Checklist for Reporting a Copyright Infringement or Counterfeit Trademark Offense

If you or your company have become the victim of a copyright infringement or counterfeit trademark offense, please fill out the information as indicated below and contact a federal law enforcement official to report the offense. An insert with contact information for law enforcement officials in your area should be included at the end of this guide.

Background and Contact Information:

1. Victim's Name:

2. Primary Address:

3. Nature of Business:

4. Contact:

Phone: Fax:

Email: Pager/Mobile:

Description of the Intellectual Property

5. Describe the copyrighted material or trademark (e.g., title of copyrighted work, identity of logo):

6. Is the copyrighted work or trademark registered with the U.S. Copyright Office or the Federal Patent and Trademark Office? ___ YES ___NO

a. If so, please provide the following:

i. Registration Date:

ii. Registration Number:

iii. Do you have a copy of the certificate of registration?

iv. Has the work or mark been the subject of a previous civil or criminal enforcement action? If so, please provide a general description.

b. If not, state if and when you intend to register:

7. What is the approximate retail value of the copyrighted work or trademarked good?

Description of the Intellectual Property Crime

8. Describe how the theft or counterfeiting was discovered:

9. Do you have any examination reports of the infringing or counterfeit goods?
___YES ___NO.
(If so, please provide those reports to the law enforcement official).

10. Describe the scope of the theft or counterfeiting operation, including the following information:

a. Estimated quantity of illegal distribution:

b. Estimated time period of illegal distribution:

c. Is the illegal distribution national or international? Which states or countries?

11. Identify where the theft or counterfeiting occurred, and describe the location:

12. Identify the name(s) or location(s) of possible suspects, including the following information:

Name (Suspect #1):

Phone number:

Email address:

Physical address:

Current employer, if known:

Reason for suspicion:

Name (Suspect #2):

Phone number:

Email address:

Physical address:

Current employer, if known:

Reason for suspicion:

13. If the distribution of infringing or counterfeit goods involves the Internet (e.g., World Wide Web, FTP, email, chat rooms), identify the following:

a. The type of Internet theft:

b. Internet address, including linking sites (domain name, URL, IP address, email):

c. Login or password for site:

d. Operators of site, if known:

14. If you have conducted an internal investigation into the theft or counterfeiting activities, please describe any evidence acquired:

Civil Enforcement Proceedings

15. Has a civil enforcement action been filed against the suspects identified above? ___YES ___NO

a. If so, identify the following:

i. Name of court and case number:

ii. Date of filing:

iii. Names of attorneys:

iv. Status of case:

b. If not, is a civil action contemplated? What type and when?

16. Please provide any information concerning the suspected crime not described above that you believe might assist law enforcement.