

ENGAGING EXPERTS AIDE MEMOIRE

ACTION	YES	NO
Do you need an expert?		
Identification of an expert: registers? recommendations?		
Are they suitably qualified <i>in the field</i> required?		
Will they be credible? Confident in court? Check their CV/references?		
Discuss and agree the terms of reference with your legal team		
Can the expert respond within your time constraints?		
Make it clear that your brief is for criminal not civil work. (Some experts will not undertake criminal work)		
Do you have the information they will need to form their opinion?		
Obtain written quotations, to include court appearance fees		
Engage the expert, specifying the following in writing: <ul style="list-style-type: none"> • the information provided to them • the terms of reference • deadlines • in what format(s) the report/ opinion should be provided Also include <ul style="list-style-type: none"> • written authorisation • written declaration for completion and return of confidentiality of information provided • witness statement forms • exhibit labels 		
It is recommended that you send any sensitive material (such as medical notes) by courier or recorded delivery		
On receipt, check the report carefully with your legal team. Do any points require clarification? This should be done by way of an addendum.		
Does the report assist your case?		
Will the report be included in the unused sensitive material?		
Keep the expert apprised of progress, including any court dates, where there are not guilty pleas.		

Remember, it is the duty of an expert to assist the court, not your case.