

MM/DD/YY

**REQUEST FOR MUTUAL LEGAL ASSISTANCE  
IN A CRIMINAL MATTER**

Reference No.:

Dear Sir or Madam,

The undersigned, ○○○ (name of prosecutor/judge), through the Ministry of Justice of the Republic of China (“Taiwan”), the Central Authority of Taiwan to make requests for mutual legal assistance in criminal matters, respectfully request the assistance of the Office of International Affairs, Department of Justice of the United States in a criminal matter pursuant to the Mutual Legal Assistance Agreement between the Taipei Economic and Cultural Representative Office in the United States and the American Institute in Taiwan, which entered into force on March 26, 2002 (hereinafter the “Agreement”).

**Background**

*(Version 1: request from prosecutors)*

The Taiwan ○○○ District Prosecutors Office is conducting an investigation and is considering bringing charges alleging violations of Taiwanese criminal law by a Taiwan citizen, ○○○. This investigation concerns \_\_\_\_\_ (*Summarize the case in which the suspect/defendant is involved*).

*(Version 2: request from judges)*

The Taiwan ○○○ Court is conducting a trial relating to potential criminal violations of Taiwan law by ○○○, a Taiwan citizen accused of

\_\_\_\_\_ (Summarize the case for which the defendant has been charged).

**Taiwan Offenses and Penalties**

Subparagraph ○, Paragraph ○, Article ○ of the ○

(The verbatim text of such provision, including applicable penalties)

**Summary of Pertinent Facts**

(Provide a detailed outline of the case and a summary of supporting evidence )

**Assistance Requested**

(Check relevant box(es) below or outline in specific terms. Explain briefly why each assistance is sought )

Obtain statement/testimony of the suspect/defendant or witness

*[Include name and specific location/ contact information of such individual as well as a list of proposed questions. Specify also any instruction as to what procedures should be followed (e.g., whether the statements should be taken under oath)]*

Obtain the following bank records from \_\_\_to\_\_\_

*(Specify the name and address of the bank/branch, account number, account name, swift code, etc.)*

Account opening documents

Monthly account statements

Records of transfers, deposits, and withdrawals into and out of the aforesaid account involving US\$\_\_\_\_\_ or more

Seize the funds of US\$\_\_\_\_\_ held in the bank account below

*(Specify the name and address of the bank/branch, account number, account name, swift code, etc.)*

- Provide documents related to the investigation/proceeding in ○○○, No. ○○○, including, but not limited to, criminal history records, crime reports, arrest reports, witness statements, complaints, indictments, judgments, plea agreements etc.
- Provide materials associated with the account (Username: ○○○; email address: ○○○) from \_\_\_\_\_ to \_\_\_\_\_, including, but not limited to, registration information, description of services subscribed to, IP logs, payment information, etc.

**Attachments**

*(Attach any relevant documents or the list of proposed questions; delete if unnecessary)*

**Urgency**

*(Identify and explain any time limit or deadline; delete if not applicable)*

**Authentication**

Please authenticate the documents produced attached by using the forms included with this letter. The Agreement provides for the use of such forms when granting assistance to Taiwan authorities.

**Confidentiality**

Please keep this request confidential in all respects, and do not share its contents or its subject matter with the subjects of the investigation. Further, please advise all those who must be made aware of this request for assistance for purposes of its execution that the contents and subject matter are to be kept confidential and should not be shared with the subjects of the investigation.

*(Delete if not applicable)*

**Delivery of Evidence Obtained**

By air mail.

If you have any question, please contact: Prosecutor/Judge ○○○○  
by email at @, or by telephone at 886-ext..

○○○○ (Name)

Prosecutor/Judge

The Taiwan ○○○○ District Prosecutors Office/The Taiwan ○○○○  
Court