

Expert Witness Location Checklist

State Requirements for Expert Witnesses

- ☐ Identify State Statutory Requirements for Expert Witnesses
 - Most state statutes are public record which can be found under state government/legislative websites.
 - Identify and confirm with counsel.
- ☐ Identify if Expert Witness Certificate is Required
 - State Statutory Requirements – Identify for Your Area of Practice

Expert Witness Verification

- ☐ Confirm Qualifications Match to Case Matter
 - Identify licensure & credentials by conducting state license look-up and/or evaluating CV.
- ☐ Confirm No Conflict of Interest
 - Outline no conflict with plaintiff, defendant, or counsel.
- ☐ Verify Current State Licensure
 - State Department of Health, Medical/Nursing Boards, or Office of Professions License Verification Websites
 - Google Search: (applicable State name) medical or nursing license verification
- ☐ Verify Current Place of Employment
 - Confirm with expert, CV.
- ☐ Identify Prior or Active Reports, Complaints, Discipline, or Litigation
 - Check on state license verification/look-up (if state provides this information)
 - Counsel to further assess.
- ☐ Verify Clinically Active
 - Check state requirements for expert witnesses and definitions of what is considered ‘clinically active.’
 - Example, some states outline what is considered clinically active such as active patient care practice, teaching, and time requirements pertaining to date of injury related to case matter (see State Statutory Requirements above)
 - Confirm with Expert, Licensure, CV
- ☐ Obtain Contact Information
 - Email, Phone number, and Preferred method of communication

Obtain Expert Documents

- ☐ CV
- ☐ Fee Schedule
- ☐ W-9
 - <https://www.irs.gov/forms-pubs/about-form-w-9>

Present Information & Documents to Counsel

- ☐ Present Information and Documents to Counsel
- ☐ COUNSEL MAKES DECISION TO RETAIN EXPERT
- ☐ Obtain Expert Witness Certificate if Required by State
 - Example
 - Florida: <https://flboardofmedicine.gov/licensing/expert-witness-certificate/>



