

Thank you for your interest in obtaining your Lawyers' Professional Liability coverage from The Bar Plan. We are a Bar-related mutual insurance company endorsed by The Missouri Bar and the Tennessee Bar Association. We proudly offer broad coverage, exceptional claim handling, and industry-leading risk management services.

Some of our key Policy features include:

- First Dollar Defense you owe a deductible only if Damages are paid on your claim
- True Career Coverage (if no retro date)
- Strong Consent-to Settle provision
- Waiver of a portion of your deductible for early voluntary resolution of a claim
- Broad "innocent insured" protections
- Coverage for Fair Debt Collection Practices Act (FDCPA) claims
- Free unlimited Extended Reporting Coverage upon retirement, death or disability (if qualified)
- Disciplinary Proceeding coverage and Subpoena Assistance

For your convenience, we offer flexible payment options designed to meet your needs. And for your peace of mind, The Bar Plan has an "A," "Exceptional" Financial Strength Rating from Demotech, Inc.

Our focus is exclusively on products and services for lawyers and we take great pride in our service to the Bar Associations and the legal communities where we do business. We understand the practice of law and the pressures facing lawyers. As a mutual insurance company owned by our policyholders, our mission is to provide comprehensive coverage at the best possible price.

We ask that you fully complete your application as this will assist us in providing you the best possible quote in the timeliest manner. If you would like assistance, our agents are here to serve you. Their contact information is listed below. Or please feel free to contact me at (314) 288-1000, or cmlewisabate@thebarplan.com.

Best regards,

Christina Lewis Abate

Chrustna few Abate

Vice President of Underwriting

Agents: Robert Padberg (314) 288-1037

rrpadberg@thebarplan.com

## **Instructions for Completion of the New Business Application**

The following items MUST BE completed and returned to obtain a quote: NOTE: AN INCOMPLETE APPLICATION WILL DELAY PROCESSING.

Completed applications should be emailed to <u>TBPUnderwriting@thebarplan.com</u> or faxed to the Underwriting Department at 314-821-0534.

### Firm Application (Form TBP-15NB, Pgs 1-3)

o Complete **ALL** questions. If a question does not apply answer "no" rather than "N/A" or "not applicable".

### **Area of Practice New Business Supplement (Form TBP 130)**

o Each attorney with the firm MUST COMPLETE this form.

**Provide a copy of firm's current letterhead.** The name of the sole practitioner or firm shown on the application should be identical to that shown on the firm's letterhead. Any inconsistency must be explained.

### Complete the following supplemental forms ONLY if applicable to your firm:

- o Claim, Bar Complaint and Incident (Form TBP 14) If answered yes to question 25 a or b on form TBP 15NB.
- o Supplemental Securities Application (Form TBP 18) If securities work is indicated on form TBP-130 (Area of Practice)
- o Plaintiff Supplement (TBP 120) if any Plaintiff work is indicated on Form TBP130 (Area of Practice)

### SUBMITTING YOUR APPLICATION

- Before signing the application, save a copy to your desktop
  - o Select file, Save a copy, click save
  - o Return to signature line on the application and follow instructions for electronic signature

**QUESTIONS?** Contact an agent at The Bar Plan at (314)965-3333 or (800)843-2277 (Robert ext 137)

\*\*IMPORTANT\*\* MacOS Users: You MUST use Adobe Reader to complete this form. Visit https://get.adobe.com/reader/ to install app.

Additional supplemental forms may be obtained from our web-site at: <u>www.thebarplan.com</u> – select products – malpractice insurance.



\$ 500,000/\$1,500,000

## New Business Application for Lawyers' Professional Liability Insurance

Submitted By:		<u>IMPORTA</u>	NT NOTICE:	
Agency:		1. To ensure ye	ou receive the most acc	urate quote, please
			nd sign supplements real 23 and 25 if applicable	
Phone No:		3. Please prov	ide a copy of your cur	
Fax No:		4. Sign and da		(TDD 120) for
Agents Eman Address:			rea of Practice Supplen y requesting coverage.	nent (1 <b>b</b> P-130) 101
Quotes and Policies	are sent via electronic n	nail to the Insured Design	nee	
Check this box Only	if you want to receive a paper	copy of your quote and policy	instead of an email tra	nsmission.
1. Name of Law Firm:				
2. Business Address (list	all business addresses and design	gnate which is primary; use a se	parate sheet if necessary	y):
			County:	
			County:	
3. Business Phone:	Busine	ess Fax:		
4. Year firm established				
5. Total number of people	e working on behalf of the lav	v firm:		
Attorneys O	f Counsel Attorneys	Paralegals/Law Clerks	Support staff	
6. Are any Attorneys in t	he firm employed by another f	irm? If yes, please provide the	name of firm(s): Yes:	No:
7. Are you a sole practiti Provide the name of t		Yes: (if yes, compractice in the event of your inca		1
Name:		Phone:		
Address: (a). Do you give conse	nt for us to provide the above r	named with information regardi	ing your coverage?	Yes No
8. Insured Designee: all matters regarding t	his insurance on behalf of the	firm and all persons to be cover		th authority to act in
	sor firm(s) in whose assets and Yes, please list	liabilities the Applicant is the m	najority successor in inte	erest?
10. <b>POLICY EFFECTI</b>	VE DATE REQUESTED:			
11. Please Select <u>All</u> Limi	ts for which you request a quo	ote:		
\$ 100,000/\$ 300,000 \$ 250,000/\$ 750,000		\$3,000,000/\$3,000,000 \$4,000,000/\$4,000,000	Greater than \$5 Please Specify:	5,000,000 -

Page 1 TBP-15NB (2017)

\$5,000,000/\$5,000,000

\$2,000,000/\$3,000,000

	\$1,000 \$2,500	\$5,000 \$7,500		\$10,000 \$15,000	\$25,000 \$50,000		\$100,000
Pleas	se note a deductible of:						
:	\$ 1,000 is limited to po \$ 2,500 is limited to po \$ 5,000 is limited to po \$ 7,500 is limited to po \$10,000 is limited to po	olicies with limits le olicies with limits le olicies with limits le	ss than \$1, ss than \$2, ss than \$4,	000,000 000,000			
Pleas	se select at least one of	the following two o	ptions:				
	With First Dol	lar Defense: Deduc	tible is pai	d only when the	re is a Damages payı	nent	
	Without First	<b>Dollar Defense</b> : De	ductible is	paid when eithe	er Defense Expenses	or Damages are	e paid
OF	FICE PROCEDURES	shing a navy fium nl	ooso onswo	u this soction wit	h vonu intondod viels	managamant nu	o o o du wos
13. I	Note: If you are establi Does your firm routinely	_	ease allswe	i this section wit	n your intended risk i	пападешент рг	ocedures.
	a. Engagement letters o	· ·	Yes	No			
ł	o. Declination (Non-Eng	gagement) letters	Yes	No			
(	c. Termination or closin	ng letters	Yes	No			
14. <b>I</b>	Ooes the firm have a Co Yes No	onflict of Interest Ch	necking Sy	stem and writter	n procedures to identi	ify and resolve	conflicts of interest?
I	f yes, does an attorney su	pervise the conflict of	of interest s	ystem?		Yes	No
	Does the firm mainta sensitive deadlines?	in a system to cor Yes No	ntrol and a	lert the firm to	case-		
]	f yes, are deadlines	reviewed on a reg	ular basis	? Yes N	No		
	TS FOR FEES Does your firm have	a policy or practic	e not to su	ue for fees?	Yes No		
ć	a. How many client	s have been sent to	collection	ns or sued for f	ees in the past 24 n	nonths?	
	SITE & ADVERTISIN Does your law firm have			Not a	applicable – skip Yes	to next secti	on
	If yes, please provide	e your website address	s:				
18. I	Does the firm advertise in If yes, in which states?		orney at the	firm is licensed?	Yes	No	
OFF:	ICE SHARING PROC	EDURES			Not app	olicable – ski	p to next section
19. I	Ooes the firm share any o	of the following with Letterhead	other attor Case		members of this firm	? (Select all	chat apply)

12. Please Select  $\underline{\textbf{All}}$  Deductible options for which you request a quote:

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20.	If yes, please answer questions a. and b.:	res	NO
	a. Is the phone answered by giving the names of all attorneys/firms sharing the space?	Yes	No
	b. Is the phone answered using a generic greeting, (e.g. "law offices") without giving the name(s) of each attorney/firm sharing the space?	Yes	No
21.	Does the name(s) of each attorney/firm sharing the office appear together as "Law Offices of" or some other common listing on the signage for your office suite?	Yes	No
22.	Do you disclose in writing to your clients the parameters and limits of your office sharing arrangement?	Yes	No
PU	BLICLY TRADED COMPANY(S)		
23.	In the past 12 months, has any attorney in the firm represented any publicly traded company(s) regarding		
	corporate governance or legal compliance matters?	Yes	No

### If "Yes", submit a brief written description of the legal work performed on separate attachment

### **CLAIMS**

- 24. After inquiry of each lawyer named in the firm:
- a. During the past seven years, has any member of the firm or former member of the firm (while employed by the firm):,(i). Been

the subject of an investigation, reprimand, disciplinary action, or formal grievance, or been refused admission

by any bar association, court or administrative agency?

Yes No

(ii)Been the subject of a professional liability claim, suit, or incident?

Yes No

b. Does the firm or any attorney in the firm have knowledge of any incident, circumstance, act or omission, which may give rise to a claim?

If "Yes" to question a. or b., a Supplemental Claim Form (TBP-14) must be completed for each. Please submit the most recent loss run from your current carrier with this Application

### INDEPENDENT CONTRACTOR(S)

25. Does the firm or any member of the firm retain an attorney(s) on an independent contractor basis? Yes No If "Yes", please list below the independent contractors

NOTE: No coverage is available under this Policy for the acts or omissions of an Independent Contractor ("IC") unless either: 1) the IC is added as a Named Insured to this Policy; or 2) the IC carries an LPL policy covering the Claim. Under option 2, coverage is limited to the Policyholder and the Insured's under this Policy. We recommend you obtain a copy of the IC's declarations page.

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### **Policy Application – New Insured Attorney Application**



Important: You must complete this form for every Attorney in the firm. Visit www.thebarplan.com/applications to download this document (Area of Practice).

Attorney Information  1. Firm Name: Attorney Name  2. Email: 3. List all States where you are admitted to practice and the total percentage of time you practice in each one: (must equal 100%)  4. Bar / Supreme Court Number in States where licensed to practice law:  5. Year admitted to Barr(s):  8. Total Number of hours worked on a weekly basis practicing law for this firm:  9. How many open files or matters do you have currently?  10. Position Designation: (e.g. Member, Officer, Associate, Ind. Contractor, Of Courses, Solo):  11. Have you attended a Risk Management OR Ethics Seminar within the past 12 months? (Yes/No)  Area Of Practice Hourly percentage  12. Indicate the percentage of billable hours of practice devoted to the following areas (in whole numbers):  Business Transactions Corporate Law %  Barriagy Francisch Indicated in Property Law %  Collections and Barriagy Francisch Indicated in Property Law %  Consumer and Barriage in Property Law %  Consumer and Barriage in Property Law %  Commercial Lie Property Manage Property Law %  Commercial Lie Property Manage Property Law %  Commercial Lie Property Manage Property Law %  Consumer and Barriage Indicated in Property Law %  Consumer and Barriage Indicated										
Attorney Name 2. Email: 3. List all States where you are admitted to practice and the total percentage of time you practice in each one: (must equal 100%) 4. Bar / Supreme Court Number in States where licensed to practice law: 5. Year admitted to Bar(s): 6. Number of years of full-time practice: 7. Exact date you joined this firm: 9. How many open files or matters do you have currently?: 10. Position Designation: (e.g. Member, Officer, Associate, Ind. Contractor, Of Counset, Solo): 11. Have you attended a Risk Management OR Ethios Seminar within the past 12 months? (Yes/No)  Area Of Practice Hourly percentage 12. Indicate the generalized of billiable hours of practice devoted to the following areas (in whole numbers):  Business Transactions Corporate Law 5. Labor Law Labor Relations Social Institutions 8. Social All Transactions Corporate Law 5. Labor Law Labor Relations Commercial Li-Plaintiff Morgani/Aputitions Plaintiff 9. BillyP- Plaintiff 9. Collection and Bankruptcy: 5.	Attorney In	formation								
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8. Number of years of full-time practice:  8. Total Number of hours worked on a weekly basis practicing law for this firm:  9. How many open files or matters do you have currently?:  10. Position Designation: (e.g. Member, Officer, Associate, Ind. Contractor, Of Counsel, Solo):  11. Have you attended a Risk Management OR Ethics Seminar within the past 12 months? (Yes/No)  Area Of Practice Hourly percentage  12. Indicate the percentage of billable hours of practice devoted to the following areas (in whole numbers):  Business Transactions Corporate Law Business Transactions Designation: (Produktion Country Francial Institutions Designation Commercial Lit- Defense Commercial Lit- Plaintiff Mergest/Acquisitions Designation Collection and Bankruptcy: (Plaintiff Class Action/Mass Tord Majoratice Defense Consumer Collections Defense Residential Forectosures Defense Residential Forectosures Commercial Consumer Collections Defense Residential Forectosures Commercial Consumer Collections Defense Residential Forectosures Corporate Musics (Consumer Collections Defense Consumer Collections Defense Consumer Collections Defense Consumer Consumer Collections Defense Consumer Consumer Collections Defense Consumer Collections Defense Consumer Consumer Consumer Consumer Consumer Collections Defense Consumer Consume	<u> </u>		States where	icerised to pra	actice law.					
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Business Transactions   Corporate Law   Banking Financial Institutions   Business Transactions   Commercial Lit- Defense   Commercial Lit- Defense   Plaintiff   Class Action/Mass Tort   Malpractice   Consumercial Lit- Defense   Commercial Lit- Defense   Plaintiff   Class Action/Mass Tort   Consumercial Lit- Defense   Commercial Lit- Defense   Plaintiff   Class Action/Mass Tort   Consumercial Consumercial   Consumercial Consumercial   Consumercial Consumercial   Consumercial Consu	Area Of Pra	ctice Hourly pe	ercentage					Total Hours Must	Equal E	Exactly 100%
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Product Liability	Collec	• .		%						
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Residential Foreclosures Corporate and Business Organizations General Corporate/Business Entity Formations Contracts Contracts Corminal Criminal Defense Traffic/DUI Estate, Trust and Probate Estate Planning Estate Administration FELA Individual (Plaintiff) Collective Actions (Plaintiff) Individual (Defense Copyright/Trademark Patent IP Litigation  Past Coverage  13. What is your Retro Date with current carrier, if applicable? (Coverage applies ONLY to acts or omissions occurring on or after the Retro Date) Individual Component Contracts Immigration Imp										
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	Effective Date Expiration Date Law Firm Insurance Company Limits of Liability							Deductible		



Contact Name: Email Address:

# Claim, Bar Complaint and Incident Supplement

Applicant's Instructions: (Please type or print) a. Complete one form for each Claim, Incident, or Bar Complaint. b. If space is insufficient to answer question fully, attach separate sheet. c. Answer all questions completely and all dates must be listed. 1. Firm name: Full name of attorney(s) involved in the claim: Full name of claimant: Indicate whether: Claim Suit Incident Bar Complaint Date of alleged error or omission: Date of first notice to applicant: Additional defendants: Please give a brief description: 9. If an incident, estimated liability: \$ 10. If closed claims indicate whether: verdict judgment out of court settlement Total loss paid including deductible \$ Total cost of defense \$ Date Payment Made Defendant's offer for settlement \$ 11. If a pending claim: Claimant's settlement demand \$ Defense expenses incurred to date \$ Deductible \$ Is claim in suit? Yes Amount sought in petition or complaint: No 12. Name of Insurer: 13. Date Reported to Insurer: 14. Describe any action taken by the insured to prevent future claims/incidents of this nature: Provide name and contact information should the Claim Department need to communicate with you regarding this report. Please check preferred method of contact: Phone Email Mail Fax

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Phone #:

Fax #:



### **Securities Supplement**

For purposes of this application, the term "securities" takes its definition from the Securities Act of 1933. Securities practice includes all activities involved with or related to both public offerings and private placements and indicates both exempt and non-exempt securities. Securities practice does not however generally include: 1. assisting clients with basic small business formations in which all of the owners/investors are either actively involved in the operation of the business, or their relatives; 2. drafting or amending the governing documents (e.g. partnership agreement, articles of incorporation, by-laws) for a new or existing business; or 3. representing a client in the sale of a business in which securities are exchanged when: a. the sale is a negotiated transaction and the buyer conducts its own due diligence; and b. the purchase decision is expressly based on the buyer's own due diligence investigation. The Company retains the sole discretion to review any business formation or sale of securities in which any Insured provides Legal Services to determine whether it shall be considered as a "securities practice."

	Client #1	Client #2	Client #3	Client #4
Date Offering Commenced				
Name of Issuer				
Type of Offering:				
PR=Private Placement				
PUI=Public Initial Placement				
<b>PUS</b> =Public Secondary Placement				
<b>B</b> =Bond (Private)				
SY=Syndication				
<b>M</b> =Municipal Financing				
Type of Business				
Did firm render Tax Opinion?	☐ Yes ☐ No			
Date of Issuer Incorporation or				
Formation				
Dollar Size of Offering and				
Description of Security				
Indicate Counsel For:				
I=Issuer				
<b>U</b> =Underwriter				
<b>L</b> =Lender				
IC=Insurance Co.				
<b>P</b> =Purchaser				
<b>A</b> =Auditor				
<b>O</b> =Other(Specify)				
Number of Months as Client				
Affiliated with Issuer?	☐ Yes ☐ No			
Applicant Lawyer(s) Invest?	☐ Yes ☐ No			
Average number of years				
Attorney(s) has been practicing				
in Securities work.				

In chronological order provide the above information as to the issuance or sale of securities for which the firm rendered legal services on behalf of a client during the past 48 months, or legal services for which a filing is expected to be made within the next 90 days. Include in this list, filings which were withdrawn after having been filed, offerings that were unsuccessful, and filings made pursuant to an exemption from registration under the act. Use separate sheet if necessary.

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### **Plaintiff Supplement**

(Excludes Worker's Compensation Plaintiff Work)

### **Application Information**

- Plaintiff Cases are defined as: Bodily Injury, Personal Injury, Class Action/Mass Tort, Product Liability and Professional Malpractice
- Please answer all questions in relation to your plaintiff practice only. Complete only one copy for the firm.

		Section 1: Req	uired Questions				
a. Total number of all oper	n and closed	d plaintiff cases in the	e past 12 months:				
b. Average number of plain	. Average number of plaintiff cases each attorney handles per year:						
c. Enter percentage of cas	es:	Settled before trial	l?	Cases Tr	ied to conclusion	1?	
. Percentage of cases referred to you by other law firms:							
e. Percentage of cases you	refer to otl	ner firms and mainta	in an economic inter	est:			
f. If such cases are referre	d to other f	irms, are these firms	located in other stat	tes?	Yes	No	
If Yes, list all state(s) and	the percer	ntage in each state:		,	,		
g. Average dollar value of	cases (open	ed and closed): <i>Pleas</i>	se estimate to the be	st of your	ability		
Less than \$25,000		_%	\$ 25,000- \$75,000		%		
\$75,001-\$125,000		_%	\$125,001-\$300,00	00	%		
\$300,001-\$500,000		_%	\$500,001-\$1,000,0	000	%		
Greater than \$1,000,000		_%	Other		%		
h. What percentage of you	r plaintiff c	ases during the past	5 years has been: <i>Ple</i>	ease estim	ate to the best of	your ability.	
Class Action/Mass Tort	%	Medical Malpraction	ce %	Premise	s Liability	%	
Automobile Accident	%	Legal Malpractice	%	Other –	Explain below	%	
Product Liability	%	Slip and Fall	%			<u>.</u>	
i. With respect to your an to the best of your abilit	•	stion h, please state	the maximum dollar	value of a	iny one case. <i>Ple</i>	ase estimate	
Class Action/Mass Tort	\$	Medical Malpraction	ce \$	Premise	s Liability	\$	
Automobile Accident	\$	Legal Malpractice	\$	Other –	Explain below	\$	
Product Liability	\$	Slip and Fall	\$				
j. Describe the firm's proc	edure for tr	acking the Statute of	f Limitations on each	plaintiff c	ase:		

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### **Plaintiff Supplement**

k.	Provide a written narrative regarding any class action/mass tort cases this firm has handled or had involvement with on behalf of the plaintiff in the past 12 months. Please include the jurisdiction, number of such cases, number of clients in each case, overall case value, status, nature of cause of action of each case as well as the firms' previous experience in this area.

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### **Application for Lawyers' Professional Liability Insurance**

### Forms Included in this applications (check all that apply):

Firm Application – Form TBP-15NB

Area of Practice Business Supplement – Form TBP-130 for each attorney Supplemental Securities Application – Form TBP-18

Claim, Bar Complaint and Incident Supplemental – Form TBP-14 Plaintiff Plaintiff Supplement – Form TBP-120

Firm's Current Letterhead

### NOTICE TO APPLICANT - PLEASE READ CAREFULLY:

REPRESENTATION: Insured Designee, on behalf of and with the authority of Applicant represents that the statements and information contained herein are true and that Applicant has not suppressed, omitted or misstated any facts. Applicant has made inquiry with each lawyer in the firm regarding the accuracy of the answers on this application. Applicant agrees that this application shall be the basis of the Policy of insurance issued by the Company and incorporated therein. Applicant agrees to notify the Company of any material change(s) in the statements in the application forms between the date of application and the effective date of the Policy of insurance. Applicant understands that any change(s) may result in an adjustment of the terms and conditions of the Policy of insurance and/or premium.

Applicant understands that the Policy applied for provides coverage on a "Claims Made and Reported" basis for ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED TO THE COMPANY DURING THE POLICY PERIOD and that coverage ceases with the termination, cancellation or expiration of the Policy unless Applicant exercises the options available in the Policy for Extended Reporting Coverage.

### IMPORTANT REMINDER

TO AVOID LOSS OF COVERAGE IT IS IMPERATIVE THAT ALL KNOWN CIRCUMSTANCES, ACTS OR OMISSIONS WHICH COULD RESULT IN A PROFESSIONAL LIABILITY CLAIM AGAINST YOU, YOUR FIRM OR A PREDECESSOR IN BUSINESS BE REPORTED TO YOUR PRESENT INSURER WITHIN THE TIME PERIOD SPECIFIED IN YOUR PRESENT POLICY. PLEASE CONTACT THE BAR PLAN MUTUAL INSURANCE COMPANY IF YOU DESIRE ASSISTANCE.

Signature of Insured Designee*:	Date:
*Signing this form and tendering premium does not bind the Applicant or the Company.	Application must be signed to be considered for a quotation.
Printed Name:	
Primary Email Address:	

<u>Anti Fraud Warning</u> – Indiana "Any person who knowingly, and with intent to defraud an insurer, files a statement of claim containing false, incomplete or misleading information commits a felony."

Anti Fraud Warning: Kansas "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, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, which such person knows to contain materially false information concerning any fact material thereto.

Anti Fraud Warning: Tennessee "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 fine and denial of insurance benefits."

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