



I would like to schedule an expert witness from QDRO Group/Pension Evaluators for the case below. The main issue requiring testimony relates to:

Attorney

Client

Judge

Court

Courthouse Address

Address

City

State

Zip

Date

Time

Opposing Counsel

Name

Opposing Pension Expert

Name

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.

Signed

Date

Payment Information

Our fee for expert testimony is a flat \$1,500 per day. As a retainer, we require full payment in advance in order to guarantee an appearance. This fee can be paid by check made payable to "QDRO Group" or by credit card through our website. This fee includes preparation and travel time as well as the time at court, both waiting and testifying. 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.

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. The retainer required for these methods is \$750, if our expert does not have to leave our office. If travel is required, the usual fee of \$1,500 applies.

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.

Cancellation and Rescheduling Policy

For cancellations within 24 hours of the scheduled appearance there will be a \$200 charge. For cancellations 1-5 business days before the appearance date there will be a \$100 charge. For cancellations more than 5 business days before the scheduled court appearance there will be no charge. Rescheduling should be done as soon as possible. There will be no charge for rescheduling; however, previously scheduled appearances will take precedence. Cancellation and rescheduling must be handled by actually speaking to an associate at QDRO Group; rescheduling should be followed by confirmation in writing. Cancellations that occur when the expert witness is in route will be billed at \$200 fee plus \$150 per hour for the travel time.

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.**

Late Notice Testimony

An additional fee of \$250 will apply when making a "last minute" request for testimony. This fee applies in all next-day situations and in other circumstances when we deem it appropriate.