

Upgrade Form

**THE
ACADEMY
— OF —
EXPERTS**

The Academy of Experts

Membership Upgrade Form (Full Member)

3 Gray's Inn Square
London
WC1R 5AH
DX 283 London, Chancery Lane

Tel: 020 7430 0333 Fax: 020 7430 0666
email: admin@academy-experts.org

Benefits of Membership include

Academy Journal



Training



Member's Newsletter



Technical Meetings



Technical Helpline



Application for upgrade from Associate to Full Member

Please ensure that you have fully read and understood the notes which accompany this form prior to completing your application

1 Contact Details

Title: Dr ☐ Mrs ☐
Prof ☐ Miss ☐
Mr ☐ Other _____

Name
Forenames: _____
Surname: _____

Company: _____

Contact Address: _____

Post Code: _____

e-mail: _____

Mobile: _____ Tel: _____ Fax: _____

Academy Membership N°: _____ Date elected as Associate: _____

2 Court Appearances

Number of Court Appearances (if any) as Expert during the last three years:
Please note that attendance at court is **not** a requirement for Full Membership.

Court or Tribunal	Duration of Trial	Time in Box

If you require any assistance completing this form call 020 7430 0333

3 Referees

Three persons to act as referees (preferably Lawyers who have instructed you) (*see notes*):

Referee 1:

Title: _____ Forename: _____ Surname: _____

Firm: _____

Address: _____

Occupation: _____

e-mail: _____

Tel: _____

DX: _____

Fax: _____

Referee 2:

Title: _____ Forename: _____ Surname: _____

Firm: _____

Address: _____

Occupation: _____

e-mail: _____

Tel: _____

DX: _____

Fax: _____

Referee 3:

Title: _____ Forename: _____ Surname: _____

Firm: _____

Address: _____

Occupation: _____

e-mail: _____

Tel: _____

DX: _____

Fax: _____

4 Expert Reports

Details of Expert Reports Submitted during the last three years:

Subject Matter	Purpose	Outcome

5 Training

Courses on Expert Work attended during the last three years:

Date(s)	Duration	Course Subject	Training Organisation

If you require any assistance completing this form call 020 7430 0333

6 Fitness to Practise

Yes - No

Are you aware of any matters which might call into question whether you are a fit and proper person to provide professional services as an expert?

☐ - ☐

Are you currently, or have you in the past 10 years, the subject of any Disciplinary or Regulatory enquiries, investigation or proceedings before any professional, trade or membership body or organisation?

☐ - ☐

Have any proceedings been brought against you in any court or tribunal or have you been informed that any such proceedings are going to be brought against you?

☐ - ☐

Are you aware of any adverse comments given about your performance as an expert?

☐ - ☐

Do you have any criminal convictions (other than motoring offences which did not result in disqualification) which are unspent under the terms of the Rehabilitation of Offenders Act 1974 (UK) or similar provision (other jurisdictions)?

☐ - ☐

Please answer all questions. If you have answered YES to any of the questions then please provide details on a separate sheet. Tick here if you have enclosed any such information: ☐

7 Enclosures (Please ☒ those you have enclosed)

This application should be supported by the following documents:

A recent CV: ☐

One Expert Report produced by the applicant which should be submitted in duplicate: ☐

Passport Photograph: ☐

Any other information that may assist the Vetting Committee: ☐

8 Payment

Vetting fee total £120: Payment by: enclosed cheque ☐
credit card ☐

Credit Card N°:

Expiry: / Card Security N°: Issue No (Switch)

Registered Card
Name & Address: _____



Postcode: _____

Notes on Completion of Application

Please ensure that you have fully read and understood these notes prior to completing your application

Contact Details

Telephone and fax numbers given should be those to be used during normal working hours.

Court Appearances

Each court or tribunal appearance where Expert evidence was given should be listed. The approximate overall duration of the trial and the period during which the applicant was in the box should be stated for each appearance.

Referees

The names of three persons for whom the applicant has undertaken Expert work should be given. These should be lawyers where one was involved. The references must include the persons for whom the reports submitted with the application (see section 10) were provided.

Reports

For each Expert report produced by the applicant in the last three years the subject matter of the report, the purpose for which it was required (eg. investigating a failure, an expert determination, evidence in an action) and the outcome following its submission (ie. dispute settled, report accepted and acted upon, proceeded to trial) should be stated.

Training

All courses or CPD events involving Expert work should be stated. If courses are less than a full day they should be stated as $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ day as applicable. The subject matter of the course should emphasise its relevance to Expert work. The organisation which provided the course should be given and when the course is organised by the employer of the applicant the letters IH (in-house) should be used.

Enclosures

- a) The application should be supported by a typical Expert report that the applicant has recently produced. These will be treated in strict confidence by all involved in the vetting process. The report should not be relevant to any active dispute. The report should be supplied in duplicate and will be shredded upon completion of the vetting procedure unless we are requested (with this application) to return it to you upon completion of the vetting process. The name of the person for whom the report was prepared should be given as one of your referees.

The report should, if appropriate, preferably be one that has been produced in evidence in an action.

- b) The CV should stress the aspects of the applicant's work in addition to the Expert work. It should be confined to factual material.
- c) In addition to assessing the report, and consulting the references the Vetting Committee will require to be satisfied as to:
- (i) The standing of the applicant within his trade or calling.
 - (ii) The integrity of the applicant.
 - (iii) The ability of the applicant to express his views concisely and clearly both orally and in writing.
 - (iv) The understanding that the applicant has of his duties in relation to his client and to the court.
 - (v) Knowledge of legal procedures.

Any information which the applicant considers would be helpful to the Committee with regard to any of these matters may be submitted with the application and should be listed on the application form.

Assessment Procedure

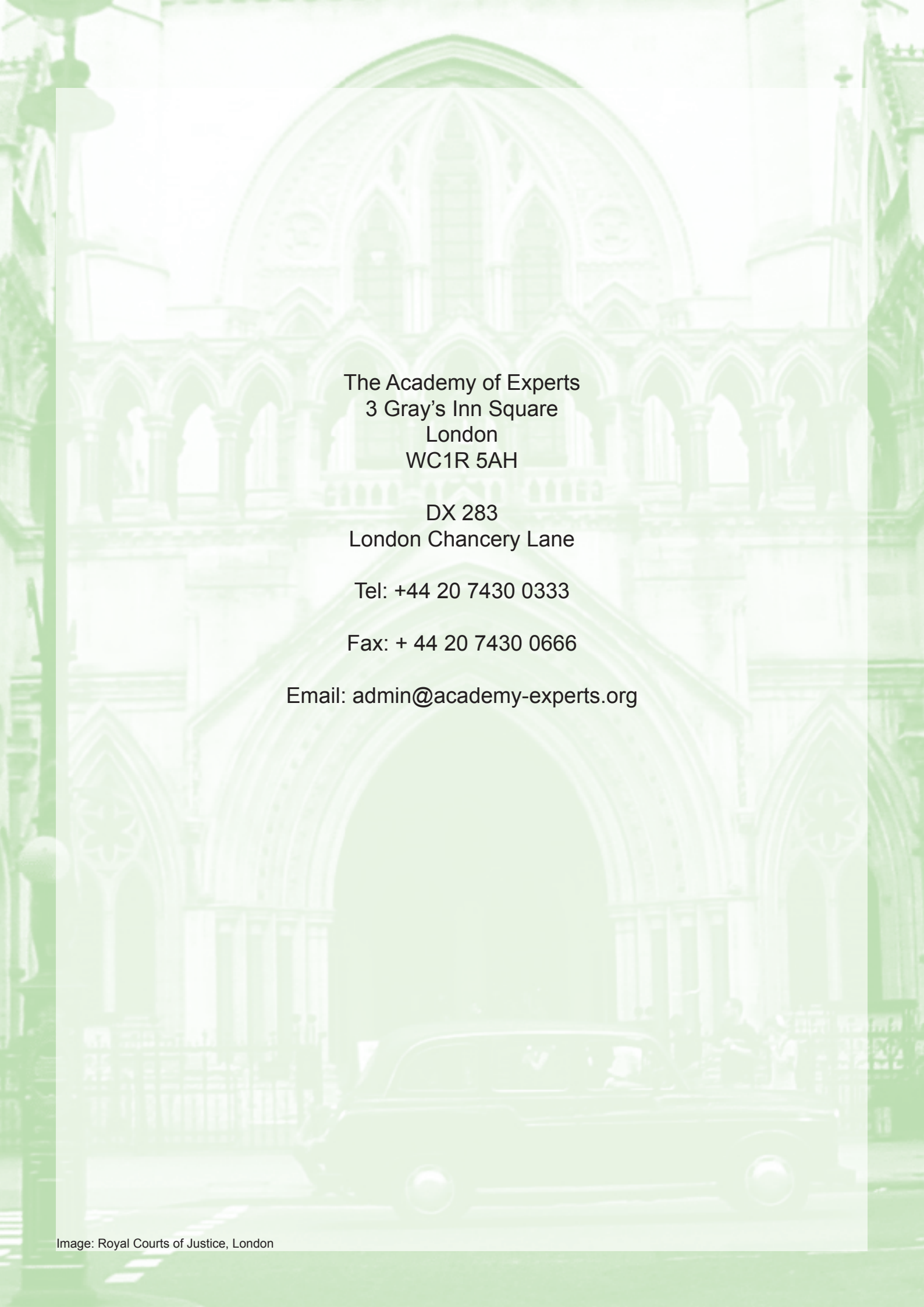
1. The time taken for the assessment is generally about 3 months. Your application will be acknowledged. Thereafter you will not be advised of its progress unless there are matters which require action. Telephone enquiries are likely to extend the period required as they usually disrupt the sequence of the assessment.
2. Failure to complete the application as required will delay the application.
3. Applicants are advised to warn their referees that an application will be coming from the Academy, and ask them to deal with them promptly.

Your documents are not sent to the assessor until the referees have replied.

For Academy use only:

Recommended by:
Application complete:
Vetting Committee:

Reg N°:
Recommendation:
Accepted by Council:



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