Lawyers Professional Liability Insurance Application FOR FIRMS WITH 1-5 ATTORNEYS

**Claims-Made and Reported Basis**

Coverage underwritten by Westport Insurance Corporation, a member of the Swiss Re Group.

If space is insufficient to answer all questions fully, use separate sheets of paper. Please complete all Supplements as noted by an asterisk.

Firm Name:       Contact:

Address:

City:       State:       Zip:

Phone:       Fax:       Email:

Firm's Website Address:

**Current Coverage**:

Expiration Date:

Current Carrier:

Current Limits:

Deductible: $       Current Premium: $

Date Firm Established:       Prior Acts Date:

**Provide a copy of your firm’s declarations page and all optional endorsements on your current policy.**

**Personnel** – List all Lawyers. (Include yourself if you are a sole proprietor).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lawyer’s Name** | **Position 1** | **Date of Hire** | **Date First Admitted** | **States Admitted** | **CLE Hours Completed Past 12 Months** | **Loss Control Seminar Date Completed** | **Retroactive (Prior Acts) Coverage 2** |
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1 S = sole proprietor; P = Partner; O = Officer / Director / Shareholder; E = Employed Lawyer; OC = Of Counsel; IC = Independent Contractor

2 A = on behalf of applicant firm; B = On behalf of applicant firm and prior firm(s); C = after individual retro date (please fill in retro date).

**For each OC and IC**, indicate average hours worked per week for the applicant firm and if the attorney has separate malpractice coverage.

Provide the percentage of gross revenue. **(Must total 100%)** An asterisk (\*) indicates a supplemental form is required if a percentage is indicated.

(\* = Supplemental AOP questions for Lawyers; \*\* = Intellectual Property Supplement; \*\*\* = Securities Supplement)

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| --- | --- | --- | --- | --- | --- |
| Administrative Law | % | Family Law | % | Natural Resources / All Other Services | % |
| Admiralty | % | Financial Institution\* | % | Pension and Employee Benefits | % |
| Antitrust / Trade | % | Financial Planning | % | Personal Injury and Negligence – Defense | % |
| Civil Rights / Discrimination | % | Government Contracts / Relations | % | Personal Injury and Negligence – Plaintiff\*\* | % |
| Collection / Bankruptcy\* | % | Healthcare | % | Plaintiff – Class Action\* | % |
| Construction Law | % | Insurance, Excluding Coverage Opinions | % | Plaintiff – Mass Tort\* | % |
| Commercial and Business Litigation – Defense | % | Insurance, Coverage Opinions | % | Real Estate / Title Agent – Residential\* | % |
| Commercial and Business Litigation – Plaintiff | % | Intellectual Property – Patent / Trademark\*\* | % | Real Estate / Title Agent – Commercial\* | % |
| Consumer Law | % | Intellectual Property – Copyright\*\* | % | Securities Law (including bonds, private placement and limited partnerships)\*\*\* | % |
| Corporate and Business Transactions\* | % | International Law | % | Taxation – Opinions | % |
| Criminal | % | Labor Management Representation | % | Taxation – Other | % |
| Employment Law – Defense | % | Labor Management Labor Representation\* | % | Workers Compensation – Defense | % |
| Employment Law – Plaintiff\* | % | Lobbying | % | Workers Compensation – Plaintiff\*\* | % |
| Entertainment / Sports\* | % | Mediation / Arbitration | % | Other: | % |
| Environmental Law | % | Mergers and Acquisitions\* | % |  |  |
| Estate / Probate / Trust\* | % | Natural Resources / Title and Title Opinions | % | **Total must equal 100%** | % |

**Firm Information**

1. Do you have a staff person whose full time duties are those of a legal administrator dedicated to the

management of the firm? (This person does not act as a legal secretary, paralegal or other staff position.)  Yes  No

2. Do you share office space, letterhead or website with any other firm?  Yes  No

If 'yes', is that firm insured for professional malpractice?  Yes  No

3. How many independent docket / calendar controls?

Do you have a computerized case management system?  Yes  No

4. Engagement/Retainer letters for all new clients?  Yes  No

Engagement letters for new matters for existing clients?  Yes  No

Non-engagement letters?  Yes  No

Disengagement letters?  Yes  No

5. Conflict of interest:  Computer  Index File  Conflict Committee  Memory Only

6. If any lawyer of the firm becomes aware of a conflict of interest, do they disclose it in writing to all parties

involved?  Yes  No

Firm does not take engagements where a conflict exists.

7. Does any firm attorney or spouse / domestic partner of any attorney serve in any managerial capacity or

hold any equity interest in a for-profit entity?\*\*  Yes  No

If 'yes', please complete the **Outside Interest Supplement**.  Yes  No

8. Has the firm been involved in any mass tort/class action or multi-district litigation cases within the past

five years, whether as the plaintiff or defense counsel?  Yes  No

If 'yes', please provide details on a separate sheet of paper, including case description, applicant's duties, class size, case value and current status.

9. Does the applicant firm render any professional services to entertainers, sports figures or other public

figures?  Yes  No

If 'yes', please complete the **Entertainment/Sports AOP supplement**.

10. Does the Applicant make recommendations on the sale or purchase of any specific stocks, bonds or

other securities-related investments other than when acting as a trustee within the bounds of the trust

agreement?  Yes  No

11. How many suits to collect unpaid fees were initiated by the firm against clients in the past 12 months?

12. Does the firm have any clients that generate 25% or more of the firm’s gross revenue?  Yes  No

If 'yes', identify client, nature of client’s business, professional services rendered and the percentage of billings on a separate sheet of paper.

13. Do you have a wholly-owned Title Agency or mediation / arbitration firm that you would like us to consider

for coverage?  Yes  No

If 'yes', please complete the **Outside Interest Supplement**.

14. Does the firm have more than four non-lawyer personnel (including but not limited to law clerks, paralegals

and administrative assistants) for every lawyer practicing with the applicant firm?  Yes  No

If 'yes', please provide details on a separate page.

15. During the past 5 years, has any claim been made against the firm or any attorney and/or are you aware of

any potential claims?\*\*  Yes  No

If 'yes', complete a **Claim Supplement** for each matter.

16. Has any attorney ever had disciplinary actions against them or is there a pending complaint against any

attorney?  Yes  No

If 'yes', please furnish details on firm letterhead.

17. Has the firm or any member of the firm had professional liability insurance non-renewed, declined or

canceled other than the carrier's exiting this line of business or changing broker partners?  Yes  No

If 'yes', please furnish details on firm letterhead.

18. Please indicate gross income for your immediate past fiscal year:

19. Limits requested:       Deductible requested:

If you have completed an application for another carrier, please attach a copy of that application.

**\*\*Supplemental forms and additional information may be needed to bind coverage.**

**Please provide a copy of your letterhead.**

**Notice to Applicant – Please Read Carefully**

I hereby authorize the release of claim information from any prior insurer to Westport Insurance Corporation.

The undersigned understands and accepts that any policy issued will provide coverage on a claims-made and reported basis for only those claims that are made against the insured and reported while the policy is in force and that coverage ceases with the termination of the policy. All claims will be excluded that result from any acts, circumstances or situations known prior to the inception of coverage being applied for, that could reasonably be expected to result in a claim.

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, or which should be known, and agrees that this application shall become the basis of any coverage and a part of the policy that may be issued by the Company.

Applicant understands and agrees that the completion of the application does not bind Westport Insurance Corporation to issuance of an insurance policy.

**For your protection, the following Fraud Warnings are required to appear on this application.**

The following Fraud Warning applies in **Ohio**: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

The following Fraud Warning applies in **All Other States**: Any person who knowingly files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act which is a crime and also punishable by criminal and/or civil penalties in certain jurisdictions.

**THIS APPLICATION MUST BE SIGNED BY A PARTNER, OFFICER and/or OWNER.**

Signed:

Owner, Officer or Partner Title Date

***The Applicant understands and agrees that she or he is obligated to report any changes in the information provided in the supplement that occur after the date of the application and before policy inception.***

**If you are signing and submitting this document electronically**: By checking the Electronic Signature Acceptance box below, you acknowledge that it is your intent that the name typed in the Signature of Owner, Officer or Partner line will serve as your signature for the purpose of this application and that you agree to complete and submit this application electronically. Once submitted, your signed application will be just as enforceable as a written document signed by hand.

Electronic Signature and Acceptance of the Owner, Officer or Partner.

Signed:

Owner, Officer or Partner Title Date

**Producer/Agency License #:**        **Licensing State:**