**LAWYERS PROFESSIONAL LIABILITY**

**PRELIMINARY PREMIUM INDICATION WORKSHEET**

**Firm Information:**

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| Firm: |       | Contact: |       |
| Address: |       |  |
| City: |       | State: |       | Zip: |       |
| Phone: |       | Fax: |       | Email: |       |
|  |  |
| Establish Date: |       | # of Attorneys: |       |  | Has any member of your firm been disbarred or been the subject of a disciplinary proceeding: [ ]  YES [ ]  NOHow many attorneys have participated in CLE during the past twelve months?      Is this a full time private practice of law? [ ]  YES [ ]  NO If Plaintiff litigation was performed, what is the largest judgment / settlement received in the past 3 years? $     Have you ever sued a client (past or present) for uncollected fees: [ ]  YES [ ]  NOHow many suits in the past 3 years?      Has any member of your firm handled class action or mass tort litigation in the past 5 years: [ ]  YES [ ]  NOEstimated annual gross income?       |
|  |  |  |  |  |
| # “Of Counsel”: |       | # of Support Staff: |       |  |
|  |  |  |  |
| **Staff List:** (Designations: O=Owner, P=Partner, A=Associate, IC=Independent Contractor, OC=Of Counsel, PA=Patent Agent)

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| Name | Hire Date:(mm/dd/yy) | Designation |  |

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| (Please continue on a separate sheet if necessary) |
|  |
| **Internal Controls:** |
| Do you maintain a Docket Control System with at least two independent date controls? [ ]  YES [ ]  NO |
| Are engagement and non-engagement letters used on a regular basis including new clients? [ ]  YES [ ]  NO |
| Is a conflict of interest system maintained? [ ]  YES [ ]  NO |
| **Area of Practice:**  | **What percentage of gross billings are earned from the following (Total must equal 100%):** |
| Arbitration / Mediation |      % | Corporation Formation / Alteration |      % | Tax  |      % |
| Administrative law  |      % | Immigration and Naturalization  |      % | Worker's Compensation – Plaintiff % |      % |
| Admiralty / Maritime |      % | Intellectual Property Litigation  |      % | Personal BI/PD Plaintiff: % |      % |
| Bankruptcy  |      % | International/Foreign Law  |      % | Banking / Financial Institutions % |      % |
| Collection/Repossessions  |      % | Labor – Management Representation  |      % | Real Estate – Residential % |      % |
| Commercial Litigation  |      % | Government/Municipalities |      % | Real Estate – Land Use / Zoning % |      % |
| Criminal law  |      % | Securities % |      % | Real Estate – Title Examination % |      % |
| Domestic Relations  |      % | Estate, Trust, Probate  |      % | Civil Litigation – Plaintiff |      % |
| Insurance Defense  |      % | Entertainment / Sports |      % | Civil Litigation – Defense |      % |
| Personal BI/PD Defense  |      % | Intellectual Property Services  |      % | General Plaintiff |      % |
| Workers Compensation Defense  |      % | Labor – Labor Representation |      % | General Defense |      % |
| Anti-Trust / Trade Regulation  |      % | Pension & Employee Benefits |      % |  **\*Describe other services below:** |
| Civil rights / Discrimination  |      % | Mergers / Acquisitions  |      % |  |       |  |
| Commercial Transactions |      % | Oil, Gas or Mining  |      % |  | Total: (must equal 100%) | 100 % |

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| **I****nsurance History:** | Renewal date: |      /     /      | Insurer: |       | Limit: | $      |
|  |  |  |  |  |  |  |
| **Retroactive Date:**  **(if applicable)** |      /     /      | Current annual premium: | $      | Deductible: | $      |

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| --- | --- | --- | --- |
| **Claims History (if applicable):** | **Claim 1** | Claim 2 | Claim 3 |
| Date Claim or Incident Reported: |  |       |  |
| Amount Paid (Including Expenses): |  |       |  |
| Open/Closed: |  |       |  |
| Applicants Signature: |  | Date: |  |