

Single Joint Expert - Instruction Protocol

Guidance for working with a Single Joint Expert

Version: 1.0

Issued: 8 July 2026

This is a redacted example of the onboarding guidance issued to parties following the appointment of Technical Web Services Limited as a Single Joint Expert. It is provided to demonstrate the administrative procedures adopted during an instruction

This document is designed to help you understand what will happen during this instruction and what is expected of each party. It explains how the instruction will be administered from appointment through to the serving of the expert report and is intended to make the process as straightforward and transparent as possible.

The appointed Single Joint Expert (SJE) is ----- of Technical Web Services Limited.

This document may be revised during the course of this instruction as additional information becomes available or administrative arrangements change. Each revision will be issued with an incremented version number.

This guidance covers:

Single Joint Expert - Instruction Protocol

- 1) Case Details
- 2) Instruction
- 3) Identification of Parties
- 4) SJE Duty to Parties
- 5) Evidence Schedule
- 6) SharePoint Evidence Portal
- 7) Presenting Questions
- 8) Communication
- 9) Timeframe
- 10) Serving Report
- 11) Cost and billing

1) Case

The details of this case are as follows:

CASE DETAILS HERE

2) Instruction

Before work commences, TWS requires written confirmation that all parties agree to the instruction of the expert. This may take the form of:

- a jointly signed Letter of Instruction
- separate written instructions from each party confirming agreement
- a Court Order together with written confirmation from each party

The instruction should identify:

- the case reference
- the parties

Single Joint Expert - Instruction Protocol

- the issues to be considered
- the agreed commencement date

3) Identification of Parties

Once instructed, all communication will be copied to all parties. To enable this, the following email addresses are to be used:

Email Addresses Here

Please advise any changes/additions to this list as appropriate.

4) SJE Duty to Parties

Briefly, the duty of the SJE is to assist the court in its understanding of the aspects of the case within their expertise, and to maintain independence, impartiality, and transparency always. With this in mind TWS will include all parties in the list above in any communications and will not attend any meeting relating to the substance of the instruction unless all parties have agreed in writing.

If there are any questions about the evidence or requests for further evidence, all parties will be included in that communication.

5) Evidence Schedule

Please supply a schedule of the evidence you intend to submit. This allows TWS to confirm that all expected evidence has been received before work commences and provides a clear record of the material made available by each party.

Single Joint Expert - Instruction Protocol

6) SharePoint Evidence Portal

TWS will set up a SharePoint Evidence Portal with each party being allocated its own evidence library for uploading documents. These libraries are intended solely for document transfer and administration. TWS will have access to all evidence submitted. This uses standard Microsoft functionality and is designed solely to make it easy to transfer files. If this is inconvenient, other arrangements can be agreed.

You will receive an email from the SharePoint system inviting you to join. This should be relatively straightforward, but if you have other Microsoft credentials under another email you might need to log out and use the credentials for the SharePoint. If you want to change your email from the one above to another for this purpose, just let me know. I can also offer telephone and remote support in using SharePoint if you are struggling.

The SharePoint will be set up once the required deposits have been received from all parties.

7) Presenting Questions

A key part of a Single Joint Expert instruction is the questions put to the expert. The quoted fee includes consideration of up to five written questions from each party. These questions should be carefully considered and should not be divided into multiple sub-questions.

Additional questions may be submitted at £75 per question.

Single Joint Expert - Instruction Protocol

Please upload these questions to the SharePoint with the other files, clearly marking them as your questions.

8) Communication

Please keep all communication relating to the instruction by email, with the exception of billing and administrative matters. If you have any questions about using SharePoint or about how this process works, I can deal with that over a short telephone call without the involvement of the other party, but all communications relating to the substance of the instruction will be copied simultaneously to all parties.

9) Timeframe

I estimate this case to take ---- weeks, although I have not seen the evidence or read the questions. If I feel that the work will take much longer I will provide a revised estimate within 2-3 days of receiving the evidence and questions.

10) Serving Report

Serving of the finished report will be made to all parties simultaneously.

11) Cost and Billing

Details of billing here. Upon receipt of the agreed instruction, I will issue each party with the relevant invoice for the agreed deposit. The remainder will be invoiced at the time of the serving of the report.