



THIS IS A RENEWAL APPLICATION FORM FOR A CLAIMS MADE POLICY

INSTRUCTIONS:

1. Answer all questions (if not applicable, show N/A) and attach all additional information/explanations as required.
2. Applications must be dated and have two signatures.
3. "Applicant" refers to the Firm, predecessors, and all proposed Insureds.
4. PLEASE READ STATEMENT AT END OF APPLICATION CAREFULLY.

I. General Information

A. Name and address of Firm: _____

B. Person to contact: _____
(name, title, telephone)

C. Professional Corporation Partnership Other (*Please specify*) _____

D. Any change in the nature or locations of the practice over the last year? Yes No
(*If Yes, please explain*)

E. Any change in management during the last year? Yes No
(*If Yes, please explain*)

F. In the past twelve (12) months, has your total number of employees decreased by more than ten percent (10%) or five (5) employees, whichever is **greater**, through any reduction in force, systematic lay-off or by closure of any division, office or facility that you own or operate? Yes No
(*If Yes, please complete the Reduction In Force supplement (F)*)

G. In the next twelve (12) months, do you anticipate the total number of your employees to decrease by more than ten percent (10%) or five (5) employees, whichever is **greater**, through any reduction in force, systematic lay-off or by closure of any division, office or facility that you own or operate? Yes No
(*If Yes, please complete the Reduction In Force supplement (G)*)

H. If, during the next 12 months, circumstances of which you are currently unaware make it necessary for you to decrease the number of your Employees by ten percent (10%) or five (5) Employees, whichever is greater, through the implementation of any reduction in force, systematic lay-off or by closure of any division, office or facility that you own or operate (with any such reduction, lay-off or closure not known, anticipated or planned by you as of the date of this Application), do you agree that you will consult with, and adopt the advice of, a lawyer who specializes in labor and employment law (may include in-house counsel, but only if that counsel is qualified and experienced in the practice of labor and employment law) as respects the implementation of such reduction, lay-off or closure?

Yes No

- I. Does the Applicant anticipate any merger, acquisition, or addition of any operations that would comprise a twenty five percent (25%) or ten (10) employees, whichever is **greater**, increase over the current number of employees? Yes No
(If Yes, please provide full details on a separate sheet)
- J. Has any insurer ever canceled or non-renewed the Applicant or its predecessor for this type of coverage? Yes No
(If Yes, please provide details on a separate sheet)

II. Financial Information

- A. Please answer the following four (4) questions for the Insured Company, including its subsidiaries, for the most recent fiscal year end:
- i) What are the Applicant's total assets? \$ _____
- ii) What are the Applicant's total gross revenues? \$ _____
- iii) Does the Applicant currently have: Net Income or
 Net Loss
 Amount \$ _____
- iv) Does the Applicant currently have: Positive Cashflow or
 Negative Cashflow
 Amount \$ _____
- B. Has an auditor in the previous two (2) fiscal years recommended a "going concern" opinion of the financial information for the Applicant? Yes No
(If Yes, please provide details on a separate sheet)

III. Employees

- A. Number of employees (including lawyers): Full Time: _____ Part Time: _____
- B. Salary ranges *(including bonuses, distributions, dividends, referral fees and commissions)* Number of full time employees Number of part time employees
- | | | | |
|------------------------|---|-------|-------|
| \$ 50,000 or less | : | _____ | _____ |
| \$ 50,001 to \$100,000 | : | _____ | _____ |
| \$100,001 and over | : | _____ | _____ |
- C. Does the Firm use seasonal or temporary employees? Yes No
 If so, when and how many? _____
 Are these employees included in A and B above? Yes No
- D. Does the Firm use leased workers? Yes No
 If yes, how many have been retained by the Firm in the past 12 months? _____
 Are these employees included in A and B above? Yes No
- E. How many employees are covered by collective bargaining or other union agreements? _____

- F. In the past 12 months, how many lawyers have left your employ? _____
 Of the above, how many were terminated? _____
- G. In the past 12 months, how many other employees have left your employ? _____
 Of the above, how many were terminated? _____

IV. Human Resources

- A. Have the Firm's managers and/or supervisors attended training and education programs/seminars on sexual harassment and other types of discrimination within the last 12 months? Yes No
 If Yes, who has attended? _____
 If Yes, who conducts the sessions? _____
- B. When were the Firm's employment policies/procedures/handbook last reviewed by labor or employment counsel? _____

V. Third-Party Information

- A. Estimated number of employees with client contact: _____
- B. Has the Firm conducted training on client relations issues such as avoiding discriminatory behavior within the last 12 months? Yes No
- C. Is the Firm in compliance with Title III of the Americans with Disabilities Act (building and premises requirements)? Yes No

VI. Loss History

- A. Has the applicant reported all **claims** to underwriters or underwriters' representatives? Yes No
 (If not, Please complete the attached supplement).

VII. Other Material Facts

- A. Please declare any other Material Facts on a separate sheet. None See attached
 (If there are no other Material Facts, please check "None")

A Material Fact is one likely to influence assessment of this risk, the premium charged or the terms and conditions imposed by Underwriters. If you are in any doubt as to whether a fact would be considered material, you should disclose it. All the information requested in this proposal is material.

Please also ensure that any additional information is attached where applicable.

The Applicant warrants after full investigation and inquiry that the statements set forth herein are true and include all material information.

The Applicant on behalf of all proposed Insureds further warrants that if the information supplied on this renewal application changes between the date of this renewal application and the inception date of the Policy, it will immediately notify Underwriters of such change. Signing of this renewal application does not bind Underwriters to offer, nor the Applicant to accept, insurance, but it is agreed that this renewal application shall be the basis of the insurance and will be attached and made a part of the Policy should a policy be issued.

Date

Signature of Firm's Authorized Principal, Partner, or Officer

Title

Reduction In Force Supplement (F)

- A. How many employees were laid off? _____
- B. What date(s) did the lay-off's take place? _____
- C. Did you consult with and follow the recommendations of a lawyer who specializes in labor and employment law as respects the implementation of such reduction, lay-off or closure?
 Yes No
- D. Were severance packages offered to all laid-off employees? Yes No
- E. Were signed releases gained from all laid-off employees? Yes No
- F. Were exit interviews completed with all laid-off employees? Yes No
- G. Did any of the laid off employees express that they were considering bringing any sort of complaint or claim? Yes No
- H. Please provide available details on the above.

Reduction In Force Supplement (G)

- A. How many employees will be laid off? _____
- B. What date(s) will the lay-off be effective? _____
- C. Do you agree to consult with and follow the recommendations of a lawyer who specializes in labor and employment law as respects the implementation of such reduction, lay-off or closure?
 Yes No
- D. Will severance packages be offered to all laid-off employees? Yes No
- E. Will signed releases be gained from all laid-off employees? Yes No
- F. Will exit interviews be completed with all laid-off employees? Yes No
- G. Please provide available details on the above.