Expert Witness Fee’s - General Terms and Schedule

1.0 General terms

1.1 Following appointment, charges will be submitted for all time spent in connection with but not limited to, reviewing investigations, preparing reports, and telephone or written attendance on the Client and/or Instructing Solicitors. Reasonable travel time for will be charged if applicable.

1.2 The Schedule contains detail of my fees to cover the proposed work. These will be reviewed as work progresses and I will advise you as promptly as possible if I believe they will be exceeded. The Schedule also includes details of my fees for appearances in Court, Conferences with Counsel and Client meetings.

1.3 All disbursements will be reimbursed. Disbursements will include photocopying, travel and reasonable accommodation and subsistence costs. Any travel will only be within the United Kingdom; including rail and air travel (both using advanced booking wherever possible. Private car mileage will be charged at £0.50 per mile. Travel time will be charged at £50/hour. I will provide receipted invoices in respect of all disbursements claimed.

1.4 Where I am instructed as a Single Joint Expert by the solicitors of both parties, both firms of Instructing Solicitors will be jointly and severally liable for the fees and disbursements.

1.5 Minimum notice of 8 weeks’ notice is required for Court appearances. My NHS trust releases working shift patterns this far in advance so I can organise this around clinical commitments.

1.6 Invoices will be sent to your offices. You will arrange for these to be paid within 28 days of invoice. If you have any reason to believe your Client or other paying party may be unable to pay any fees or other sums due to me you will notify me as soon as possible. If the fees are funded by the Legal Aid Board or other third party you will advise me before the Appointment is confirmed and you will ensure all invoices are promptly forwarded and settlement made within 28 days of the date of the invoice.

Payments should preferably be made by BACS payment to the following account:-

**Karen Parker**

**Nat West Bank**

**Sort Code 60-19-07**

**Account No 95477535**

2.0 SCHEDULE

2.1 Patient Consultations, Written Expert Reports and Conferences:

2.1.1 Patient Consultation - £100 per hour (or part thereof)

2.1.2 Reports - £100 per hour (or part thereof) – report timings will be discussed upon negotiation – 12 hours estimated for standard report.

Note: Case notes must be professionally sorted, indexed and paginated and a full chronology must be included. In cases where these are not provided this will result in additional charges for reporting time due to extra time required to sore case notes into a chronological order. Please note time will be on a case-by-case basis and will be informed upon negotiation.

2.1.3 Supplementary reports – rates as per 2.1.2

2.1.4 Teleconferences and Conferences with Counsel:

i. £100 for first hour (or part thereof)

ii. £100 for subsequent hours or part thereof (£50 if less than 30 minutes)

iii. Preparation time (reading of relevant documentation etc) – same rates

2.1.5 Cancellation fees:

iv. No charges will be payable in respect of consultations or appointments with Instructing Solicitors, Counsel and/or your Client where at least 48 hours’ notice of cancellation is given.

v. If the consultation or appointment is cancelled less than 48 hours in advance, an administrative fee of £50 will be levied.

2.2 Court appearance:

Note: I require an absolute minimum of 8 weeks’ notice to cancel/re-arrange clinical commitments and to book annual leave or unpaid leave

2.2.1 £1500 per day (0900-1700 or part thereof)

2.2.2 Meetings with Counsel outside these times are not included in fees for Court

appearance - rates for Conference/preparation as per 2.1.4

2.2.3 Cancellation fees will apply in the event of any booked court appearance being cancelled, for whatever reason:

i. Notification less than 15 calendar days in advance – 100% per day booked

ii. 15 to 28 days’ notice – 75% per day booked

iii. 29 to 56 days’ notice – 50% per day booked

iv. In respect of notification received in advance of 56 days, all charges will be waived

2.3.4 Payment to be made within 30 days of submission of the report and invoice.

2.3 Travelling expenses, accommodation & subsistence (supplementary information):

2.3.1 Travelling time - £50per hour irrespective of mode of transport used

2.3.2 Travelling expenses:

i. By private car – £0.50 per mile

ii. By rail - Advanced purchase tickets will be sought wherever possible

iii. By air - Advanced tickets will be sought wherever possible

2.3.3 Parking at railway stations or airports (and hotel parking fees) will be claimed at cost.

2.3.4 Accommodation – where possible, overnight stay will be avoided, but otherwise to be reimbursed at cost.

2.3.5 Reasonable subsistence fees will be submitted for food and drinks including breakfast, lunch and evening meals as required (excluding alcohol).