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TESTIMONY NEW REQUEST PACKET

This document is meant to be a guide to help attorneys know what they must provide to retain our services. As always, we welcome phone calls. We are glad to discuss the specifics of your case and what information we would need from you to get started.

Contents of this packet:

- Checklist detailing what we need and how to submit it;
- Request form; and
- Explanation of our requesting attorney policy.

Retention Overview

To retain our services, you must provide the information detailed in the checklist. Once we receive the request form and the retainer, we will reach out to you to schedule a call to discuss your case.

EXPERT TESTIMONY POLICIES

We will provide an expert witness on a priority scheduling policy of "first come, first served" based on receipt of the retainer fee. In the event of conflicts, we will attempt to offer you an alternative time or method of testimony. We cannot guarantee a witness unless the retainer fee has been paid in advance.

Alternate Methods

If your jurisdiction allows, we can provide scheduled telephone testimony, video testimony or deposition. This may avoid additional fees for travel expenses and allow for a smaller cancellation fee if the appearance is canceled at the last minute.

Stand By or On Call

If the appearance of the expert witness is very much in doubt, this may be an alternative to worrying about unnecessary charges for travel and waiting. However, the retainer fee to hold the time and cancellation charges will still apply.

Attorney Responsibilities

It is the attorney's responsibility to request the witness and pay the retainer fee in advance. It is also the responsibility of the attorney to cancel or reschedule the witness as soon as the change is known. For possible last-minute changes where the witness would be traveling outside normal business hours, the attorney will obtain the home and cell phone numbers of the witness so they may be contacted directly. Please be especially cautious of Monday morning appearances that require early departure times.

Only attorneys may retain our services. Although our company employs attorneys, we do not represent clients or perform any services for non-lawyers. If you are a party in a divorce and wish to use our services, please have your attorney contact our office.

TESTIMONY REQUEST FORM

The fee for expert testimony is determined on a case-by-case basis. As a retainer, we require a \$1,000 payment. This fee can be paid by check or by credit card through our [website](#). We will discuss the case and determine the cost of our services. We require full payment before the day of testimony. Additional charges will apply if the witness is needed for a second day. If the expert appears but is not called to testify, charges will still apply and any re-scheduling would trigger a new appearance retainer and scheduling priorities.

Counsel Information

- Requesting Attorney _____ Client _____
- Opposing Counsel _____
- Opposing Counsel Expert _____

Hearing Information

- Court _____ Judge _____
- Courthouse Address _____
- Date _____ Time _____

Describe the Main Issue Requiring Testimony

Requesting Attorney Signature

I have verified the date, time and location for the testimony of QDRO Group/Pension Evaluators' expert witness for the above noted case and have read and accept the costs and responsibilities attached.

- Signature _____ Date _____