

**General Firm Information**

|             |                         |                |
|-------------|-------------------------|----------------|
| <i>Name</i> | <i>Date Established</i> | <i>Address</i> |
|             |                         |                |

**General Firm Internal Control Information**

|  |   |  |                            |   |
|--|---|--|----------------------------|---|
| <i># Docket control systems the firm maintains</i> | <i>Is docket control system computerized?</i> | <i>Does the firm maintain a conflict of interest system check?</i> | <i>Is it computerized?</i> | <i>Does the firm use engagement, disengagement, &amp; non-engagement letters?</i> |
|  |   |  |                            |   |

**Attorney Information**

|                      |                        |                         |  |   |
|----------------------|------------------------|-------------------------|--|---|
| <i>Attorney Name</i> | <i>Year Bar Passed</i> | <i>Retroactive Date</i> | <i>Is an 'Of Counsel' or Independent Contractor (IC)</i> | <i>If 'Of Counsel' or IC, # hours worked per week</i> |
|                      |                        |                         |  |   |
|                      |                        |                         |  |   |
|                      |                        |                         |  |   |
|                      |                        |                         |  |   |
|                      |                        |                         |  |   |
|                      |                        |                         |  |   |

**Current Insurance Information**

|                |               |                   |                |                       |                        |
|----------------|---------------|-------------------|----------------|-----------------------|------------------------|
| <i>Carrier</i> | <i>Limits</i> | <i>Deductible</i> | <i>Premium</i> | <i>Effective Date</i> | <i># Years Insured</i> |
|                |               |                   |                |                       |                        |

**Claim History Information**

|   |   |   |
|---|---|---|
| <i>Are you aware of any claims against you or the firm in the past 5 years?</i> | <i>Are you aware of any incident that could give rise to a claim in the last 5 years?</i> | <i>Has any member of the firm been refused to practice, disbarred, suspended, reprimanded, sanctioned, or held in contempt by the court administrative agency or regulatory body?</i> |
|   |   |   |

**Areas of Practice**

|                             |   |                              |   |                         |   |                           |      |
|-----------------------------|---|------------------------------|---|-------------------------|---|---------------------------|------|
| Administration              | % | Copyright/Trademark          | % | Insurance               | % | School Law                | %    |
| Admiralty/Maritime          | % | Corporate-Formation          | % | Investments/Money Mgmt  | % | Securities                | %    |
| Antitrust/Trade Regulation  | % | Corporate-General            | % | Labor Law/Management    | % | Social Security/Elder Law | %    |
| Arbitration/Mediation       | % | Criminal                     | % | Labor Law/Union         | % | Tax/Corporate             | %    |
| Banking/Financial Inst.     | % | Domestic Relations/Family    | % | Mergers & Acquisitions  | % | Tax/Individual            | %    |
| Bankruptcy                  | % | Employee Benefits            | % | Municipal               | % | Water Rights              | %    |
| BI/PI Defense               | % | Entertainment/Sports         | % | Oil/Gas/Minerals        | % | Work Comp/Defense         | %    |
| BI/PI Plaintiff             | % | Environmental                | % | Patent                  | % | Work Comp/Plaintiff       | %    |
| Civil Rights/Discrimination | % | Estates/Probate/Wills/Trusts | % | Public Utilities        | % | Class Action/Mass Tort    | %    |
| Collection/Repossession     | % | Foreign/International        | % | Real Estate-Commercial  | % | Other (Explain)           | %    |
| Communication/FCC           | % | Healthcare                   | % | Real Estate-Residential | % | TOTAL                     | 100% |