The Little Book on

Practical Marketing for the Expert Witness

The Little Book on

Practical Marketing for the Expert Witness

Susanne White PhD and Chris Pamplin PhD UK Register of Expert Witnesses

© 2011

J S Publications 11 Kings Court Newmarket Suffolk CB8 7SG

ISBN 1-905926 13 8

First published: June 2011

Apart from any fair dealings for the purposes of research or private study, or criticism or review, as permitted under the UK Copyright, Designs and Patents Act, 1988, this publication may not be reproduced, stored, or transmitted, in any form or by any means, without the prior written permission of the publishers.

The right of Susanne White and Chris Pamplin to be identified as the authors of this work has been asserted by them in accordance with the Copyright, Designs and Patents Act, 1988.

Whilst the information contained herein is believed to be accurate and up to date, it is given without liability and it is for the individual to ensure compliance with the rules of court, practice directions, protocols and any codes of practice currently in effect. The information contained herein is supplied for general information purposes only and does not constitute professional advice. Neither J S Publications nor the authors accept responsibility for any loss that may arise from reliance on information contained herein. You should always consult a suitably qualified advisor on any specific problem or matter.

Contents in Brief

1	Introduction	11
2	Getting the service right	27
3	Marketing strategy	55
4	Marketing tactics	109
5	The way forward	155
6	Appendices	157

Preface

So who are we to write a book on marketing? Between us we hold no marketing degrees or sales qualifications of any sort. But we do each have more than 20 years experience of working with expert witnesses and lawyers and trying to get both markets talking to us. We've succeeded to a degree, but there will always be room for improvement.

You see, we suffer from some problems that may be familiar to you...

- lack of time we're too busy managing staff, running the day-to-day business, bringing up a young family, fundraising for our children's schools and sitting on a humid poolside waiting for yet another swimming lesson to finish.
- lack of money we run a niche business with a negligible marketing budget so we have always needed to think creatively to make best use of limited resources.

We had to smile when putting the finishing touches to this book. We can suggest lots of ways for you to go about making contact with lawyers and encouraging them to use your services, but how much of our guidance do we routinely follow ourselves? When can we find the time? Perhaps we can all learn something from reading this book and together try to use the hard-earnt insights it contains to build our businesses and improve our lot.

Susanne White and Chris Pamplin

Contents in Detail

1.	Intro	oduction	. 11
	1.1	What is marketing?	. 12
	1.2	How is marketing distinct from	
		sales?	.12
	1.3	Understand your customer	. 14
	1.4	Market segmentation	
	1.5	External influences	.16
	1.6	Can you market and sell	
		yourself?	
	1.7	Improving sales performance	. 22
	1.8	Customer care	. 23
	1.9	Conclusions	
2.	Gett	ing the service right	. 27
	2.1	Content	. 29
	2.2	Corporate image	. 30
	2.3	Report presentation	.40
	2.4	Contactability	. 46
	2.5	Availability	
	2.6	Report turnaround	. 48
	2.7	Price	
	2.8	Payment	. 49
	2.9	Feedback	.51
	2.10	Recognising your limits	. 52
3.	Marl	keting strategy	
	3.1	Who looks for experts?	
	3.2	Target markets	. 58
	3.3	Your competitors	.74
	3.4	What's your excuse?	.75
	3.5	Data management	
	3.6	Marketing material	
	3.7	Promotional offers	
	3.8	Summary	107

1.	Marl	keting tactics109
	4.1	Introduction111
	4.2	Professional and legal
		societies 113
	4.3	Expert witness directories 117
	4.4	Search engines121
	4.5	Direct mail123
	4.6	Marketing databases127
	4.7	Display advertising134
	4.8	Writing articles139
	4.9	Talks and conferences142
	4.10	Broadcast and print media 148
	4.11	Word of mouth151
5.		way forward155
ì.	App	endices157
	Appe	endix 1: Statements of truth 159
		endix 2: Fee surveys161
	Appe	endix 3: Official fee scale
		guidance163
		endix 4: Solicitor work areas 167
	Appe	endix 5: Other lawyer
		organisations169
	Appe	endix 6: Local law societies and
		associations181
		endix 7: Legal publications 191
	Appe	endix 8: National law societies 207

Introduction

1.1	What	is marketing?	12
1.2	How is	s marketing distinct from sales?	12
1.3	Under	stand your customer	14
1.4	Marke	t segmentation	14
1.5	Extern	al influences	16
	1.5.1	Competitor activity	16
	1.5.2	Firm closure/lawyer relocation/retirement	17
	1.5.3	Legislative changes	18
	1.5.4	Technological advances	18
	1.5.5	Economic downturn	19
	1.5.6	Personal circumstances	20
	1.5.7	New threats, new opportunities?	21
1.6	Can y	ou market and sell yourself?	22
1.7	Improv	ving sales performance	22
1.8	Custo	mer care	23
1.9	Conclu	usions	24

Effective marketing involves measuring performance Whether you are a complete novice to the world of expert witness work or consider yourself an 'old hand' in the business, effective marketing of your forensic services is likely to be important to you. In this book we help experts new to the forensic arena develop a sound marketing strategy, and enable experienced expert witnesses to measure their current marketing approach against our suggestions.

This book is *not* about giving you chapter and verse on marketing concepts and systems. If you want to read about that, there are plenty of theoretical treatises published. Instead, this book is written in practical terms, with the expert witness in mind, using relevant examples where necessary.

1.1 What is marketing?

Focus your marketing on lawyers – identify their needs According to the *Oxford Concise Dictionary of Business*, marketing is the process of **identifying**, **maximising and satisfying consumer demand for your services**. For expert witnesses, then, the lawyer (consumer) is in control, so your marketing has to be focused on the lawyer. If you can provide what the lawyer wants (to the right quality standard and at the right price), then you will increase greatly your chances of receiving an instruction.

1.2 How is marketing distinct from sales?

Marketing creates goodwill; sales converts goodwill into instructions The role of marketing is to **create goodwill**, while selling converts that goodwill into instructions and fees.

Marketing is altogether broader in scope and, for you as an expert witness, should include all of the following:

Researching what product(s) or service(s) the solicitor wants

Getting the service right

2.1	Conten	tt	29
2.2	Corpora	ate image	30
	2.2.1	Branding	33
	2.2.2	Role of graphic designers	38
	2.2.3	Tips for minimising costs	38
2.3	Report	presentation	40
	2.3.1	Front cover	41
	2.3.2	Introduction	41
	2.3.3	Background	43
	2.3.4	Facts of the case	43
	2.3.5	Analysis	44
	2.3.6	Conclusions	44
	2.3.7	Appendices	45
	2.3.8	Style	45
	2.3.9	General layout	46
2.4	Contac	tability	46
2.5	Availab	oility	47
2.6		turnaround	
2.7	Price		48
2.8	Payme	nt	49
2.9	Feedba	ack	51
2.10	Recogn	nising your limits	52

Get your service right before beginning a marketing campaign There's absolutely no point expending effort on a marketing campaign unless you have a quality service to sell. Before spending any money on consultants and advertising materials, give yourself plenty of time to scrutinise your services to ensure you are offering solicitors what they want and need.

For new ideas, try **researching the services of your competitors** to learn what they are doing for solicitors (see Section 3.3).

- Are they offering anything that you could incorporate as extra features in your service?
- Can you learn anything useful from their presentation style or website content?
- How does your CV compare? Is it up to scratch?

In addition, given your knowledge of your area of expertise, is there any **new technique** that is about to be launched that you could include in your service range? If so, you could also use this extension to your service range as an excellent reason to contact all your marketing leads (see also Section 3.4).

Talk to current clients for insights into how to improve your service Your current clients could also offer you valuable insight into how to improve your service. Learn to **listen to their needs** whenever you communicate with them. Or perhaps ask them to complete a short **survey**. Is there anything simple that you could do to make their working lives much easier?

So, think carefully about each of the following:

- service content Have you got the product right and a quality of service to expand your business? (see Section 2.1)
- corporate image Does your image reflect quality, efficiency and professionalism? (see Section 2.2)



Marketing strategy

3.1	Who lo	ooks for experts?	56
3.2	Target	markets	58
	3.2.1	Hot leads	
	3.2.2	Warm leads	62
	3.2.3	Cold leads	
	3.2.4	Finding new contacts	73
3.3	Your co	ompetitors	
3.4		your excuse?	
3.5		nanagement	
	3.5.1	Data protection	79
	3.5.2	Database structure	
3.6	Market	ting material	81
	3.6.1	What does the lawyer want to know?	83
	3.6.2	Marketing text	85
	3.6.3	Letterhead	
	3.6.4	Introductory letters	89
	3.6.5	Standard letters	
	3.6.6	Invoices	91
	3.6.7	Contracts	92
	3.6.8	CV	93
	3.6.9	E-mails	94
	3.6.10	Website	95
	3.6.11	Envelopes	97
	3.6.12	Flyers and brochures	
	3.6.13	Newsletter	101
	3.6.14	Feedback forms	
	3.6.15	Sample reports	103
	3.6.16	Promotional items	
3.7	Promo	tional offers	
3.8	Summ	arv	107

Before putting any effort into marketing your expert witness service, you'll need to look closely at your current lists of contacts. You must think carefully about how many more contacts you could realistically take onto your books yet maintain the quality standard required.

Analyse current contacts and forecast effects of increased business

- Do you have the time to deal with even more enquiries?
- If you were busier with expert witness work, how would that affect your other professional duties or personal down time?
- Should you focus first on stabilising your current business? This will mean looking to improve your business efficiency and customer care systems.

Know where you're starting from

 Do you have an accurate picture of the current state of your business so that you can measure your marketing successes and failures along the way?

If you conclude that the time is right for expansion of your business, then you must first accept that everything you do to try to gain more clients will take considerable time and money. A half-hearted effort is unlikely to attract any great reward.

Choose the strategy that meets best with your free time and finances Quite understandably, you'll want to minimise your expenses and the calls on your time to maximise profits and your free time. And while doing all of this, you'll need to ensure that your quality of service does not suffer.

So, what exactly do you want for your business?

3.1 Who looks for experts?

What's the expert search process for lawyers?

When a lawyer needs to find an expert witness he will think...



Marketing tactics

4.1	Introdu	uction	111
	4.1.1	Review and improve	112
4.2	Profes	sional and legal societies	113
	4.2.1	Your professional body	
	4.2.2	Local law society branches	115
	4.2.3		
4.3	Exper	t witness directories	117
	4.3.1	Which directory?	119
4.4	Searc	h engines	121
4.5	Direct	mail	123
	4.5.1	What to send	
	4.5.2	How to target your mailing	125
	4.5.3	Mailing costs	126
4.6	Marke	ting databases	127
	4.6.1	Building your own database	127
	4.6.2	Buying in a database	130
	4.6.3	Shared mailshots	134
4.7	Displa	y advertising	134
	4.7.1	England and Wales	138
	4.7.2	Scotland	138
	4.7.3	Northern Ireland	139
	4.7.4	Legal associations	139
4.8	Writing	g articles	139
	4.8.1	What to write	140
	4.8.2	Where to write	141
4.9	Talks a	and conferences	142
	4.9.1	Presentations	142
	4.9.2	Conference stands and exhibition space	143
	4.9.3	Sponsoring an event	145
	4.9.4	Delegate packs	146
	4.9.5	Contacts	147
4.10) Broad	cast and print media	148
4 11	Word	of mouth	151

Marketing requires a lot of patience and thought. As well as applying your mind to the writing and production of the marketing material for a particular campaign, you will need to think about who you'll be contacting and tailor the approach to maximise response.

Some clients may prefer to be contacted by e-mail, others by letter. Some may prefer simply an updated CV to be sent for their files, others may need some persuasion to begin using your services.

No one marketing campaign will work for everyone

Your finances will also influence the contact method chosen, and your time contraints will alter the way you follow up mailings. Indeed, there are so many variables that there is no 'one size fits all' when it comes to expert witnesses and marketing methods.

In the last chapter we considered what makes up a marketing strategy and the strategic goals of a marketing campaign. Now we'll take a look at the different options available to you for gaining new solicitor contacts – the tactics you can employ to meet your strategic marketing objectives. These will include:

What is pro-active marketing?

- contacting professional and/or legal societies (see Section 4.2)
- advertising in expert directories (see Section 4.3)
- registering with on-line search engines (see Section 4.4)
- employing direct mail (see Section 4.5)
- using display advertising (see Section 4.7)
- writing articles for publication (see Section 4.8)
- presenting talks and/or taking exhibition space at seminars and conferences, and sponsoring

The way forward

Marketing requires your input... it's not easy If you've read the whole of this book then you will appreciate just how many opportunities there are for you to market your expertise. But the cost to you will likely weigh heavily on both your pocket and your time.

To effectively market yourself and your expertise you may decide to employ a full-time marketing manager or consultant. If so, you will still need to **guide** marketing efforts and define the strategy. Only you will know:

- how techologies are affecting your field of expertise
- the new opportunities that are presenting themselves to you as your field develops, and
- the newsworthy opportunities that are arising as a result of cases you are working on and recent media stories.

Combine approaches that fit best with your time and finances

At the end of the day, whether you employ someone to market for you or you do it yourself, the basic premise is the same. **Get the combination of approaches right and put in the time**, and you'll build up your list of productive client contacts.

So, your task now is to determine which of the many suggestions contained in this *Little Book* will fit best with your resources and form the core of your marketing strategy for the next 6 months or so. Good luck!

Review and adapt strategies regularly

And please remember... revisit your marketing strategy on a regular basis. As external influences change, the pressures on your time and finances change. And this will impact significantly on the types of marketing initiative that can now be adopted.

Appendices

Appendix 1: Statements of truth	159
Appendix 2: Fee surveys	161
Appendix 3: Official fee scale guidance	163
Appendix 4: Solicitor work areas	167
Appendix 5: Other lawyer organisations	169
Appendix 6: Local law societies and associations	182
Appendix 7: Legal publications	193
Appendix 8: National law societies	209

Appendix 8: National law societies

England and Wales

· Law Society of England and Wales

The Law Society's Hall, 113 Chancery Lane, London, WC2A 1PL

Tel: 020 7242 1222 Fax: 020 7831 0344

DX 56 London Chancery Lane

E-mail: see website www.lawsociety.org.uk

Office hours 9-5, Monday-Friday

· The Bar Council

289–293 High Holborn, London, WC1V 7HZ Tel: 020 7242 0082 www.barcouncil.org.uk Sforman@BarCouncil.org.uk

Scotland

· Faculty of Advocates

Parliament House, Edinburgh, EH1 1RF Tel: 0131 226 5071 www.advocates.org.uk clerkoffaculty@advocates.org.uk

· Law Society of Scotland

26 Drumsheugh Gardens, Edinburgh, EH3 7YR
Tel: 0131 226 7411
Fax: 0131 225 2934
LP1 Edinburgh 1
E-mail lawscot@lawscot.org.uk
www.lawscot.org.uk
Office hours 9–5, Monday–Friday

Northern Ireland:

· Law Society of Northern Ireland

96 Victoria Street, Belfast, BT1 3GN

Tel: 028 9023 1614 Fax: 028 9023 2606 E-mail: see website www.lawsoc-ni.org

Office hours 9-5, Monday-Friday

Index

A	envelopes, 97-99
availability, 47	expert fees, 48-49
	debt collection, 49-50
В	official guidance, 163–166
branding, 33–37	promotional offers, 49–50, 106–107
broadcast media, 148–151	surveys, 161–162
brochures, 99–101	expert reports, 40–46
	turnaround, 48
C	expert services, 27–53. See also expert
competitors, 74–75	reports
conferences, 142–148	availability, 47
delegate packs, 146–147	branding, 33–37 contactability, 46–47
exhibition space, 143–145	content, 29–30
presentations, 142–143	corporate image, 30–40
sponsorship, 145–146	feedback, 51–52
contactability, 46–47 contracts, 92–93	recognising your limits, 52–53
corporate image, 30–40	expert witness bodies, 147–148
branding, 33–37	expert witness directories, 117–121
customer care, 23–24. See also feedback	Expert Witness Directory, 120. See also UK
CVs, 93–94	Register of Expert Witnesses
	,
D	F
D databases, 127–134	feedback, 51–52
_	feedback, 51–52 feedback forms, 102–103
databases, 127–134	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales,	feedback, 51–52 feedback forms, 102–103
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77 shared mailshots, 134	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales database, 131–132
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77 shared mailshots, 134 targeting, 125	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales database, 131–132 LawyerLists, 133
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77 shared mailshots, 134	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales database, 131–132
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77 shared mailshots, 134 targeting, 125	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales database, 131–132 LawyerLists, 133 legal publications, 191–206
databases, 127–134 building your own, 127–130 buying in data, 130–133 Law Society of England & Wales, 131–132 LawyerLists, 133 structure, 80–81 WaterlowDirectMarketing, 132–133 data management, 77–81 data protection, 79–80 direct mail, 123–127 content, 125–126 costs, 126–127 reasons for writing, 75–77 shared mailshots, 134 targeting, 125 display advertising, 134–139	feedback, 51–52 feedback forms, 102–103 finding expert witnesses, 56–58 flyers, 99–101 G graphic designers, 38 I introductory letters, 89–91 invoices, 91–92 L Law Society of England & Wales database, 131–132 LawyerLists, 133 legal publications, 191–206 letterhead, 87–89

M marketing, 11-25 customer understanding, 14 external influences, 16-21 market segmentation, 14-16 sales, 12-14 marketing material, 81-106 content. 83-85 contracts, 92-93 CVs. 93-94 e-mails, 94-95 envelopes, 97-99 feedback forms, 102-103 flyers and brochures, 99-101 introductory letters, 89-91 invoices, 91-92 letterhead, 87-89 newsletters, 101-102 promotional items, 105-106 sample reports, 103-105 standard letters, 91 text. 85-87 websites, 95-97 marketing strategy, 55-108 marketing tactics, 109-153 marketing text, 85-87 market segmentation, 14-16 N national law societies, 207-208 newsletters, 101-102 P print media, 148-151 promotional items, 105-106 promotional offers, 49-50, 106-107 S sales performance, 22-23 sample reports, 103-105 search engines, 121-123 shared mailshots, 134 solicitors legal publications, 138-139, 191-206 local law societies, 115-116, 181-190 national law societies, 207-208 organisations, 116-117, 139, 169-180 work areas, 167-168

standard letters, 91 statements of truth, 159–160

Т

target markets, 57–58 cold leads, 69–72 hot leads, 59–62 new contacts, 73–74 warm leads, 62–69

П

UK Register of Expert Witnesses, 120 LawyerLists, 133

w

WaterlowDirectMarketing, 132–133 websites, 95–97 word of mouth recommendations, 151–153 writing articles, 139–142