

## Lawyers Advantage

#### New Business Application

Underwritten by The Hanover Insurance Company

NOTICE: THIS APPLICATION IS FOR A CLAIMS-MADE POLICY. SUBJECT TO ITS TERMS, THIS POLICY WILL APPLY ONLY TO CLAIMS FIRST MADE AGAINST THE INSUREDS DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. PLEASE READ THE POLICY CAREFULLY.

#### I. APPLICATION INSTRUCTIONS

- Whenever used in this Application, the term "you", "your(s)", "firm" or "Applicant" shall mean the **Named Insured** and all predecessor firms, unless otherwise stated.
- Include all requested underwriting information indicated in Section X. below.
- Enclose copies of all letterhead on which the Named Insured is listed.
- All questions must be answered. If additional space is needed, continue on a separate sheet and indicate the question number.
- This Application and any Supplemental Applications must be signed and dated by a principal of the Named Insured.

II.	GENERAL INFORMATION			
1.	Name of Applicant:	nsured letterhead. In	nclude d/b/a if applicable.	
2.	Type of Entity: ☐Individual ☐Partnership ☐P	C PLLC PLLP	Other*	
	*If "Other" please explain:		<del>-</del>	
3.	Address of Applicant:			
	City:County:State:	Zip Code:	Telephone:	
4.	Firm Phone Number:			
5.	Firm Fax Number:	□No F	-ax	
6.	Firm Email Address:	□No E	Email	
7.	Firm Website Address:	□No \	Website	
8.	Name and Address (if different than above) of Principal authorized to receive notices and inform	•	proposed policy.	
	Name: Title:		_	
	Address: City:	State:	Zip Code:	
	Email:			
9.	Does the applicant have other office locations? If "Yes", please attach a listing of each location.			□Yes □No
10	. Date Business Commenced:			
11	. Total Gross Billings for 12 months ending:			
	Most Recent Fiscal Year:			
	Previous Fiscal Year:			
	2 <sup>nd</sup> Previous Fiscal Year:			

Form 913 1701 APP 01/16 Page 1 of 11



 the Named Insured / law firm?	□Yes □No
If "Yes", is coverage requested for such Title Agency under this policy?  If "Yes", please complete a Title Agency Supplemental Application	∐Yes ∐No
<b>IMPORTANT</b> : It is understood and agreed that coverage is not provided for such Title Agency unrequested above is provided.	less the information

13. Estimate the percentage of hours per year the firm works in each area of practice (NOTE: Must total 100%).

Administrative-General*	Intellectual Property - Copyright, Trademark* Note: Supplemental Application Required
Admiralty / Marine - Defense	Intellectual Property - Patent * Note: Supplemental Application Required
Admiralty / Marine - Plaintiff	International/Foreign Law
Agent Practice and Entertainment Law	Juvenile rights, guardian ad litem
Appellate	Marijuana-Medical and/or Non-Medical)
Business Formation	Mediation, Arbitration (other than Securities/FINRA)
Business Transactions where the value of the transaction is greater than \$500,000	Medicare
Business Transactions where the value of the transaction is less than or equal to \$500,000	Mergers & Acquisitions
Civil Litigation – General*	Municipal Finance or Bonds * Note: Supplemental Application Required
Commercial & Corporate Litigation - Defense	Municipal – General (not finance)
Commercial & Corporate Litigation - Plaintiff	Oil & Gas, Mineral Rights
Construction Law	Other Please describe in detail below or by separate attachment.
Corporate Finance	Plaintiff Litigation-Class Actions * Note: Supplemental Application Required
Creditor Rights / Collections	Plaintiff Litigation-Mass Tort * Note: Supplemental Application Required
Creditor Rights / General (Bankruptcy)	Plaintiff Litigation-Social Security
Criminal Defense	Plaintiff Personal Injury where the value of the case is more than \$250,000 *  Note: Supplemental Application Required
Defense Litigation & Insurance Carrier Representation	Plaintiff Personal Injury where the value of the case is less than or equal to \$250,000*  Note: Supplemental Application Required
Elder Law	Public Utilities (not finance)
Employee Benefit Plans, ERISA	Real Estate Finance* Note: Supplemental Application Required
Employment Law - Employee Representation	Real Estate – Res. & Basic Commercial where the value of the transaction is greater than \$1,000,000 * Note: Supplemental Application Required



Employment Law - Management Representation	Real Estate – Res. & Basic Commercial. where the value of the transaction is less than or equal to \$1,000,000 *  Note: Supplemental Application Required)
Employment Law - Union Representation	Schools & Education (not finance)
Environmental Regulatory	Securities - Private Placement * Note: Supplemental Application Required
Estate and Probate - General	Securities - Public Registration * Note: Supplemental Application Required
Estates/Trusts where the value of the estate is greater than \$1,000,000	Tax Preparation-Individual
Estates/Trusts where the value of the estate is less than or equal to \$1,000,000*  Note: Supplemental Application Required	Taxation (excluding estate tax & individual preparation)
Family Law where the value of the marital estate is greater than \$1,000,000	Tribal Law
Family Law where the value of the marital estate is less than or equal to \$1,000,000	Water Rights
Financial Institutions (Banking, Insurance, Asset Management)* Note: Supplemental Application Required	Workers Compensation (Defense)
Healthcare	Workers Compensation (Plaintiff)
Immigration	

If "Other" Area of Practice is selected above please provide a detailed description:	

If denoted with \* a Supplemental Application for this area of practice is required.

III.	ATTORNEYS AND PREDECESSOR FIRMS
1.	Number of lawyers of the Applicant to be covered under this policy:
2.	Number of non-lawyer employees of the applicant:
3.	Roster of lawyers (Use a separate sheet if needed)

Lawyer Name	Status*	Date of Hire	Retro Date if other than Date of Hire	Date of Birth	Hours Worked per Week	State(s) of Licensure & Bar / Registration Number	Date(s) Admitted
1.							
2.							
3.							
4.							
5.							



# **HANOVER** Lawyers Advantage New Business Application

	6.									
	7.									
	8.									
	9.									
	10.									
	* O – Owner	E – Emp	oloyee	OC – Of	Counse	el	IC – Inde	pendent co	ontractor	
4.	For "Of Counsel" lawyers a	and independ	dent conti	ractors plea	ise comp	olete the	e following	<b>:</b> :		
	Attorney Nam	ie	excl	es lawyer w usively for plicant firn	the	per the la	many hou week doe awyer wo he applica firm?	s rk nt prof		
				Yes No	)				] Yes [	No
				Yes No	)				] Yes [	No
				Yes No	)				] Yes [	No
	Is coverage requested for Predecessor Firm means and liabilities the Applican in interest (more than 50%)	any legal er t or Named	tity that v	was engage	ed in the Section	praction	ce of law, estion 1. al	and to who	ose finan majority	cial assets successor
	Name(s) of Prede	cessor Firm	(s)	Date( Establis	-		ite(s) ninated	Number of Lawyers	Ow	entage of nership etained
				-1	<u> </u>		•		•	
IV.	REQUESTED COVERAG	E								
Indi	Indicate below which limits and deductibles are being requested. Limits of Liability are Per Claim / Aggregate.									
Che	eck more than one if reques	sting multiple	options.							
Pro	Professional Services Limits Of Liability (Each Claim / Aggregate)									
	\$100,000 / \$300,000 \$250,000 / \$500,000 \$250,000 / \$750,000			\$2,00	00,000 / 00,000 / 00,000 /	\$2,000	,000			



	\$300,000 / \$600,000 \$500,000 / \$500,000 \$500,000 / \$1,000,000 \$500,000 / \$1,500,000 \$1,000,000 / \$1,000,000				\$3 \$4 \$5	000,000 / \$ 000,000 / \$ ,000,000 / \$ 000,000 / \$ ner: \$	4,000,000 4,000,000
Prof	essional Ser	vices Dedu	ctible (Each Claim)				
Subn	\$1,000 \$2,500 \$5,000 \$10,000 \$15,000 oena Assista	Each Claim Each Claim Each Claim Each Claim Each Claim			\$25 \$30	0,000 5,000 0,000 0,000	Each Claim Each Claim Each Claim Each Claim Each Claim Each Claim (Other)
ОиБр	ocha Assisti		н				Dodustible
	\$10,000 \$15,000 \$25,000 \$50,000 \$	Each Claim Each Claim Each Claim	n/Aggregate n/Aggregate n/Aggregate n/Aggregate n/Aggregate (Other)			\$0 \$1,000 \$2,500 \$5,000 \$	Deductible Each Claim
Discip	olinary Proce	edings					
	\$10,000 \$15,000 \$25,000 \$50,000 \$	Each Claim Each Claim Each Claim	n/Aggregate n/Aggregate n/Aggregate n/Aggregate n/Aggregate (Other)			\$0 \$1,000 \$2,500 \$5,000 \$	Deductible Each Claim/Aggregate Each Claim/Aggregate Each Claim/Aggregate Each Claim/Aggregate Each Claim/Aggregate Each Claim/Aggregate (Other)
Crisis	Event Expe	nses					
	\$10,000 \$15,000 \$25,000 \$50,000 \$	Each Claim Each Claim Each Claim	n/Aggregate n/Aggregate n/Aggregate n/Aggregate n/Aggregate (Other)			\$0 \$1,000 \$2,500 \$5,000 \$	Deductible  Each Claim/Aggregate  Each Claim/Aggregate  Each Claim/Aggregate  Each Claim/Aggregate  Each Claim/Aggregate  Each Claim/Aggregate (Other)
Loss	of Earnings						
	\$500/\$5,000/\$ \$1,000/\$10,00 \$1,000/\$15,00	00/\$15,000	Limit Each Day/Each Ins Each Claim/Aggreg Each Claim/Aggreg Each Claim/Aggreg	jate jate			

Form 913 1701 APP 01/16 Page 5 of 11



V.	CURRENT INSURANCE	CE INFORMATION								
	Please provide the following information regarding the Applicant's most recent insurance.									
1.	Is your firm currently i		]Yes □No							
	If "No", any policy issued will be effective no earlier than the date your agent receives your completed and signed application and premium payment.									
	If "Yes", please answ	er the following:								
	Current Insurer:		_							
		(If Full Prio		)						
	Retro Active Date App	plies to Firm 🔲 or Indi	ividual attorney 🗌							
	Inception Date of the	firm's first claims made	e policy maintained	without interrupti	on:					
		py of your current po s evidence of your fir			ndorsement show	ing your				
2.	Has the firm or any prinsurance policy?	redecessor purchased	an Extended Repor	ting Period unde	er any Lawyers Prof	fessional Liability				
	If "Yes" please provid	e details:								
3.	Insurance History (be	ginning with most rece	nt coverage)							
	Policy term	Carrier	Limit	Deductible	Premium	# of Lawyers				
4.	Within the last five years, has any similar insurance for the firm, its predecessors or any lawyer included in this application ever been declined, non-renewed or canceled? (Question Not Applicable In Missouri)									
	If "Ves" nlease provid	de details:								
	If "Yes", please provide details:									
VI.	RISK MANAGEMEN	IT								
1.	Do you share letterhead with any other lawyer or firm; or does your name appear on the letterhead of any other lawyer or firm?									
2.	· •	vide the letterhead(s). rmal, written procedure		intenance of cus	stodial	]Yes □No				
3.		ollection of delinguent f	ees have been filed	I by the firm in th						
-	How many suits for collection of delinquent fees have been filed by the firm in the past #									



	two years?	
4.	When evaluating whether a case should be sent for collection, does the firm review the file for the purpose of evaluating whether the possibility of a counter claim alleging malpractice might be filed in response?	∐Yes ∐No
5.	When evaluating whether a case should be sent for collection, does the firm wait until the applicable statute of limitations on a potential malpractice action has run before filing suit?	□Yes □No
6.	Do any firm members have more than 5% ownership in one or more publicly traded companies or more than 15% ownership in one or more companies that are not publicly traded and which are firm clients?  If "Yes", please complete an Outside Interest Supplement.	□Yes □No
7.	Do any firm members serve as directors, officers, trustees, consultants, etc., for any firm clients?  If "Yes", please complete an Outside Interest Supplement.	□Yes □No
8.	Does the firm outline and reduce to writing its billing policy and procedures when agreeing to represent a new client?	□Yes □No
9.	Does the firm use scope of service letters when taking on new matters for existing clients?	□Yes □No
10.	Are penetration tests conducted on the Applicant's network at least annually?	☐Yes ☐No
11.	How often does the firm use:	0/
	a. Engagement Letters:	%
	b. Disengagement Letters:	%
	c. Non-engagement Letters:	%
	If the letters above are not used or not used in all circumstances please explain how the firm documents the commencement and discontinuation of services with a client.	
12.	Does the firm maintain a docket control system and/or calendar and procedure with at least two independent date controls?	□Yes □No
	a. Is the docket control system and/or calendar manual (i.e. paper calendar, smart phones etc.)?	□Yes □No
	b. Is the docket control system and/or calendar and procedure computerized?	☐Yes ☐No
	c. Does the docket control system and/or calendar have redundancies in input, review and oversight?	□Yes □No
	d. How often is the docket control system and/or calendar updated?	
13.	Does the docket/calendar system:	
	a. Track litigated items?	☐Yes ☐No
	b. Track non-litigated items, even where no critical deadline is involved?	☐Yes ☐No
14.	Does the firm maintain a Conflict of Interest system?  If "Yes" is the system computerized?  If "No" to either question above, please explain how conflict of interest checks are performed and monitored.	□Yes □No □Yes □No

Form 913 1701 APP 01/16 Page 7 of 11



15.	5. What is the total number of lawyers?										
16.	<ol><li>If you are a sole practition absence.</li></ol>	f you are a sole practitioner, please identify the lawyer who handles your cases in your absence.									
	Back Up Lawyer:										
	Address, City, State:										
	Telephone Number:										
17.	7. List the firm's five largest	months:									
	Client Name Client's Industry Services Performed Annual Billings Value										
_											
-											
L											
VII	II. LOSS INFORMATION										
1.	. Within the past ten years, disciplinary actions or inve			any of the following							
	a. Currently pending	investigations/prod	ceedings		□Yes □No						
	b. Reprimand or Cer	nsure			□Yes □No						
	c. Suspension				☐Yes ☐No						
	d. Imposition of a fin				☐Yes ☐No						
	e. Refusal of admiss agency	sion to the bar or ar	ny bar association, cou	rt or administrative	□Yes □No						
2.	against the firm, any pred	ecessor firm, or any	y member of the firm?	-	□Yes □No						
	If "Yes" please attach details including number of suits, nature of complaint and name of claimants.										
VII	III. PRIOR KNOWLEDGE	AND APPLICANT	REPRESENTATION								
The	he Applicant must answer th	e prior knowledge	question below:								
	Is any <b>Insured</b> proposed for coverage aware of any fact, circumstance, or situation that might reasonably be expected to result in a <b>Claim</b> that would fall within the scope of the proposed coverage?										
	•		Yes No No	-							
If "	"Yes", please attach a full de	escription of the de	tails.								

Form 913 1701 APP 01/16 Page 8 of 11



This representation applies only to those coverage types for which no coverage is currently maintained and any higher limits of liability requested.

**IMPORTANT**: Without prejudice to any other rights and remedies of the **Insurer**, the Applicant understands and agrees that if any such fact, circumstance or situation exists, whether or not disclosed in response to the question above, any claim or action arising from such fact, circumstance or situation is excluded from coverage under the proposed policy, if issued by the **Insurer**.

#### IX. MATERIAL CHANGE

If any of the Applicants discover or become aware of any significant change in the condition of the Applicant between the date of this **Application** and the policy inception date, which would render the **Application** inaccurate or incomplete, notice of such change will be reported in writing to us immediately and any outstanding quotation may be modified or withdrawn.

#### X. DECLARATIONS, NOTICE AND SIGNATURES

The submission of this New Business Application does not obligate the **Insurer** to issue, or the Applicant to purchase, a policy. The Applicant will be advised if the **Application** for coverage is accepted. The Applicant hereby authorizes the **Insurer** to make any inquiry in connection with this **Application**.

The undersigned, acting on behalf of all Applicants, declare that to the best of their knowledge and belief, after reasonable inquiry, the statements set forth in this **Application** and in any attachments or other documents submitted with the **Application** are true and complete and were made to obtain requested information from each and every Applicant proposed for this insurance to facilitate the proper and accurate completion of this **Application**.

The undersigned agree that the information provided in this **Application** and any material submitted herewith are the representations of all the Applicants and the basis for issuance of the insurance policy should a policy providing the requested coverage be issued, and that the **Insurer** will have relied on all such materials in issuing any such policy. The undersigned further agree that the **Application** and any material submitted herewith shall be considered attached to and a part of the policy. Any material submitted with the **Application** shall be maintained on file (either electronically or paper) with us.

The information requested in this New Business Application is for underwriting purposes only and does not constitute notice to the **Insurer** under any policy of a **Claim** or potential **Claim**.

**NOTICE TO ALABAMA APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

**NOTICE TO ARIZONA AND MISSOURI APPLICANTS:** Claim Expenses are Inside the Policy Limits. All claim expenses shall first be subtracted from the limit of liability, with the remainder, if any, being the amount available to pay for damages.

**NOTICE TO ARKANSAS, LOUISIANA AND WEST VIRGINIA APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NOTICE TO COLORADO APPLICANTS:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**NOTICE TO DISTRICT OF COLUMBIA APPLICANTS:** Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines.





In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**NOTICE TO FLORIDA APPLICANTS:** Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**NOTICE TO HAWAII APPLICANTS:** For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

**NOTICE TO IDAHO AND OKLAHOMA APPLICANTS:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**NOTICE TO KANSAS APPLICANTS:** Any person who commits a fraudulent insurance act is guilty of a crime and may be subject to restitution, fines and confinement in prison. A fraudulent insurance act means an act committed by any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to, or by an insurer, purported insurer or insurance agent or broker, any written statement as part of, or in support of, an application for insurance, or the rating of an insurance policy, or a claim for payment or other benefit under an insurance policy, which such person knows to contain materially false information concerning any material fact thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.

**NOTICE TO KENTUCKY APPLICANTS:** Any person who knowingly and with intent to defraud any insurance company or other person 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.

**NOTICE TO MAINE, TENNESSEE, VIRGINIA, AND WASHINGTON APPLICANTS:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**NOTICE TO MARYLAND APPLICANTS:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NOTICE TO MICHIGAN APPLICANTS:** Any person who knowingly and with intent to defraud an insurance company or another person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is a crime and subjects the person to criminal and civil penalties.

**NOTICE TO NEW JERSEY APPLICANTS:** Any person who knowingly includes any false or misleading information on an application for an insurance policy or files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**NOTICE TO NEW HAMPSHIRE APPLICANTS**: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages.

**NOTICE TO NEW MEXICO AND RHODE ISLAND APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**NOTICE TO OHIO APPLICANTS:** 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.

**NOTICE TO OREGON APPLICANTS:** Any person who knowingly and with intent to defraud or solicit another to defraud any insurance company: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be violating state law.

**NOTICE TO PENNSYLVANIA APPLICANTS:** Any person who knowingly and with intent to defraud any insurance company or other person 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 subjects such person to criminal and civil penalties.

**NOTICE TO VERMONT APPLICANTS:** Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.



**Note:** This **Application** must be signed by a representative of the Applicant acting as the authorized representative of the person(s) and entity(ies) proposed for this insurance.

Date	Signature	Title	
Supporting Documentation	: Please attach a copy of the follow	ving.	
☐ All copies of letterhead or	n which the Applicant is listed.		
☐ Most recent financial stat	ements if deductible requested is \$50	0,000 or greater.	
☐ Supplemental Application	ns for areas of practice as required in S	Section II., if applicable.	
☐ Copy of declarations pag	e and endorsements for continuity of o	coverage as required in Section V., if applicable.	
☐ Supplemental Application	n for Outside Interest as required in Se	ection VI., if applicable.	
Produced By: Agent:	Agency:		
Agency Taxpayer ID or SS N	0.:		
Agent License No.:	Agent Signature:		
Address (Street, City, State, 2	Zip):		

Form 913 1701 APP 01/16 Page 11 of 11