

Mutual Legal Assistance Request

-1- Determining the requesting authority

- Example:** the government of the State that issued the legal assistance request.
 - The investigation authority, such as the Appeal Prosecution and the judiciary related to investigation or sentences.
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-2- Determining the authority that is receiving the request

- The government of the State which is requested to execute the request for assistance
 - The State's competent authority, such as the Ministry of Justice, the Public Prosecution or any other competent authority in the receiving State.
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-3- Determining the legal basis of the request

- Bilateral treaty _____
- Multilateral treaty approved by the requesting State and the Lebanese State
- Principal of reciprocity (If no treaty is available)
- Principle of international courtesy

-4- Request subject

Determining whether the subject is related to requesting information, a help in undertaking investigations, hearing witnesses or bringing in expertise, freezing banking accounts, seizure or confiscation, and the purpose of the request, the required measures and the relevant legal description according to the law of the requesting State.

-5- Determining the full identity of the defendants

In case of identifying the defendants, please determine:

Full name
Mother's name
Title
Nationality
Place and date of birth
Profession
Permanent, potential or future place of residence
Passport data
Criminal record
Phone

In the case of a legal person: show the headquarters, branches, place and date of registration, names of the members of the Board of Directors, the senior shareholders and the economic interest owners, etc... and their addresses with the greatest precision

Mentioning that the claim is filed against an unknown party (If the identity is unknown)

-6- Legal and real data of the case

Offense facts

Place of perpetrating the offense
Time of perpetrating the offense
Way of perpetrating the offense
Legal description of the crime (theft, murder, deception, fraud...)

Available evidence and suspicion

Legal provision in the requesting State: Mentioning the legal provision that requires criminalization in the requesting State

Proof of close relationship

Between the alleged acts and the measure required in the receiving State

Determining the evidence or the required measures accurately

Sealing with red wax
Obtaining documents
Freezing assets
Hearing a witness
Interrogating a defendant

In case of a request for interrogation or hearing witnesses

full name
Mother's name
Nationality
Place and date of birth
Profession
Permanent, potential or future place of residence

Determining the questions to be addressed clearly and in details

-7- Determining the assets covered by the request

Clarifying the information of the assets covered by the request and their connection to the concerned person and the perpetrated offense, and specifying whether the assets represent the subject, means or outcome of the crime.

-8- Attachments

Copies to be attached:
- Documents that may enlighten the request
- Legal provisions to be applied and legalized as certified true copies by the requesting authority

The legal assistance shall be addressed through:

The Ministry of Justice and has to be sent to the Appeal Prosecution or the Civil Courts

In case of urgency and absolute speed and necessity: justification is required

Date:
Signature and seal: