



**National Center for State Courts
U.S. Bureau of International Narcotics and Law Enforcement Affairs
Forensic Accounting Engagement Form**

Note:

The information provided below will be treated with the utmost confidentiality and will be solely used internally to allocate resources to efficiently complete a timely and effective report.

A case conference meeting will be requested with your team within a week of submitting this form.

GENERAL
1. Requesting Unit Name and Address
2. Names of Investigators
DETAILS OF ASSISTANCE REQUIRED
Instructions
<ol style="list-style-type: none">1. Details of the assistance required by the Forensic Accountant2. Expected level of effort (i.e. time)3. Details of evidence required pursuant to mutual legal assistance requests

CASE PROFILE

Instructions

This section should include all relevant details about the case. It should at least include the following information:

1. Case Introduction
 - A. Profile of Defendant(s)
 - B. Background
2. Charges pursued, or charges laid
3. Current status of investigation/prosecution
4. Status of Judicial Proceedings
5. Upcoming court dates

CASE SENSITIVITIES

Instructions

1. List all politically exposed persons (PEPs) connected with the case.
2. List any stolen assets associated with the case.
3. List any aspects of corruption.

LIST OF AVAILABLE RECORDS

List all relevant information that is currently available for the Forensic Accountant to commence the report.

SUBMISSION DATE OF FINAL REPORT

Name (Requesting Officer/Investigator):

Signature: _____

Date: