are experiencing any difficulties with the *Census* survey, please contact us at CensusPSC@ncsc.org or 800-616-6109 and we will work with you to resolve any issues you may have.

Otherwise, we hope you will choose to participate during this final week of the *Census of Problem-Solving Courts*. You can access the *Census* at any time using the individual login information for your court, listed below.

Web Link: [confirmit web address]
User ID: [e.g., nominee’s email address]
Access Code: [5-digit numeric password]

Remember, your responses will be saved so you can resume with the *Census* or edit your responses any time prior to the **DAY MONTH DATE, 2012** closing date for this survey.

Many thanks for your participation in this important undertaking.

Sincerely,

Nicole L. Waters, Ph.D.
Project Director
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23188
Email: nwaters@ncsc.org
Phone: 757-259-1574

FINAL EMAIL REMINDER

Send from Confirmit to all contacts and delegates for sites that do not yet register as “complete.”
Send at 1 AM EDT on last business day to complete, MONTH DATE, 2012.

Dear [Name],

Today is the last business day for you and the [PSC name] to participate in the *Census of Problem-Solving Courts*. We hope you will choose to complete the *Census* before the participation period ends at **8:00 PM EDT on DAY MONTH DATE, 2012.**

You can access the Census using the individual login information for your court, listed below.

Web Link: [confirmit web address]
User ID: [e.g., nominee’s email address]
Access Code: [5-digit numeric password]

Should you have any questions, please contact us at CensusPSC@ncsc.org or 800-616-6109 for assistance. If you have any concerns you may also reach me directly using the contact information provided below.

Best regards,

Nicole L. Waters, Ph.D.
Project Director
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23188
Email: nwaters@ncsc.org
Phone: 757-259-1574