

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 22-23**

**Special Order for Access to Juvenile Records  
by Criminal Justice Coordinating Council**

**WHEREAS**, pursuant to D.C. Code § 24-906.02 (2021 Supp.), the Criminal Justice Coordinating Council (“CJCC”) shall conduct a biennial analysis of specified information regarding the Youth Rehabilitation Amendment Act of 2018; and

**WHEREAS**, under D.C. Code § 16-2331(c)(5) (2021 Supp.), the court may permit, by special order, the inspection of juvenile case records by persons having a professional interest in the work of the Superior Court; and

**NOW THEREFORE**, it is hereby

**ORDERED**, that CJCC may inspect, compile, and analyze the data described in D.C. Code § 24-906.02 (2021 Supp.) and the Restricted Data Use Agreement Between the DC Courts and CJCC amended on May 26, 2022; and

**FURTHER ORDERED**, that anyone with access to records covered by this order must safeguard, keep confidential, and store such records in a secure manner to prevent unauthorized access; and it is

**FURTHER ORDERED**, that CJCC shall not disclose the data to any other person or for any other purpose without prior approval of the Chief Judge of the Superior Court of the District of Columbia.

**SO ORDERED.**

Date: August 31, 2022



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Anita M. Josey-Herring, Chief Judge

Copies to:

Judicial Officers  
Executive Officer  
Clerk of the Court  
Division Directors  
District of Columbia Bar  
Daily Washington Law Reporter  
Library  
Rhesha Plummer, Assistant General Counsel



**DC COURTS**  
**500 Indiana Avenue**  
**Washington, DC 20001**



**RESTRICTED DATA USE AGREEMENT BETWEEN THE DC COURTS AND  
CJCC**

**(Requestor/Requesting Agency)**

**INTRODUCTION TO THE AGREEMENT:**

DC Courts requires recipients of DC Courts data to execute and adhere to the terms and conditions of this Data Use Agreement (hereinafter, Agreement) as a condition to requesting or receiving data (Restricted or Unrestricted) from DC Courts. DC Courts agrees to provide the Requestor with data as identified in this Agreement, in return for the Requestor's agreement to use the data only for purposes that support the Requestor's study, research, or project as specifically described in this Agreement, and in compliance with this Agreement's terms and conditions protecting the integrity, security, and confidentiality of the Restricted Data described in this Agreement.

This Agreement addresses the conditions under which DC Courts will disclose and the Requestor will obtain, use, reuse, and disclose the DC Courts Restricted Data and/or any derivative file(s) that contain personally identifiable information (hereinafter, PII) or data elements that can be used in combination with other data to deduce the identity of any individuals.

This Agreement supersedes any and all agreements between the parties with respect to the use of data and preempts and overrides any prior instructions or communications from DC Courts or any of its components with respect to the data specified herein.

The terms of this Agreement can be changed by the Requestor only by a written agreement with DC Courts, executed subsequent to the execution of this Agreement and prior in time to taking any action at variance with the terms of this Agreement. Any such subsequent written Agreement between the Parties shall be denominated a modification or amendment of this Agreement, or a new superseding Agreement.

**I. PARTIES TO AND EFFECTIVE DATES OF THE AGREEMENT:**

This Data Use Agreement, effective as of 8/3/21

is between DC Courts and CJCC the Requestor/Recipient/User of Restricted Data (hereinafter, "Requestor"), each of whom is a "Party" and who are collectively, the "Parties" to this Agreement.

This Agreement shall be effective from the date on page 1 of this agreement until 8/3/24 unless terminated sooner with or without cause by either party by delivering written notice of termination to the other party. DC Courts may, at any time and at its sole discretion for any reason, revoke the permission granted herein to the Requestor.

The Requestor shall return to DC Courts or destroy all Data once the stated use subject to this Agreement has been completed, the designated period of use has ended, or the Agreement has been terminated, whichever comes first. The Requestor agrees to destroy all electronic data files being stored at the data use site and submit in writing to the Director, DC Courts Strategic Management Division, that all electronic files have been destroyed.

## **II. DEFINITIONS:**

"Personally Identifiable Information" (PII) is defined as information about an individual that identifies, links, relates, is unique to, or describes him or her, e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel, medical, and financial information; and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, including any other personal information which is linked or linkable to a specific individual.

"Requestor(s)" refers to the primary Requestor(s) who requests, receives, or uses data, and to his or her sponsoring or employing organization; it includes any of said Requestor's employees, agents, contractors, subcontractors, and cooperating individuals. The Requestor executes this agreement.

"Restricted Data" refers to the collection of documentation, internal memoranda, reports or data sets requested of, or provided by, DC Courts that is identifiable to any individual. Restricted data also includes any data with fields or variables that can be aggregated or combined with any other data or information to deduce any individual's identity.

"Unrestricted Data" refers to the collection of documentation, internal memoranda, reports or data sets requested of, or provided by, DC Courts that is not directly identifiable to any individual, and does not contain any fields or variables that can be aggregated or combined with any other data to deduce any individual's identity.

## **III. PROJECT INFORMATION AND REQUESTED DATA:**

A. Project Title: Youth Rehabilitation Amendment Act of 2018

B. Legal authority, grant, or Administrative Order if applicable:

Special order, Youth Rehabilitation Amendment Act of 2018

- C. Data requested are (check one):  Unrestricted  Restricted
- D. Purpose of data requested: (Please specifically identify each use of the data, to include linking to other data, publication or intended dissemination)

Per D.C. Law 22-197 Youth Rehabilitation Amendment Act of 2018, CJCC is mandated to analyze and submit to the Mayor and Council a report on 8 research questions specified in § 24-906.02(a) by October 1, 2022, and every 2 years thereafter. The purpose of this study is to examine the extent to which the YRA

- E. Will the data be used for Research, as defined in 45 CFR 46.102?  Yes  No

- F. Specific data elements requested (to include files, years):

Defendant Name (First, Last)  
 PDID  
 Case number  
 Date of Birth

**IV. DATA RIGHTS AND OWNERSHIP:**

The Parties agree that DC Courts retains all ownership rights to the data specified herein, and that the Requestor does not obtain any right, title, or interest in any of the data furnished by DC Courts, except as authorized by this Data Use Agreement. Any use not specifically identified in III-D in this Agreement is specifically prohibited unless this Agreement is subsequently modified in writing.

**V. DATA ACCESS AND STORAGE:**

List the name and title of the individual responsible for receiving, maintaining, transferring, and determining final disposition of the requested data.

Name: Mannone A. Butler,

Title/Role: Executive Director

List below all individuals or organizations who will be provided access to the data and the location where the data will be used/stored. (Add lines if necessary)

Individual (Last name, First name)	Affiliation/Role	Location data will be stored
Seo-Park, Rachel	Statistician (Principal)	Secure CJCC Server
Partin, Erin	Statistician (Assist w/QA)	Secure CJCC Server

**VI. PRIVACY AGREEMENT:**

The Requestor must initial each condition below to indicate they have read and agree to abide by the following terms:

- MAB a. Not to use or reuse or disclose, sell, rent, loan, lease or otherwise grant access to the Restricted or Unrestricted data in any form in any manner except as authorized in Paragraph III-D or V of this Agreement, or as authorized in a written modification/amendment to this Agreement or a new superseding Agreement.
- MAB b. That the requested data specified in this Agreement are necessary to achieve the Purposes described in Paragraph III-D, above.
- MAB c. Not to disclose direct findings, listings, or information derived from the data file(s), with or without direct identifiers, if such findings, listings or information can, by themselves or in combination with other data, be used to deduce any individual's identity. Examples of such data elements that may lead to deducing an individual's identity include, but are not limited to, name; zip code, gender; date of birth; ethnic origin; or citizenship
- MAB d. That any use of DC Courts data in the creation of any document (manuscript, table, chart, study, report, etc.) concerning the purpose(s) specified in this Agreement must adhere to DC Courts' current cell suppression policy. This policy stipulates that no cell in a table that contains a number less than 20 (reflecting the number of occurrences of any compared variables) may be displayed. Also, no use of percentages or other mathematical formulas may be used if they result in a cell less than 20.
- MAB e. Not to link records included in the Restricted Data described in this Agreement to any other individually identifiable source of information, except as identified in III-D.
- MAB f. Not to identify the individuals, or provide personally identifying information about the individuals who are the subjects of the data.
- MAB g. Not to contact the individuals who are the subject of the data.
- MAB h. To assume responsibility for ensuring compliance with all the requirements for the Human Research Protection Program, as prescribed by 45 CFR Part 46, if the data requested are to be used for human studies.
- MAB i. That results of all analysis will not be presented to internal stakeholders and will not be shared publicly (such as conferences, publications, etc.) without notification and advance copy of presentation, report, analyses to the DC Courts.

## **VII. TERMS AND CONDITIONS ACCEPTED BY THE REQUESTOR:**

In consideration of receiving the Restricted Data specified in this Agreement for the specific Purposes described in this Agreement, the Requestor hereby agrees to adhere to the following terms and conditions, and agrees:

- a** To establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Restricted Data and to prevent unauthorized use or access to the data.
- b** That the data must not be physically moved, transmitted, or disclosed in any way from the site specified in Paragraph V of this Agreement, or used for any purpose other than as described in Paragraph III of this Agreement, without the prior written approval from DC Courts.
- c** To immediately report to the DC Courts Strategic Management Director and to the DC Courts signatory of this Agreement, or his or her successor or assignee, any unauthorized use, reuse, disclosure, or loss of data files containing Restricted Data or breach of Requestor's security of the Restricted Data. "Immediately report" means within one hour of receiving a report of, or otherwise discovering or forming a belief that there has been an unauthorized use, reuse, disclosure, or loss, of Restricted Data or a potential or actual breach of Requestor's security of the Restricted Data.
- d** To assume all costs and liabilities for any breach of personally identifiable information from the Restricted Data files while they are entrusted to the Requestor. If DC Courts determines that the risk of harm requires notification of affected individual persons of the security breach and/or other remedies, the Requestor agrees to provide the notice and remedies without cost to DC Courts.
- e** To return or destroy in a manner approved by DC Courts in writing, all original, copies, and data derived from the restricted data, on whatever media, at the completion of the project described in Paragraph III, or upon expiration or termination of the Agreement, whichever occurs first, within 5 days of said completion, expiration or termination, and to provide a written sworn and notarized notice to DC Courts within 5 days of destruction, attesting to said destruction and providing a description of the manner of that destruction.
- f** Requestor certifies that all materials submitted with this application for restricted data are truthful.

g Requestor acknowledges that he/she is legally bound by the covenants and terms and conditions of this Agreement, and that violations thereof may constitute unethical professional practice and/or criminal conduct and may subject Requestor and/or the sponsoring or employing organization, if any, and all his/her/its employees, contractors, subcontractors, and cooperating persons who have been identified in Paragraph V of this Agreement to the sanctions listed above, including criminal prosecution, fines and imprisonment.

Requestor attests that he or she is authorized to bind his or her sponsoring or employing organization, if any, and all his/her/its employees, contractors, subcontractors, and cooperating persons who have been identified in Paragraph V of this Agreement, to all terms and conditions specified herein, including terms that require Requestor to assume financial responsibility for actions inconsistent with this Agreement.

#### **VIII. DATA EXTRACTED DIRECTLY FROM JUSTIS**

a. The Requestor is authorized to extract the following fields directly from JUSTIS specifically for the purpose described in paragraph III.

charge code	charge description	case number
case type	disposition	sentence type
sentence length		

b. Population for whom the data fields listed in paragraph VIIIa are being extracted (e.g. years included, case types, events, motions, areas of interest, etc.)

Court history since 2011 for those individuals described in IIIF.

c. The Requestor agrees to the following terms when extracting the listed data fields from JUSTIS.

This authorization is restricted to the data fields listed in paragraph VIIa, any additions or changes to the data listed require a new agreement.

The Requestor is not authorized to extract data associated with cases that are expunged, sealed, or set aside.

All data associated with juveniles can only be extracted after the issuance of a Special Order.

The Requestor understands that that the terms and conditions stated elsewhere in this agreement apply to the data listed in paragraph VIIIa.

## **IX. MODIFICATIONS TO THIS AGREEMENT**

If any changes to information presented in III occur, the Requestor shall provide DC Courts with a copy of the revised plan and a memorandum describing the changes in advance of implementing any revisions. These revisions shall be denominated modifications or amendments to this Agreement, or a new superseding Agreement, and may not be implemented until written approval is received from DC Courts.

## **X. UNAUTHORIZED USES, DISCLOSURES, OR VIOLATIONS OF AGREEMENT**

If DC Courts determines or has reasonable belief that the Requestor has made a use, reuse, or disclosure of data that is not authorized by this Agreement, or that a breach of security related to DC Courts Restricted Data has occurred or may occur, DC Courts may, at its sole discretion, and prior to any other procedures specified in this paragraph, direct the Requestor to take actions specified in this paragraph. The Requestor hereby agrees to comply with DC Courts' directions. DC Courts may direct the Requestor to: (a) promptly investigate and report to DC Courts the Requestor's findings regarding any alleged or actual unauthorized use, reuse, disclosure or alleged breach of security; (b) promptly resolve any problems identified by the investigation; (c) if requested by DC Courts, submit a formal response to an allegation of unauthorized use, reuse, disclosure or breach of security; (d) if requested by DC Courts, submit a corrective plan with steps designed to prevent any future unauthorized uses, reuses, disclosures or breaches of security; (e) and if requested by DC Courts, return Restricted Data to DC Courts or, at DC Courts' discretion, destroy the data it received from DC Courts under this Agreement in a manner that DC Courts deems appropriate.

If DC Courts determines, after a review of the Requestor's investigation, that the terms outlined in this Agreement have been violated; DC Courts will notify the Requestor of the allegation(s) and its findings in relation to the investigation in writing and will provide Requestor

with an opportunity to respond in writing within 10 days. Upon review, if DC Courts deems the allegations unfounded or incorrect, the data may be returned to the Requestor under the terms of the original or a modified Data Use Agreement. If DC Courts deems the allegations in any part to be correct, DC Courts will determine and apply the appropriate sanction(s).

If DC Courts determines that any aspect of this Agreement has been violated, DC Courts may invoke these sanctions as it deems appropriate, to include, but not limited to:

- a. Denial of all future access to Restricted Data files, and directed return or destruction of Restricted Data in the Requestor's possession;
- b. Report of the violation to the investigator's office responsible for scientific integrity and misconduct, with a request that the institution's sanctions for misconduct be imposed.
- c. If at any time DC Courts believes that criminal laws have been violated, it may refer the matter to the appropriate law enforcement authorities. If DC Courts refers a matter to law enforcement authorities, it will immediately cease providing Restricted Data to the Requestor and take such other action as may be appropriate to prevent further loss, misuse, reuse, or disclosure of Restricted Data, or breach of security, and Requestor hereby consents to cooperate fully with DC Courts' directions.

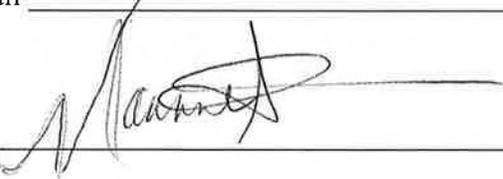
Name of Requestor Mannone A. Butler, Executive Director

Title: Youth Rehabilitation Organization CJCC  
Amendment Act of 2018

Street Address: 441 4th Street NW, Suite 715N

City Washington State DC Zip Code 20,001

Office telephone 202-442-9283 E-Mail Mannone.Butler@dc.gov

Date: 08/20/2021 Signature Requestor 

**XI. DC COURTS AUTHORIZATION:**

On behalf of DC Courts, the undersigned individual hereby acknowledges that DC Courts supports the Requestor’s request for and use of DC Courts Restricted Data specified in this Agreement in Paragraph III, and agrees to provide the requested Restricted Data to the Requestor in accordance with this Agreement, and agrees to make no statement to the Requestor concerning the interpretation of the terms of this Agreement and to refer all questions of such interpretations or compliance with the terms of this Agreement to the DC Courts Office of General Counsel.

The undersigned represents that he/she is authorized to enter into this Agreement on behalf of DC Courts and to agree to the terms and conditions specified herein.

DC Courts Representative: Lisa VanDeVeer, Director Strategic Management Division

Signature of DC Courts Representative

**Lisa  
VanDeVeer**

Digitally signed by Lisa VanDeVeer  
DN: cn=Lisa VanDeVeer, o=Strategic  
Management Division, ou=DC Courts,  
email=Lisa.VanDeVeer@dcsc.gov,  
c=US  
Date: 2022.05.25 15:43:42 -04'00'

Date approved by Executive Office

## Amendments

**Amendment  
Details and Date**

The agreement is amended to include the docket text associated with the J&C entry and to add authorization for CJCC to extract juvenile data from JUSTIS once a special order is issued. 

**Requestor  
Signature**

Kristy Love//s//11-08-21

**D.C. Courts  
Signature**

Lisa VanDeVeer Digitally signed by Lisa VanDeVeer  
DN: cn=Lisa VanDeVeer, o=Strategic  
Management Division, ou=DC Courts,  
email=Lisa.VanDeVeer@dcsc.gov, c=US  
Date: 2021.11.05 09:23:46 -04'00'

**Amendment  
Details and Date**

The agreement is amended to reference that DC Courts will provide the number of previous juvenile cases and the number of prior juvenile cases that were adjudicated for the initial population of individuals provided to CJCC. 

**Requestor  
Signature**

Kristy Love//s//5-26-22

**D.C. Courts  
Signature**

Lisa VanDeVeer Digitally signed by Lisa VanDeVeer  
DN: cn=Lisa VanDeVeer, o=Strategic  
Management Division, ou=DC Courts,  
email=Lisa.VanDeVeer@dcsc.gov, c=US  
Date: 2022.05.26 10:37:16 -04'00'