



PROFESSIONAL LIABILITY INSURANCE FOR LAW FIRMS

COPYRIGHT, PATENT AND TRADEMARK SUPPLEMENTAL APPLICATION

1. Provide a percentage breakdown of the firm's copyright, patent and trademark practice into the following categories:

Intellectual Property Practice	Domestic		Foreign	
	Past 12 Months	5 year average	Past 12 Months	5 year average
a. Intellectual Property Litigation				
b. Patent Infringement Counseling				
c. Patent Licensing				
d. Patent Prosecution				
e. Trademark Prosecution				
f. Trademark Registration/Licensing				
g. Copyright Registration/Licensing				
h. Patent Searches				

2. Provide the following for the firm's largest five Intellectual Property clients:

Type of Business	Sales Per Year	Number of Patents Held or Pending	Legal Services Provided	Year Legal Services Began

3. List the names of all lawyers engaged in Intellectual Property services during the last six years:

Name	Practice Specialty	Years in this Specialty	Percentage of Time Billed for the Past 12 Months	Average Annual percentage of Time for the Past Six Years

4. Are engagement, nonengagement and disengagement letters provided to all Intellectual Property clients?Yes No
- a. Does the engagement letter outline the nature, scope and limitations of the firm's representation?Yes No
- b. Is the responsibility for payment of maintenance fees, taxes or annuities clearly stated?Yes No

5. Does the firm have a computerized docketing system to alert the appropriate responsible party specific to:
- a. statutory bar dates?Yes No
- b. fee due dates, whether outsourced or not?Yes No
- c. response dates?Yes No

6. Who reviews the docket entries for accuracy? Check all that apply.
Billing Partner Partner in Charge of Work Associate Paralegal Secretary

7. Does the firm outsource to other entities for Searches or Payment of Maintenance / Annuity Fees:Yes No
- a. Does the firm verify that the outsource entity carries professional liability insurance coverage?Yes No
- b. Does the firm obtain proof of insurance, such as a certificate of insurance?Yes No

8. How does the firm choose an outsource entity? Check all that apply.
Review of Work Product Recommendations from Other Firms Yellow Pages Advertisements

9. Does the conflict avoidance system cross-check for conflicts between previous and existing clients?Yes No
- a. Is sign off by all attorneys required before a new client can be accepted?Yes No
- b. Does the firm allow equity interests with firm clients?Yes No
- c. Does any firm member or spouse have a position or equity interest with an Intellectual Property client?Yes No
- d. Has any firm member ever received or accepted royalties or shares in lieu of fees for services?Yes No

10. Are Opinion letters issued by the firm reviewed by at least one other attorney not associated with the matter?.....Yes No

11. Are client's advised in writing to mark the patented/trademarked product with the appropriate number or notice? ..Yes No

COPYRIGHT (Check Box if Not Applicable) :

- 12. Does the firm's docket system include dates for:
 - a. Copyright renewal filing?Yes No
 - a. Responses to an office action?Yes No
 - c. Infringement action filing?Yes No
- 13. What is the firm's standard time frame for applying for copyright registration once instructed by the client? _____
- 14. Are transfers of ownership of copyright from one client to another fully documented in writing?Yes No

PATENT (Check Box if Not Applicable):

- 15. Does the firm request written disclosure of specific dates of all printed publications, sales, offers for sale and/or public use of intellectual property from a client prior to filing of a patent application?Yes No
- 16. Does the firm request in writing the client's intent to pursue or not to pursue a foreign patent application?.....Yes No
- 17. Does the firm request in writing the client's disclosure of patent applications filed in foreign countries?.....Yes No
- 18. Are foreign clients advised of the requirements needed to satisfy the establishment of the date of invention for U.S. Patents?Yes No
- 19. Does the firm disclose in writing to all patent clients, all dates for payment of maintenance fees, annual payments or annuities to be paid by the client to keep an application or patent in force?Yes No
- 20. Indicate the percentage of the types of Patent Opinions rendered by the firm.
 - a. Patentability _____
 - b. Infringement _____
 - c. Validity _____
- 21. For the types of patent opinions rendered, does the firm disclose the scope and extent of the search conducted that is the basis for the opinion?.....Yes No
- 22. Does the firm guarantee patent opinions rendered?Yes No
- 23. Does the firm disclose in writing to the client and require the client's written agreement regarding patent applications and strategies taken or to be taken with respect to the GATT implementation legislation of June 8, 1995?Yes No

TRADEMARK (Check Box if Not Applicable):

- 24. Does the firm's docket system advise regarding dates for:
 - a. Response to all PTO actions?Yes No
 - b. Declaration of use after registration?Yes No
 - c. Statement of incontestability after registration?Yes No
 - d. Renewal of trademark?Yes No
- 25. Does the firm:
 - a. Perform searches of the records of the PTO for trademarks?.....Yes No
 - b. Search common law sources, such as publications and business indices for existing trademarks?Yes No
 - c. Outsource the searching to an entity to perform PTO searches?Yes No
 - d. Outsource the searching to an entity to search common law sources?Yes No
- 26. Does the firm advise that the trademark search is not guaranteed against all common law sources?Yes No
- 27. Are transfers of ownership of trademarks from one entity to another fully documented in writing?Yes No
- 28. Are all trademark assignments promptly and properly recorded with the PTO?.....Yes No
- 29. Does the firm advise the client in writing of the use of proper trademark notice?.....Yes No

The undersigned represents that the statements set forth herein are true, complete and accurate and that there has been no attempt at suppression or misstatement of any material facts known, and agrees that this Supplemental Application shall be included in the basis of any coverage and a part of any policy that may be issued by the Company.

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Name of Applicant Firm

Signature of Partner, Officer and/or Owner

Date