

Sample - Letter of instruction



Walks Lawyers
Evasio Avenue
Peertown
NSW 1212

07 February 2016

Client Relationship Consultant
Expert Opinion Services
PO Box 6666
UNSW NSW 1466
Attention: Dr Peter Expert

Ensure all parties clearly identified to avoid potential conflicts of interest

Dear Dr Expert,

Terry Neverbeen v Fictional Enterprises Pty Limited trading as Baseline Tennis Centre and Sparky Electrical Contractors Pty Limited

We act on behalf of Terry Neverbeen in public liability proceedings arising from a severe electric shock

Clearly list everything you wish the expert to assume as factual

1 Assumed Facts, Facts, Assumptions

- 1.1 Sparky Electrical Contractors Pty Ltd were the electrical contractors responsible for recent lighting poles and associated wiring and circuitry at the Baseline Tennis Centre.
- 1.2 On 2 February 2008 a burst water main adjacent to the lower courts heavily inundated

In general a numbered list of questions will clarify the issues to consider, assist with preparing an accurate fee estimate and lead to a more concise report.

2 What we require you to do; Instructions; Issues to Consider

Please conduct a site inspection of the lighting pole at the premises of Baseline Tennis Centre as soon as practicable. On the basis of your site inspection and a review the enclosed documents and assumed facts, please provide a report providing your opinion on the following:

- 2.1 Did the electrical installation or maintenance of the lighting poles adjacent to Courts 3 of the Baseline Tennis Centre meet the requirements of applicable Australian Standards and proper electrical trades practice as at 4 February 2008?
- 2.2 If your answer to paragraph 1 above is negative, what electrical installation or maintenance work, systems or procedures should have been

The documents and enclosures should cover the background information and all relevant issues. List them for easy reference in the expert's report.

3 Documents to assist your report; Enclosures; Documents

We enclose the following documents for your perusal:

- 3.1 Country Energy CASS Job 708503 dated 12 February 2008;
- 3.2 Country Energy Customer Service Electric Shocks Report - Form ZSS326 dated 9 February 2008.....

The due date is critical to know as many experts have day jobs and competing commitments.

4 Due date for your report

The matter has been listed for hearing on 23 July 2009. We require your report no later than **20 June 2009**.

We also enclose the Code of Conduct for expert witnesses pursuant to Schedule 7 of the Uniform Civil Procedure Rules (NSW) 2005. Please read the Code prior to drafting your report and state in the body of your report that you have read and understood the Code.

Formally ask them to acknowledge the appropriate code for the jurisdiction.

We look forward to receiving your completed expert report as soon as possible.

Yours faithfully

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