

## **IIE Guideline to an Expert witness CV**

Expert CVs vary from expert to expert and sometimes may not be appropriate or useful to the court or tribunal. IIE has the following Guideline on the CV format for Expert Witness ( “the CV Guideline” ). The CV Guideline is intended to improve the quality and content of the CV in the reports. For example, CVs are often too long and do not contain information that would assist the court or tribunal.

The elements of a good CV is brevity, clarity and most importantly containing the information relevant to the case. The CV must demonstrate the Expert’ s qualification and experience for the case. The CV sits alongside with the IIE Model Form of Expert Report.

**It is important to note that the CV Guideine is a guideline and not a standard form of CV.**

Some courts and jurisdictions have particular and additional requirements.

The Federal Court in the USA for example requires the inclusion of details of cases in which the Expert has been involved as an Expert and the Family Court in England & Wales expects that the Expert will have undertaken training as an expert witness within the previous year. The Chinese Court

requires the report to be endorsed by an expert organization recognized by the Judiciary.

The CV Guideline is intended to be a reference for use for all courts, tribunals and arbitration proceedings. When appropriate it can be used in other forms of alternative dispute resolution.

### **Why a Guideline for CV?**

1.1 The CV Guideline has been introduced to improve the quality of CV submitted by experts to the court or tribunal. It can be attached with the expert report in a form that would assist the court or tribunal.

1.2 A particular problem often encountered is the failure of the expert witness to narrow down the information provided for matters that are relevant to the dispute at hand, either directly or by way of background. Lists of every speaking engagement and publication in which the expert has been involved, details of school achievements and personal interests are not helpful; neither are photographs.

1.3 When preparing a CV for the purpose of acting as an expert witness, the expert should have at the forefront of his/her mind to the following guidelines:

1.3.1 that all matters recorded in the CV must be focused on the subject matter of the dispute;

1.3.2 that experts should include the breadth and depth of their background only to the extent that it provides context to their relevant qualifications and experience.

1.4 The hallmarks of a good CV are:

1.4.1 brevity (as a guide, a CV should not generally extend beyond 3 pages);

1.4.2 the provision of material in reverse chronological order (most recent first);

1.4.3 the provision of material limited to professional experience only (for example, details of school, school activities and accomplishments, address, age, family, hobbies and non-professional interests, should not be included);

1.4.4 the provision of clear headings;

1.4.5 the use of short statements where possible, rather than lists (for example, providing the number of papers published and titles of publications

concerned relating to a subject area, rather than reciting full reference details for each publication relevant to the instant case);

1.4.6 clear presentation:

- the use of A4 sized white paper;
- the use of black text (not colour);
- the use of font, line spacing and text size to match the main expert report to which the CV will normally be the Appendix 'A' ;

1.4.7 no appendices.

1.5 Although brevity is desirable it must not sacrifice the intrinsic value and purpose of the CV which is to demonstrate the Expert's qualification and experience for the case in question.