

DR. RICHARD CELESTE
NATIONAL JUSTICE ACADEMY

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Dear Prospective Client,

Thank you for your interest in retaining my services as an expert witness and/or consultant. Please forward a letter to the address listed above requesting the fact that you wish to retain my services.

The letter should be authored on your business letterhead and provide an overview of the services requested. Please include any time parameters that need to be met by you or the courts.

Please forward your correspondence along with a retainer fee of \$3000.00. The letter and fee will acknowledge the fact that you wish to retain my services for the costs as outlined in my fee schedule.

When forwarding case documents, if you choose to email or send a disk, I will then have them copied at a commercial copy center for which there will be a chargeback. Other clients find it more economical to send hard copies via FED-X, whatever works best for you.

If you send disks in the mail, please place the disks in a protective envelope designed for sending disks. My experience has been that, on occasion, these disks break if sent in a standard envelope.

My process for authoring an expert report generally is as follows;

1. Hard copies are made of all documents
2. Initial reading of all documents
3. Research is conducted based on the focus of the issue at hand
4. Drafting begins concurrent with a re-reading of each document
5. Drafting of a report generally includes the following components;
 - a. introduction
 - b. background
 - c. detailed event analysis
 - d. training standards

- e. analysis of any expert report
- f. video analysis if relative
- g. site visit commentary when applicable
- h. summary
- i. conclusion
- j. document listing

6. Each report is read no less than six times to ensure clarity and quality flow of material

My reports are based on my experience as a sworn law enforcement officer, police academy director and a college/university professor in the field of criminal justice and criminal law. I have been in these areas for a combined 40 years. Lastly, I have handled and consulted on a variety of cases that can be forwarded upon your request.

I have a virtual business card on the internet which can be accessed by searching for the “**National Justice Academy.**” Here you will find background information, curriculum vitae, fee schedule and references.

Please keep me informed of any due dates and subsequent changes which are quite common. My goal is to exceed your expectations. I thank you for your interest and look forward to working with you.

Respectfully submitted,

Rick Celeste

12-12-16