



LAWYER

LOCKTON AFFINITY, LLC
 7300 College Boulevard, Suite 500
 Overland Park, KS 66210
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 Lawyer@LocktonAffinity.com

CONTACT INFORMATION

Firm name _____ Contact name _____
 Number of attorneys _____ Year firm established _____
 Firm address _____
 City _____ State _____ Zip _____ County _____
 Email _____ Website _____
 Phone _____ Fax _____
 Signature _____ Date _____

AREAS OF PRACTICE | Express percentages of gross revenue.

- | | |
|-------------------------------------------------|-------------------------------------------------------|
| _____ % Administrative Law | _____ % International Law |
| _____ % Admiralty Law | _____ % Labor—Management Representation |
| _____ % Anti-Trust/Trade | _____ % Labor—Labor Representation* |
| _____ % Civil Rights and Discrimination | _____ % Commercial and Business Litigation—Defense |
| _____ % Collection/Bankruptcy* | _____ % Commercial and Business Litigation—Plaintiff* |
| _____ % Construction Law | _____ % Mediation/Arbitration |
| _____ % Consumer Law | _____ % Mergers/Acquisitions* |
| _____ % Corporate and Business Transactions | _____ % Natural Resources |
| _____ % Criminal | _____ % Pension and Employee Benefits |
| _____ % Employment Law—Defense | _____ % Personal Injury and Negligence—Defense |
| _____ % Employment Law—Plaintiff* | _____ % Personal Injury and Negligence—Plaintiff* |
| _____ % Entertainment/Sports* | _____ % Plaintiff—Class Action* |
| _____ % Environmental Law | _____ % Plaintiff—Mass Tort* |
| _____ % Estate/Probate/Trust* | _____ % Real Estate/Title Agent—Residential* |
| _____ % Family Law | _____ % Real Estate/Title Agent—Commercial* |
| _____ % Financial Institution* | _____ % Securities Law (including bonds, PP, LP)* |
| _____ % Financial Planning | _____ % Taxation—Opinions |
| _____ % Government Contracts/Relations | _____ % Taxation—Other |
| _____ % Healthcare | _____ % Workers' Comp—Defense |
| _____ % Immigration/Naturalization | _____ % Workers' Comp—Plaintiff* |
| _____ % Insurance | _____ % Other |
| _____ % Intellectual Property—Patent/Trademark* | |
| _____ % Intellectual Property—Copyright* | |

*Supplement required

ATTORNEY INFORMATION

Attorney's name*	Bar admission date	Date joined firm	Relation to firm (use codes below)	Number of weekly hours
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

Codes: [O] Officer [P] Partner [E] Employed Attorney [IC] Independent Contractor [OC] Of Counsel

* For additional attorneys, please attach a separate page

INSURANCE HISTORY | Professional Liability (Please attach copy of your Declarations Page)

1. Does your firm currently have liability coverage? Yes No

If yes, please fill in the following information. If none, indicate desired limit/deductible.

Carrier _____

Premium \$ _____

Expiration date ____ / ____ / _____

Retroactive date (Prior Acts) ____ / ____ / _____

Limit \$ _____ per claim/ _____ aggregate

Deductible \$ _____

My current policy has: CEOL (Claims Expense Outside Limit)

FDD (First Dollar Defense)

2. Any claims and/or incidents in the past five years? Yes No

(If yes, please provide claim information in the form of a claim supplement, or a brief statement on letterhead.)

3. In the last five years, has any member of your firm been disciplined or denied the right to practice? Yes No

If yes, please explain: _____

4. Has the firm ever been non-renewed, canceled, or declined coverage? Yes No

If yes, please explain: _____

5. Are you a solo practitioner who only works part-time? (<25 hrs/wk)? Yes No

6. Do you have a full time Legal Administrator (LA) dedicated to the management of the firm? Yes No

Is the LA a member of a national organization whose function is to improve the quality of management in law firms? Yes No

What professional certification designations does the LA hold? _____

ADDITIONAL INFORMATION | Please attach answers requiring additional space as a separate page.

1. Does your docket system consist of the following?

- Single calendar Tickler cards Master listing
 Dual calendar Computer Other (explain)

2. Does ultimate responsibility of docket control rest with the lawyer? Yes No

3. How frequently is the docket system cross-checked? Daily Weekly Monthly

4. What type of system does the firm use to prevent a conflict of interest with clients?

- Computer Conflict committee Index file Oral/memory Other (explain)

5. Are all conflicts disclosed in writing? Yes No

6. Does your firm use the following client communication letters for all clients?

- Non-engagement Termination Declination Engagement Fee Agreements

7. How many suits for the collection of fees were filed during the past fiscal year? _____

8. Are there any predecessor firms that the current firm has assumed 50% or more of the assets and liabilities of? Yes No

9. Does any attorney of the firm serve as an outside director or officer and/or have any ownership interest in a client? Yes No

If yes, please supply outside interest supplements that you have completed for your current carrier.

10. Number of non-attorney staff: _____ Law Clerks/Paralegals _____ Secretarial/Clerical/Other

11. What percentage of the firm's total area of practice is Defense related? _____%