

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			
		2. Complete a	answer all questions.2. Complete and sign supplements referenced in Question 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 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. POLICY EFFECTI	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	Dollar Defense : 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. I	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:

Page 2 TBP-15NB (1-2017)

20.	If yes, please answer questions a. and b.:	Yes	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.

Page 3 TBP-15NB (1-2017)

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 I	nformation								
1. Firm Name	:								
Attorney N	ame								
2. Email:									
	es where you are adn	l nitted to practi	ce and the tot	al percentage of time you p	ractice in each	one (must	egual 100%)		
O. LIST All Otal	es where you are aun	inted to practi	cc and the total	ar percentage or time your	nactice in cach	One. (must	equal 10070)		
4 . Bar / Supre	eme Court Number in	States where	licensed to pra	actice law:					
· ·	5. Year admitted to Bar(s):								
	s. Number of years of full-time practice: 7. Exact date you joined this firm:								
	per of hours worked or		sis practicing I		,	- · , - · · · · ·			
	open files or matters		<u> </u>	aw for time in it.					
	•		<u> </u>	rester Of Coursel Cole).					
				ractor, Of Counsel, Solo): r within the past 12 months	2 (Voc/No)				
			Lillos Sellilla	within the past 12 months	5: (165/NO)		T-4-111 M	- 4 - 1	F41 4000/
	ractice Hourly pe						Total Hours Mus	sτ ⊑qual	Exactly 100%.
		•		ed to the following areas (ir					
	iness Transactions/Cor		% Labo	r Law	%	Miscellaneo			%
Е	anking/FinanciaIInstitutio BusinessTransactio			Labor Relations Employee Benefits (Non-ERISA			Administrative Law Admiralty/Maritime		
	Secured Transaction		Perso	onal Injury/Property Damage	(Includes cases	Anti-tru	ust/Trade Regulation		
	Commercial Lit- Defer		Plain		you refer out and retain an interest)		Appellate Practice		
	Commercial Lit-Plair			BI/PI- Plaintiff	f		Arbitrator/Mediator		
	Mergers/Acquisition			Class Action/Mass Tor			Cannabis Law		
Col	ection and Bankruptcy Bankrup		% Malpractice				Civil Rights Communications	——	
Coll	ections	icy	Product Liability Personal Injury/Property Damage			Consum	er Claims/Protection		
,	Commerc	cial	Defense %			0004	Construction Law		
				BI/PI- Defense			Environmental		
Collections Defense				Class Action/Mass Tor			RISA/Pension Plans	<u> </u>	
Residential Foreclosures Corporate and Business %			<u></u>	Malpractice Product Liability		Family Law	//Domestic Relations	——	
	anizations		70	Product Liability			Immigration Law	l	
General Corporate/Business			Real	Estate	%		International Law		
Entity Formations				Commercia		Municipa	al/Local Government	 	
Crir	Contracts			Residential Title/Escrow/Closing			Oil, Gas and Mining Public Utilities		
Criminal % Criminal Defense			70	Synd's/Ltd Partnerships, etc.			School Law		
	Traffic/E			rities Law: **	%	Other (over			
Esta	ate, Trust and Probate	:	<u>%</u>	Bonds- Corp/Govt		Area:			
	Estate Plann Estate Administrat			Stocks-Public Offering Stocks- Private Placements					
FEL	.A		%	Other					
	Individual (Plain Collective Actions (Plain		Tax	Individua	%				
	Individual (Defer			Corporate/Entity					—
_	Collective Action (Defen	se)		ers Compensation	%				
Inte	Ilectual Property Copyright/Tradema	ark	<u>%</u>	WC- Plaintiff WC- Defense		* Please	e complete Plaintiff Supp	lement	
	Pat	ent		WO Bololloo			se complete Securities Su		
Past Cove	IP Litigat	ion							
		urrent carrier	if applicable?	(Coverage applies ONLY to ac	ets or omissions of	occurring on or	after the Retro Date)	
			- ' '	e coverage for the last 5 years			<u> </u>	,	coverage".
Effective Date		Law		Insurance C		, .,,	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

Page 5 TBP-14 (1-2013)

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				
PUS =Public Secondary Placement				
B =Bond (Private)				
SY =Syndication				
M =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				
U =Underwriter				
L =Lender				
IC=Insurance Co.				
P =Purchaser				
A =Auditor				
O =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.

Page 7 TBP-18 (2017)



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.

Total number of all open and closed plaintiff cases in the past 12 months:						
Average number of plaintiff cases each attorney handles per year:						
c. Enter percentage of case	s:	Settled before trial	?	Cases Tried to conclusion?		
d. Percentage of cases refer	red to you	by other law firms:				
e. Percentage of cases you	refer to ot	her firms and mainta	in an economic inte	rest:		
f. If such cases are referred	to other f	irms, are these firms	located in other sta	ites?	Yes	No
If Yes, list all state(s) and	the percei	ntage in each state:			,	
g. Average dollar value of ca	ases (open	ed and closed): <i>Pleas</i>	se estimate to the b	est of your o	ability	
Less than \$25,000		_%	\$ 25,000- \$75,00)	%	
\$75,001-\$125,000		_%	\$125,001-\$300,0	00	%	
\$300,001-\$500,000		_%	\$500,001-\$1,000,	000	%	
Greater than \$1,000,000		_%	Other		%	
n. What percentage of your	plaintiff c	ases during the past	5 years has been: P	lease estima	ite to the best of	your ability.
Class Action/Mass Tort	%	Medical Malpraction	ce %	Premises	Liability	9
Automobile Accident	%	Legal Malpractice	%	Other – I	Explain below	9
Product Liability	%	Slip and Fall	%			
i. With respect to your ans to the best of your ability	•	stion h, please state	the maximum dolla	r value of a	ny one case. <i>Plec</i>	ise estimate
Class Action/Mass Tort	\$	Medical Malpraction	ce \$	Premises	Liability	\$
Automobile Accident	\$	Legal Malpractice	\$	Other – I	Explain below	\$
Product Liability	\$	Slip and Fall	\$			
. Describe the firm's proce	dure for ti	acking the Statute of	f Limitations on eac	h plaintiff ca	ise:	

Page 10 TBP-120 (2017)

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.

Page 11 TBP-120 (2017)

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."

Page 12 TBP-15NB (1-2017)