

Expert Instruction Checklist

Prepare the forensic question, material, deliverable and deadlines before an instruction.

This checklist is a practical aid for legal practitioners and professional organisations. Adapt it to the matter and the applicable instructions. It is not a completed instruction or a finding about any evidence.

Question and purpose

- ☐ State the precise proposition to be examined and why it matters.
- ☐ Identify the observation relied on separately from the inference about a person.
- ☐ List significant alternative explanations and assumptions to be tested.
- ☐ Specify whether the immediate need is preliminary advice, review, a report, conference or oral evidence.

Material and timing

- ☐ Describe the material types, approximate volume and relevant period; do not attach evidence to an initial enquiry.
- ☐ Identify existing reports, versions, appendices and whether source acquisitions are available.
- ☐ Identify access restrictions, missing material and when the material can be provided.
- ☐ Distinguish report deadlines, conferences and hearing dates; obtain confirmation of availability.

Before substantive transfer

- ☐ Provide your professional role and organisation; arrange conflict-check information directly.
- ☐ Agree scope, deliverables, exclusions, cost and engagement arrangements.
- ☐ Identify any applicable expert code, directions and procedural requirements through the instructing practitioner.
- ☐ Use the agreed secure transfer channel only after conflict checking and engagement.

Further guidance

Read [How to instruct a digital forensic expert](#), [Fees & engagement](#) and the [forensic questions hub](#).
[Contact the laboratory](#) with a concise, non-sensitive enquiry.