

**LAWYERS PROFESSIONAL LIABILITY  
 PRELIMINARY PREMIUM INDICATION WORKSHEET**

Firm Name: \_\_\_\_\_ County: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Firm Information**

Date Established: \_\_\_\_\_ # of Attorneys: \_\_\_\_\_ # Of Counsels: \_\_\_\_\_ # Support Staff: \_\_\_\_\_

# Attorneys (exclude OCs) and years with applicant:		Current Insurance	
# of years	# of Attorneys	Carrier:	
5+ years		Limits / Deductible:	
4 years		Annual Premium:	
3 Years		Retroactive Date:	
2 Years		Policy Period:	
1 Year		Date of first continuous claims-made coverage :	
Less than 6 months		Gross Annual Income:	

**1. Internal Controls**

- a. Do you maintain a Docket Control system with at least two independent date controls? ..... Yes  No
- b. Is your Docket system computerized?..... Yes  No
- c. Are engagement and non-engagement letters used on a regular basis? ..... Yes  No
- d. Is a Conflict of Interest system maintained? ..... Yes  No
- e. Number of fee suits filed against clients in the past two (2) years:..... \_\_\_\_\_
- f. How many attorneys have participated in CLE during the past twelve months? ..... \_\_\_\_\_

**2. Claim History**

Are you aware of any claims against your firm or any of its attorneys, or any incidents that could result in a claim, against your firm or any of its attorneys, within the past five (5) years? ..... Yes  No  ..... If "YES", how many? \_\_\_\_\_  
***Provide specific details of each (a description of the allegations, current reserve, indemnity paid, expenses paid, etc...).***

**3. Disciplinary Actions**

Has any member of the applicant firm been refused admission to practice, disbarred, suspended, reprimanded, sanctioned, or held in contempt by a court administrative agency or regulatory body? ..... Yes  No   
***Provide specific details of each (date, details of the events that led to the action and the action taken).***

**Area of Practice Percentages** (percentages must total 100%)

DEFENSE	%	Abstracting / Title	Health
Arbitration / Mediation		Ad Valorem Tax – Commercial	Immigration
BI/PI		Ad Valorem Tax – Residential	International
Civil Rights / Employment		Administrative Law	Investment Cnslng / Money Mgt
Class Action / Mass Tort		Adoptions	Labor – Employee / Union
Commercial Litigation		Antitrust Trade Regulations	Limited Partnerships
Criminal		Banking / Financial Institutions	Local Government / Municipal
Insurance Company		Bankruptcy	Mergers & Acquisitions
Medical Malpractice		Collection / Repossession	Oil and Gas
Workers Compensation		Communication	Patent
		Construction	Private Placements
<b>PLAINTIFF</b>		Copyright	Public Utilities
BI/PI Plaintiff		Corporation Formation	Real Estate – Commercial
Civil Rights / Employment		Corporate General	Real Estate – Development
Class Action / Mass Tort		Divorce	Real Estate – Residential
Commercial Litigation		Entertainment	Securities or Bonds
Medical Malpractice		Environmental	Social Security
Workers Compensation		Estate Planning	Syndications
		ERISA	Trademark
TAX – Individual Preparation		Family Law (other than Divorce)	Venture Capital
TAX – Commercial Preparation		Fiduciary	Wills and Trusts
TAX – Opinions		Foreclosures	Other:

**PLEASE NOTE:** This Worksheet is intended for the purpose of obtaining a Preliminary Premium Indication only.