**NOTIFICATION OR TRANSFER OF PROCEDURAL DOCUMENTS**

The accompanying documentation will be delivered to (name of person), and a certification containing the date and time of delivery, signed both by the person to whom the delivery is made and by the official practicing the notification, shall be provided.

**NOTICE TO APPEAR/SUMMONS**

The witness/expert/accused (name of person) is summoned to appear before the requesting autorithy, at the proceedings that will take place on date…. and time (indicate whether the concerned person should appear in person); once the person has been notified, a copy of the notification containing his/her signature, will be duly sent to fax number …. or electronic address…

**STATEMENT OF A SUSPECT / ACCUSED**

a) (name of person) shall be informed of the facts described to be attributed to him/her

b) When questioned as a suspect in relation to the facts attributed to him/her, mandatory presence of a lawyer is required, be a lawyer of free designation or an ex - officio lawyer; it is also mandatory to inform the suspect in advance of the following rights:

- the right to confidentially meet with his/her lawyer both before and after providing a statement

- the right to remain silent, refusing to provide a statement or not answering some of the questions asked

-the right not to testify against oneself or confess guilt

- the right to be assisted by an interpreter if not understanding or speaking the language in which questioned

Specifically, the following aspects must be addressed in the questioning:

(Questioning must be included)

As well as other questions that, at the time of the interrogation, are considered to serve to fully clarify the facts

c)Request him/her to engage a lawyer for the matter, and falling to do so, appoint an ex-officio lawyer. The lawyer shall possess legal authorization to represent and receive notifications on his/her behalf.

d)Request him/her to designate a domicile in (city, region, state…) where notifications will be made, or authorise a person to receive them on his/her behalf.

If deemed appropriate, the statement may be recorded.

**STATEMENT OF WITNESS OR EXPERT**

The hearing of (name of the person) as a witness / expert will be made after swearing an oath or promising to tell the truth, and after having warned of the responsibilities that may be incurred according to the legislation of the requiring state in case of false testimony or refuse to declare, so the person can tell all he or she knows in relation to the following questions:

(QUESTIONING MUST BE INCLUDED)

As well as other questions that at the time of interrogation are considered useful to fully clarify the facts.

If deemed appropriate, the recording of said statement may be made.

The witness should be informed that he may be called to testify again before the judicial authority in charge of prosecution when summoned to do so. Therefore, any address changes must be shared with this requesting authority until the witness is summoned for oral trial.

Travel and subsistence allowances for witnesses, experts, or interpreters, shall be paid by the requesting State, unless the requested State decides to take charge of them.

**POSSIBILITY OF LEGAL ACTION BY THE ADVERSELY AFFECTED**

Inform (name of person) of his/her rights under national law of the requesting State, according to the accompanying documentation.

**VIDEOCONFERENCE**

It is agreed to the interrogation of (name of person) as (accused / witness / expert / injured party) through the videoconference system, this will take place next (day) at (hours), time zone ….

Local time in the requested country: (check time zone and indicate)

As alternative dates, the following are proposed:

In case of impossibility, please indicate other alternative dates

Estimated duration (indicate)

Technical information for the requesting authority:

- Connection number:

- Other data (ISDN or IP):

- Technical expert contact:

- Telephone number of the contact person and local time in the requested country: (check time zone and indicate)

Pre-test run:

- Day

- Time according to GTM time zone (…).

- Local time in the requested country:

Prior to the indicated date, please inform this requesting authority by the possible fastest means of communication of the contact details of the person in charge of the technical connection of the videoconference system, the contact numbers of the videoconference lines available, confirming the dates for the videoconference and pre-test exercise.

Please ensure the attendance of the person, with the constraints, guarantees or coercive measures that are appropriated according to the law of the requested State.

(Please specify whether the presence of an interpreter is required at both locations, or whether the interpreter will be provided by the requesting authority or by the requested authority.)

The costs of the video connection, travel and subsistence allowances for witnesses or experts, or for interpreters, shall be paid by the requesting State, unless the requested State decides to take charge of them.

**ENTRY AND REGISTRATION or SEARCH**

Regarding the entry and registration/search of the (home or premises), keep minutes of the objects found and of any incidents that may occur, as well as occupy any objects that may be related to or can help clarify the facts under investigation. A copy of the resolution granting the entry and registration or search, valid in accordance with the law of the requesting state, will be attached.

The register or search will be made, if possible, in the presence of the interested party, the person who legitimately represents him/her, or a member of his/her family or the resident of the home; to whom the resolution will be notified, and this will be indicated in the minutes.

Appropriate surveillance measures will be taken to prevent the theft of the effects of crime, books, papers or any other objects that can be the person of the registration.

If deemed appropriate, the proceedings can be recorded.

**MEDICAL EXAMINATION**

One of the following alternatives can be chosen:

A medical expert appointed by the requested authority will proceed to the medical examination of (name of person) and issue an opinion, upon oath or promise to tell the truth, about the injuries suffered, detailing the medical actions performed, number of days for healing, hospital admission, total or partial impediment to perform usual occupation, and report on possible permanent sequelae (if any), all of them will be described in detail.

A medical expert appointed by the requested authority will proceed to the medical examination of (name of person) and issue an opinion, upon oath or promise to tell the truth, of possible conditions or mental illnesses of (name of person) that may affect his or her intellectual or volitional capacities, his/her ability to understand the extent of his actions, the unlawfulness of the facts and to act in accordance with that understanding.

**EXPERTS REPORT**

Appointment of expert with specific knowledge in (describe) to provide opinion, upon oath or promise to tell truth about (indicate).

The date and place of the expert´s practice must be communicated well in advance to the requesting authority to allow for the attendance of the parties and their lawyers.

The expert´s assessment shall be presided over by the competent authority in the requested country and shall be recorded.

Should experts need to destroy or alter the objects under analysis, a part of them (when possible) will be kept available to the requested authority, in case further analysis is to be carried out.

**CRIMINAL RECORDS**

The existence of a criminal record of (name of person) in the requested country for the purpose of (explaining the purposes for which the information is requested) should be checked.

Detail the type of offence committed, date of commission, date of judgment, Tribunal or Court issuing it, date of the final sentence, date on which the criminal records will be cancelled, and any other information deemed relevant.

**CONTROLLED DELIVERY**

Controlled transit of the substance described is requested in order to disarm the organisation and find out the recipients of the substance.

For this reason, requests are to be made to allow the transit through the requested country of the (vehicle / package / truck described in the facts) containing the substance, being monitored at all times by the police services designated by the requested authority, who would contacted by the police officers of this country, with professional licenses numbers ., mobile phones number …and number ... to coordinate the investigations and who, with the necessary technical means, will be controlling the transit on the territory of this country. The necessary prosecutorial, judicial and police actions must be carried out to ensure the arrest of all the recipients, and those involved in the described traffic, and the physical intervention of the drug.

On the other hand, if deemed necessary, police officers from this country would travel to the country to cooperate from the outset with the designated police services.

In addition, in order to ensure the adequate control of the objective and prevent the delivery from failing, request that the designated police services in your country be authorized to install and monitor by means of a technical control system (GPS).

Report on measures to monitor, monitor and closely observe the chain of custody should also be attached.

Identical assistance has been requested from the competent authorities of the third country...... since the transit would also pass through it; if such controlled transit was not accepted by any of the countries involved, the request would be cancelled by the fastest means possible (delete this paragraph if not applicable). A resolution agreeing so is attached. In addition, the report on strict chain-of-custody control, monitoring and observation measures, should also be attached.

**COMMUNICATIONS INTERVENTION**

In the context of the investigation described, and being essential for the instructor activity, it is requested:

1.- To find out the ownership of the telephone line + …. of which the operator is unknow/belonging to the operator ….

2. To intercept the communications of the above-mentioned number for the period of one month (extension of the period, if necessary, can be requested by rogatory commission), record the conversations and send the original recordings.

3.- To analyse the traffic of calls generated from the (date) to the day of the intervention / to the date of ...........

4.- To identify the numbers of the interlocutors and the geographical/phone repeater locations for each of the calls sent and received during the traffic generated on the dates indicated above.

5.- If new data arise, that could be used to clarify the criminal facts investigated, it should be communicated as soon as possible in order to expand the rogatory commission and request the interception of new phone numbers that are discovered relating to the case.

In addition, during the execution of the telephone intervention, the presence of police officers … will be allowed, in order to assist in the listening and transmission of data in real time.

On the other hand, and in order to ensure the chain of custody, request that the original media containing the recordings made, be delivered to the designated officials, so it can serve as evidence in the proceedings.

A valid resolution, in accordance with the law of the requesting state, agreeing so is attached.

**BODY INTERVENTIONS**

Proceed to the realization of (oral smear / blood/saliva sampling / radiological examination / body area examination, etc.) of (name of person), in order to (specify the objectives and whether any further testing on the results obtained needs to be practiced). A valid resolution is attached, in accordance with the law of the requesting state, that so agrees.

**INVESTIGATING BANK ACCOUNTS AND MOVEMENTS OF FUNDS**

It is requested to identify funds and financial assets or economic resources in the different financial Institutions, issuing entities of means of payment, entities not recognized as payment entities, safe deposit boxes or similar denomination in financial or private entities from (…), including companies and securities agencies, collective investment institutions, portfolio management companies, credit card issuing companies and foreign exchange offices or entities, as owner, joint owner, attorney-in-fact, authorized or representative on behalf of persons / entities that are listed below, involved in the criminal proceedings being investigated in the requesting state, to find out how much CONTRACTUAL AND OPERATIONAL INFORMATION is possible to obtain relating to them, including associated or linked accounts:

- (name and surname) born on… in… of nationality ….and residing in …….

- (name of the company), with registered office at….

It is requested that the pertinent investigative proceedings are carried out to prove the identity of the beneficiary and final destination of international transfers made by any of the above-mentioned persons / companies, as well as the cash reimbursements that, due to their high amount, could be subjected to "cross-border capital movements".

**RETURN OF OBJECTS OR DOCUMENTS**

Proceed to return to (name of person) of (describe in detail the objects or documents and the state in which they are found) intervened in this matter, drawing up the supporting act with date and place of delivery.

The interested party must be warned that he/she will be in charge of all the expenses that may be caused by the removal of the objects or documents, without prejudice to his/her right to reclaim them before the requesting authority if contemplated in the internal legislation.

**OBTAINING OBJECTS OR DOCUMENTS**

Proceed to seize (describe in detail the objects or documents to be intervened), which must be delivered by the requested authority to the requesting authority, with the adoption of any measure necessary to avoid altering their condition throughout the process of transfer.

The required authority shall record the condition of such objects at the time of their seizure, identifying the sealing measures for objects or stamping of documents that have been adopted to avoid tampering with them.

In the same way, the place, and the conditions of custody of the objects or documents, must have been recorded until the moment of transfer.

PRECAUTIONARY MEASURES **ON PROPERTY**

The necessary investigations are carried out in order to find out the total patrimonial assets of (name of person or legal entity). The necessary actions are carried out in order to prevent the purchase / sale or any other type of legal figure that allows the transfer of the shareholding of the company, and to allow for the seizure of the assets found in sufficient quantity to ensure the pecuniary responsibilities for a maximum amount of (quantify), considering the greatest ease for their disposal and the lowest onerousness for the owner of the goods.

Once the goods have been seized, the requested authority will adopt the necessary guarantee measures according to the type of property in question (designation of depositary, seal of the property, order for retention of liquid amount, registry assurance of the seizure, etc).

**SPONTANEOUS EXCHANGE OF INFORMATION**

In the context of the investigation carried out by this authority, important information has been obtained on (describe the facts to be shared), of which can be inferred (indicate)

(describe the information to transmit)

Given the relevance of the information obtained, this will spontaneously be exchanged, without generating procedural obligations, so that results of the investigation that is being carried out by the requesting authority could be considered in the investigation of criminal activities in the country.

**TRANSMISSION OF COMPLAINTS**

The attached complaint is transmitted to the requested authority (indicate whether it is an original complaint or a certified copy) for procedural purposes, with the indication that the appropriate course should be given and the decisions adopted until the termination or filing of the procedure should be communicated.

**CYBERCRIME**

The following investigation activities are requested:

1.-. Identification of the IP number …… belonging to the operator / service provider of your country ……….

(if there has been a previous safeguard order, the reference must be indicated))

2.- Entry and registration/ search of the address where the above-mentioned IP computer is located. Carry out an on-site study, if possible, in the presence of the competent authority or designated official, in order to verify that the criminal activity exposed in the facts described above has been or is being carried out from the mentioned computer. Check the existence of programs to download images, links, image storage and files that are of interest for the investigation, including email. A valid resolution in accordance with the law of the requesting state agreeing so is attached.

Subsequent intervention of the hard drive, so experts appointed by the requested authority can offload data from the computer and analyse its contents. Intervention of any mass storage devices such as CDs, DVDs, USB sticks, external hard drives, etc., for further study by experts, in order to find out additional material that may be of interest to the investigation.

If it is not possible to carry out the analysis of hard drives, etc., they should be sent to the requesting authority. In order to ensure the chain of custody, if necessary, police officers from this country would be appointed to travel to your country to take over the transfer.

Granting your authorization to be able to use the evidence obtained through this request, as evidence in the criminal case against the author/s and against other persons that may subsequently appear in the investigation.

The findings will not be used without your authorization in another criminal case.

**INFORMATION ON E-MAIL ACCOUNTS**

(if there has been a prior safeguard order, the reference must be indicated)

Investigate the messages (specifying which messages and dates) and their attachments within the email account (indicate), and send a copy of them, with indication of recipients and senders.

**TEMPORARY TRANSFER OF WITNESS OR EXPERT TO TESTIFY**

The temporary transfer of (name of person) who is detained in the requested state (indicate the available information) is requested, in order to testify as (witness or expert, or to practice confrontation) for the purpose of investigation or prosecution pursued by this authority.

There will be a commitment to his/her return under the agreed conditions, and to keep him/her in prison to ensure the return of the temporarily transferred person.

Conditions of delivery: (suggest conditions).

Duration of temporary transfer:

**TEMPORARY TRANSFER OF ACCUSED PERSON FOR PROSECUTION PURPOSES**

It is requested the temporary transfer of (name of person), who has been known to be located at… in order to proceed with his prosecution / to carry out pre-trial proceedings, as he/she is presumed responsible for the reported facts, and since his/her presence is essential in this country.

It is noted that it was previously issued (extradition request, indicate reference number and available data, as well as the decision)

Delivery conditions: (suggest conditions).

Approximate period: (indicate enough time for the defence to prepare the trial).

With a commitment to return under the agreed conditions and to adopt the necessary precautionary measures to avoid the risk of flight, and ensure the return of the temporarily transferred person, unless the requested party requests his/her release, in which case he/she will be subjected to what results from the cause followed in the requesting State.

**OTHER PROCEEDINGS**