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Secretary, Correspondence & Appointments

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Terms & Conditions for preparation of Medico-Legal Reports

1. A full written Instruction for a Medico-Legal Report should include the following: -
 - A clear outline of the case, including the relevant legal issues.
 - A list of all the questions that require clarification/opinion and discussion in the report.
2. I shall be available for a telephone conversation if any instructor wishes to seek advice about a case prior to the instruction.
3. I shall aim to see the client for the neuropsychiatric assessment within 4 -6 weeks of receipt of a letter of instruction along with all the required paperwork. Following this the report should be ready within one month of assessment (unless a different time frame is agreed beforehand).
4. I require the following documentation for preparation of my report, prior to examination: -
 - Full letter of instruction
 - A copy of General practitioner's medical records
 - A copy of the hospital notes
 - Reports of psychiatrists, psychologists, or any other mental health professionals seen by the client.
 - A copy of all witness statements and any other relevant documents.
5. I shall honour reasonable requests to make minor alterations to the report, except where such alterations conflict with the independent opinion of the report.

6. My fee for medico-legal work is as follows: -

- I charge for my time at **Two hundred twenty pounds (£220) per hour** for all work, including time for reading relevant documentation, examination of client, meetings conferences, telephone conversations and travelling time, etc.
- My daily rate for attending court to give expert evidence is **One thousand six hundred pounds (£1600) per day or part thereof**. I expect payment even if I do not give oral evidence.
- Following **cancellation charges** will apply:
 - **Court attendance:**

4 weeks or more notice	no cancellation charge
2-4 weeks notice	£800
2 weeks or less	£1000
 - **Appointment:**

2 weeks or more	no cancellation charge
2 weeks or less	£400

7. Any additional report, addendums, joint statements, meeting with other experts, etc. will be charged at the hourly rate of £220 per hour.

8. The solicitors' firm instructing me shall be liable for my fee, whether or not recovery from the client or other sources is achieved.

9. I expect payment within 60 days of invoice date. Thereafter, the instructor is liable for interest of 1.5% per month.

10. I do not work on "no win, no fee basis" as this may prejudice my independent status.