

The Academy of Experts

Application to Appoint an Expert Determiner

The Academy of Experts
3 Gray's Inn Square
London WC1R 5AH
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**THE
ACADEMY
OF
EXPERTS**



www.academyofexperts.org

Application to appoint an Expert Determiner

This form should be used to apply for the appointment of an Expert Determiner to resolve a dispute between two or more parties. Please complete all parts of this form, sign the declaration where indicated and return it as soon as possible, together with the necessary payment, to:

The Academy of Experts
3 Gray's Inn Square
London, WC1R 5AH

Contact Details

Party 1

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>
Mobile	<input type="text"/>
e-mail	<input type="text"/>

Party 2

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>
Mobile	<input type="text"/>
e-mail	<input type="text"/>

Note: If there are additional parties please supply their information on a separate sheet.

The Dispute

The information given below will be used for selecting the Determiner, and will be sent to any Expert Determiner appointed by TAE.

- 1 Brief details of the Dispute

If space here does not allow, please attach a brief factual description of the dispute on a separate sheet.

- 2 Has this description been agreed by all of the parties?

Agreed

Yes No

- 3 Approx Value:

- 4 Location

The Determination

The information given below will be used for selecting the Determiner, and will be sent to any Expert Determiner appointed by TAE.

- 1 List any specific qualifications or requirements for the Expert Determiner

- 2 Have the Parties agreed which rules will be adopted for the Determination

Rules Agreed

Yes No

If 'YES' which

TAE Other (Please enclose with application if 'other')

- 3 Please provide a copy of the dispute resolution agreement clause.

Enclosed

Yes No

- 4 Required Timescale

Expert Determination Appointment

Representation

If the parties are represented by a Lawyer or other adviser please give their details here.

Please indicate whether correspondence should be with the parties or their representatives.

Party 1

Name	
Firm	
Address	
DX	
Tel	
e-mail	
Type of Representative eg Solicitor	
Correspondence	Party <input type="checkbox"/> Representative <input type="checkbox"/>

Party 2

Name	
Firm	
Address	
DX	
Tel	
e-mail	
Type of Representative eg Solicitor	
Correspondence	Party <input type="checkbox"/> Representative <input type="checkbox"/>

Note: If there are additional parties please supply details of their representatives on a separate sheet.

Application Fee

The following chart shows the scale of fee due for the application to appoint an Expert Determiner to a dispute. This fee is non refundable. Note that this fee does not include the fee due to the Expert Determiner for the Determination.

Where the value of the matter in dispute is between:	The Fee is
£0 - £10,000	£120
£10,001 - £100,000	£180
Over £100,000	£360

Payment may be made by

- Cheque** Payable to 'The Academy of Experts' - enclosed with this application
BACS Sort Code **40-02-07** Bank Account Number **71246550**
Credit Card Amex, Mastercard, VISA or VISA Debit

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Expiry: Card Security N^o:

Cardholder Name:

Registered Card Address:

Declaration

I/We hereby request that TAE appoints an Expert Determiner for the dispute outlined above.

Party 1

Signed	
Dated	

Party 2

Signed	
Dated	

Notes

Please read these notes prior to submission

Form Completion

1. The Form permits application when Expert Determination has been agreed between the parties as a method of resolving their dispute.
2. The process does not require representation however if a party is to be represented (ie by a lawyer or other person) and it is desired that TAE should correspond with the representative then the name and contact details of the representative should be entered under 'Representation'.
3. By completing this form the parties are requesting that TAE will select and appoint an Expert Determiner. The appointed Expert Determiner will then contact the Applicant to make the necessary arrangements for the Determination.
4. The approximate value in dispute should be calculated by evaluating the remedies sought. The Expert Determiner will be asked a similar question, and TAE reserves the right to payment of the full fee if the value is understated on the Form.
5. The nature of the dispute should be a brief outline only of the matters in contention. Particular reference should be made to any:
 - (a) Legal matters in contention.
 - (b) Technical aspects affecting liability.
 - (c) Causes and types of damage suffered.
 - (d) Standard Conditions of Contract (if any).
6. The location should identify the town that is most convenient to both the parties in the event that a site visit or hearing may be required.
7. Please state any specific requirements for the Expert Determiner stipulated in the parties' Dispute Resolution Agreement Clause as well as any specific knowledge or expertise that is required by the Determiner.

Rules for the Expert Determination.

8. Where the parties have not specified or agreed Rules for the Determination then TAE's Rules for Expert Determination will apply.

Appointment Process

9. TAE will endeavour to provide an appropriate Expert Determiner as soon as it is able to do so. Although the process may take longer it will generally take up to five working days depending on the nature and complexity of the dispute and the availability of suitably qualified Expert Determiners. Failure to provide information requested by TAE in this form or otherwise may result in a delay.
10. The formal appointment of the Expert Determiner will be subject to a contract between the parties in dispute and the Expert Determiner. TAE will not be a party to this contract.
11. The Parties agree that they will jointly and severally hold TAE harmless and will not bring any claim against TAE or call as a witness in any subsequent litigation or arbitration. TAE will not be a party to any litigation in relation to the dispute or the Determination.

Complaints

12. Should the Determination result in a complaint pertaining to the performance of the Expert Determiner the parties should write to TAE using the complaint form available from the TAE website www.academyofexperts.org.
13. Please note that complaints will not normally be investigated whilst a matter is still 'live'.
14. Any complaints about TAE regarding the appointment of the Expert Determiner should be in writing addressed to:

Chief Executive
The Academy of Experts
3 Gray's Inn Square
London WC1R 5AH

The Academy of Experts

The Academy

Located in Gray's Inn TAE was founded in 1987 with the objective of providing, for the first time, a professional body for experts to establish and promote high objective standards.

Although there is representation on the Academy's Council from the legal profession the majority of the officers, including the Chairman, are practising Experts - The Academy of Experts is run by Experts for Experts and those using them.

Accreditation of experts

All applicants to The Academy who wish to become Accredited Practising Expert Witnesses undergo a rigorous vetting procedure to ensure standards of excellence are maintained.

This is the process which gives the officially recognised full accreditation as a Practising Expert. Those achieving it are awarded the designatory letters MAE.

Ethical and professional standards are underlined by Codes of Practice and enforced by a disciplinary committee.

The Judicial Committee

The Academy's Judicial Committee is chaired by a former Supreme Court Judge, and consists of Lords Justice of Appeal and other Senior Judges from the United Kingdom and a Permanent Judge of the Hong Kong Court of Final Appeal.

The Judicial Committee has been responsible for a number of important documents and guidance notes for experts.

The Judicial Committee's publications have included:

- The Model Form of Expert's Report
- Guidance Notes on The Meetings of Experts
- Guidance Notes on Contingency Fees for Experts.



Training and development

The Academy offers a comprehensive range of training programmes to enable members to develop their expert skills, and undertake Continuous Professional Development activity.

Courses range from basic Role and Responsibilities through to the requirements of Procedure Rules and the practice of Giving Evidence.

The Academy is also a training and accreditation body for ADR Neutrals, including Mediators, Conciliators and Expert Determiners. It publishes and maintains The Register of Qualified Dispute Resolvers and awards the designatory letters QDR to those achieving the approved standard. Standards are enforced in exactly the same way as for experts.

ADR

TAE publishes and maintains the Register of Qualified Dispute Resolvers and awards the designatory letters QDR to those on the register. The register includes Expert Determiners who have completed a thorough assessment and accreditation process.

Standards are enforced in the same way as for experts.

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