

Stakeholder Focus Group: Non-Responder Email

Subject: Stakeholder Focus Group- Invitation to Participate Follow Up

Dear [insert name]:

We recently invited you to participate in a focus group about your experiences working in child welfare courts. Your participation in the focus group will help us understand your experiences and how to improve practices.

We understand you are very busy and would like to schedule a time that fits with your schedule. The focus group will take about one hour. Please reply to this email and let us know the best phone number at which to reach you and which of the following times over the next two weeks work best for you:

- [Date/Time 1]
- [Date/Time 2]
- [Date/Time 3]
- [Date/Time 4]

If none of these dates or times work for you, please let us know another time that is more convenient for you.

A member of our research team will then send you an email confirming the date and time.

If you'd prefer not to participate, that's perfectly fine; please reply to this email to let us know. I know your time is valuable and appreciate your consideration.

Best regards,

[insert sign off]

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to gather legal professionals' experiences as part of JCAMP, a project assessing court performance measures. Public reporting burden for this collection of information is estimated at 60 minutes per response, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Dr. Alicia Summers; alicia.d.summers@gmail.com and Dr. Sophia Gatwoski; sgatowski@ymail.com.