Conditions of Business for Medico-Legal Work– from 15.01.26
THESE TERMS REPLACE PREVIOUS TERMS
NB: If you wish to negotiate or vary these conditions or fees, please do so prior to issuing instructions

For the purposes of this document, the term "instructor" means the solicitor providing instructions, except where instructions are issued via an agency when instructor for the *Report only* will be the agency – it will be the solicitor for all other work undertaken.

1	**INSTRUCTIONS & MATERIALS** The following instruction / documentation is usually required, and will not normally be returned: • Instructions giving background to the case with any specific questions to be answered • Any completed expert reports ready for disclosure (do not send draft reports/privileged material) • Good quality electronic copies in PDF format of medical notes including full unredacted GP records and if applicable Hospital and Mental Health records and Summary of Psychological treatment. Do not send poor quality copies, JPGs/GIFs/TIFs, GP notes with redactions other than removed identities of 3rd parties As a Psychiatrist I do not normally require site of radiographic images, scans – do not send these please.
2	**Appointments** - Unless otherwise instructed, I will send an appointment **directly to the claimant** with a copy to the instructor. I will endeavor to offer a venue convenient for the claimant within the agreed timescale. I normally offer an appointment which is within **3 months** of receipt of instructions. I will inform the instructor if no appointment can be scheduled within 3 months. Reports are normally submitted within 4 weeks of appointment (with allowances for annual leave, sickness and bank holidays). This assumes that all supporting material is available at the time of appointment and that the claimant accepts and attends the first appointment offered. Any anticipated delays will be notified to instructors as soon as possible. If there is a pressing report deadline I must be notified of this prior to the appointment and preferably at the time of instruction.
3	**Non-attendance -** The instructor will be provided with notification within 2 working days if a claimant fails to attend. Non-attendance or cancellation at short notice charges are given in the schedule of fees.
4	**Addendum Reports** – usually supplied within 15 working days of receiving the request unless the claimant needs to be seen again for an appointment – timescale as 3 above.
5	**Joint Statements** - I aim to offer the other Expert a meeting within 3 weeks, and submit a jointly signed memo within a further week. However, it can be difficult to schedule availability of both parties, and solicitors are advised to allow 4 weeks, longer in complex cases.
6	**Conferences** – I keep a half day available every 2 weeks free of other commitments for these but will endevour to be available at other times with notice when possible.
7	**Urgent requests** – if you have an urgent deadline, let me know sooner rather than later. I will always prioritise a genuine court deadline but reserve the right to charge a 50% supplement for work outside normal working hours, during holidays or if other work requires to be re-scheduled.
8	**Telephone Discussion** Solicitors wishing to speak to me to discuss an initial instruction may do so free of charge - a telephone appointment will be promptly arranged. Telephone calls and letters (other than for initial instruction) will be charged at the usual hourly rate. No charge is made for emails in response to instructors' emails, if brief in nature. Administrative enquirers from agencies should be made by email only.
8	**Availability for Court -** please check my non-availability before finalising Court dates. Please request these at least 10 days before the Court needs the dates. If after 28 days court dates have not been set please contact me again to re-check non-availability. While trying to retain flexibility to assist the Courts, at least 6 weeks notice is normally required for Court appearances in order to cancel any other commitments. Not more than 4 working days can normally be block booked.
8	**Payment** – Unless agreed otherwise in writing, the instructor will pay the expert within 30 days of submission of the expert's invoice (regardless of whether s/he has been paid), which will usually be submitted when the report is submitted**. Late payment will be subject to fees and interest as permitted in late payment legislation at the time.** BACS details appear on the invoice.
9	**Contract** - The issuing of instructions by the instructor followed by the issuing of an appointment by the expert denotes an understanding and acceptance by both parties of a contractual agreement encompassing the above, and the fee structure shown below EXCEPT where explicit alterations have been agreed in writing prior to instruction on a case by case basis. These terms replace any terms which may have been agreed for previous work. These terms may not be altered in retrospect, and constitute a legally binding contract.

Fee Structure from 30.7.25 - fees quoted are based on 30 day payment terms
Payment: VAT is chargeable on all fees. Payment contingent on outcome or subject assessment or taxation by Courts CANNOT be accepted. **Late Payments**: The instructor is liable for fees and interest for payment not received on time, as per the late payment legislation. The instructor is responsible for fees incurred by me in relation to recovery of debts. **NOTE**: I reserve the right to charge reasonable administration fees for any additional work and to charge for reasonable expenses incurred, and to require payment in advance in instances of previous late payment or non-attendance.

Fixed fee quotes are available on request on sight of all case materials.

A: MEDICO-LEGAL REPORTS, SUPPLEMENTARY REPORTS, CONFERENCES, MEETINGS OF EXPERTS, etc

Standard Hourly rate: £320 per hour on 30 day payment terms. If deferred payment rates are required please consider instructing via an agency. Charges will be made per ¼ hour unit. Fees will depend on the type of case, complexity, the size of bundle. I can give a written estimate on sight of case materials

	1st Report fees by Case Type (example) *Minimum 1st report fee £1500*	*Estimate of time*	*Fee (Excl VAT) @320/hr*
A	Non-complex case, low value, largely recovered. No past Psychiatric history. Without review of medical notes (minimum medicolegal report fee without records)		Minimum fee £1600
B	Low complexity Personal Injury case. Supporting material 150 pages or less. Minimal past Psychiatric history. (Minimum medicolegal report fee with review of records)		Minimum fee £1600
C	Intermediate level of complexity personal Injury. Past Psychiatric history not extensive. Expert report in one other speciality. Supporting material 300 pages.	5-6 hours	£1600-1920
D	More complex personal injury case, perhaps involving chronic pain, significant past Psychiatric or medical history, Expert reports from 2 other specialities. Supporting records 500 pages, 1 or more witness statements. Lower value Clin Neg case.	6-8 hours	£1920 - 2560
E	High value / high complexity PI case, 3+ other experts, long duration of time since injury, extensive past Psychiatric history, causation complex or issues about somatoform disorder, 1000 pages medical records from several sources +/- some employment records, case manager involved, multiple witness statements. More complex Clin Neg Case.	10+ hours	£3200+
F	Cases with High volume of medical / DWP records eg >2500 pages total	20-30hrs	£6400 -10000+

Examples for Cost Estimates		
Addendum report with short re-interview and review of 25 pages of notes	1.5 hours	£480
Answering 6x part 35 questions which are not in parts or lengthy	1.5 hours	£480
Telephone conference- less complex 30 mins discussion with 30 mins prep Telephone conference- complex - 90 mins discussion with 60 mins prep	1 hour 2.5 hours	£320 £480
Discuss, draft and finalise a joint statement with other expert - This will depend on the case, the issues and the other expert – less complex and more complex example given	2.5hours 5 hours	£800- £1600
1 day in Court	1day	£1800

ADDITIONAL FEES FOR APPOINTMENTS ARRANGED AT VENUES OTHER THAN CARDIFF (eg London, Bristol)
(1) Travel - £100.00 / hour Plus expenses (65p per mile OR 1st class rail ticket)

Telephone calls (except regarding initial instruction) and telephone conferences are billed at the standard hourly rate, billed per 15 minute unit. There is no charge for leaving a telephone message which does not require a response.
Express 2 week turnaround service (instructions to submission of report) at 50% surcharge with payment due within 28 days, undertaken by arrangement subject to availability.
Non-attendance/cancellation
Appointment cancellation fees for less than 7 full days notice or non-attendance without notice £250
Home Visits: By arrangement only. Minimum charge £1800 + travel + Chaperone fee (Nursing Agency nurse)
Travel outside Cardiff area £100.00 / hour Plus expenses (65p per mile OR rail ticket).

***B: COURT WORK:* - Availability / appearance**
-**£1800.00**per full day booked: **£900.00 per half day booked** Plus travel +/- accommodation if more than 60 miles from Cardiff. Payable whether called to give evidence or not.
Scale of Cancellation Charges for Court Appearance Work:
Less than 1 full working day (09.00 - 17.00) before 1st date reserved: Full rate
Between 1 and 3 full working days before 1st date reserved: ¾ rate
Between 3 full working days and 7 full days before 1st date reserved: Half rate
Between 7 full days and 14 full days before 1st date reserved: quarter rate

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