

DOCUMENT EVIDENCE LTD: CHARGING ARRANGEMENTS

- 1 The charging arrangements between Document Evidence Ltd (DEL) and the CPS have been revised in respect of any attendance at court on or after 1 January 2008.
- 2 Payment for court attendance will be based on a daily (or half-daily) rate inclusive of subsistence allowances and travelling expenses, but exclusive of VAT:
 - Half day attendance (absence not exceeding 4 hours) £290
 - Full day attendance (absence 4-8 hours) £580
 - Additional allowance (absence over 8 hours) £62 per hour or part thereof
 - Pre-trial conferences (see para 5) £80
 - Extended preparation rate (see para 6) £80
- 3 When calculating the length of absence, the start time is the time leaving the laboratory, or the time leaving home, whichever is the later. The finishing time is the reasonable time for arrival back at the laboratory or arrival at home, whichever is the earlier. It has been made clear to DEL that the number of hours being claimed must be indicated on the invoice. If DEL claims an additional allowance but does not specify the length of absence, Areas should return the invoice to DEL and request a correct version.
- 4 Attendances at pre-trial conferences with counsel attract a payment £80 per hour plus expenses at either the standard class rail fare or motor mileage at the public transport rate.
- 5 The rates are inclusive of normal pre-trial preparation but exclude exceptional preparation of visual aids for jury presentation, where the CPS has specifically requested these. Preparation time in these circumstances will be charged at £80 per hour.
- 6 It will not be necessary to issue expert witness expense forms to employees of DEL. They have been asked to report on arrival at court to the caseworker with responsibility for the prosecution who should record both their arrival and subsequent release times on the LWAC.

7 The company will invoice the local Branch commissioning the attendance in accordance with the agreed rates. The invoice should be checked against the LWAC and authorised for payment before submission to Area Finance for payment.

8 It is important that:

- where possible, advance notification of the hearing date is provided to the company where a fixed date for hearing has been provided by the court.
- care is taken in phasing the attendance at court of all expert witnesses to avoid inconvenience, ensure efficiency and minimise the overall cost of their attendance. In consultation with counsel it may be appropriate to agree a time for attendance, for example, not before 12.00 noon or 2.00pm, to enable the expert's evidence to be interposed.