



223 West Ohio Street • Chicago, IL 60654-4445 • 800-473-4722 • 312-379-2000 • Fax: 312-379-2002

LAWYERS PROFESSIONAL LIABILITY INSURANCE NEW ATTORNEY PROGRAM APPLICATION

ISBA Mutual’s New Attorney Program (N.A.P.)

ISBA Mutual is proud to announce our new professional liability insurance program designed exclusively for the New Attorney. The New Attorney Program (N.A.P.) is designed to assist new-to-practice attorneys in establishing their private practice by providing professional liability insurance at an affordable price.

The program provides for three years of preset premiums for new attorneys who meet and continue to meet the program requirements. This application is for Solo Practitioners. This means you or your professional corporations do not employ any other lawyer and that you do not have a partner, co-owner, co-officer, associate, or member. In addition to the program requirements, the policy offers our limit of liability of \$250,000 per claim and \$500,000 in the aggregate with a \$1,000 deductible.

What are the program requirements? Initially, if you can answer “Yes” to the following questions then you can proceed with completing the attached application. If not, then either call (800) 473-4722 or visit www.isbamutual.com and download our regular new business application.

1.	Have you been licensed to practice law for less than 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been claims-free for the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Do you plan on practicing as a solo practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you a member of the Illinois State Bar Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About ISBA Mutual

Twenty years ago, Illinois attorneys joined together to create ISBA Mutual, sparking a revolution in legal malpractice insurance. We specialize in professional liability insurance written specifically and exclusively to meet the needs of Illinois attorneys. It’s our only business.

We treat you as a colleague and offer valuable benefits such as:

- Experienced claim handling to provide you with the best defense
- Trained legal experts on call to answer your questions
- Comprehensive loss prevention programs
- Coverage to solo practitioners, small and large firms
- Flexible payment terms
- ARDC coverage

When you become insured with ISBA Mutual, you automatically become a part owner of the company. Simply put, ISBA Mutual is a company run by lawyers, for lawyers. Please take a moment to learn more about ISBA Mutual - we'd love to be a partner in your practice.

ISBA Mutual is rated (A) Excellent by A.M. Best Rating Company.



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LAWYERS PROFESSIONAL LIABILITY INSURANCE
NEW ATTORNEY PROGRAM APPLICATION

Requested Effective Date: ___/___/___

Applicant Firm Name: _____

Attorney Name: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Suite Number/P.O. Box: _____ County: _____

Street Address: _____

City: _____ State: _____ Zip: _____

1. Provide the name of the law school from which you graduated. _____

2. Identify the date when you graduated from law school. ___/___/___

3. Provide the date when you were licensed to practice law in Illinois. ___/___/___

4. Provide the date when you were first licensed to practice law. ___/___/___

If you were first licensed to practice law more than three years after graduating from law school, provide your employment history. _____

5. Identify the state in which you were first licensed. _____

6. Please provide your ARDC Number: _____ ISBA Number: _____

7. Do you practice from any other location? [] Yes [] No

If yes, please list location(s) on firm's letterhead

8. Is more than 5% of your revenue derived from cases OUTSIDE of Illinois? [] Yes [] No

If yes, please contact the ISBA Mutual Sales Department at (800) 473-4722.

9. Has any insurance carrier cancelled, rescinded, or refused to renew professional liability insurance, or declined to provide or restricted coverage to you for any professional liability policy? [] Yes [] No

If yes, please contact the ISBA Mutual Sales Department at (800) 473-4722.

10. Has any claim ever been made against you? [] Yes [] No

If yes, please contact the ISBA Mutual Sales Department at (800) 473-4722.

11. Are you aware of any circumstance or incident that may result in a claim or suit, or has anyone indicated dissatisfaction with your professional services which might reasonably give rise to a claim or suit against you? [] Yes [] No

If yes, please contact the ISBA Mutual Sales Department at (800)473-4722.

12. Have you ever been disbarred, suspended, refused admittance to practice, reprimanded, sanctioned or held in contempt by any court, administrative agency, regulatory body, disciplinary body, or the ARDC, or received a disciplinary grievance or complaint? [] Yes [] No

If yes, please contact the ISBA Mutual Sales Department at (800) 473-4722.

13. Have you received a request for an investigation of a lawyer, or an inquiry made to or by any administrative agency, court, regulatory body, disciplinary body, or the ARDC? [] Yes [] No

If yes, please provide a copy of the request or inquiry, your response, and the resolution letter or order. Advise if the investigation or inquiry is currently open or closed.

14. a. Have you served as a director, officer, partner, owner, or employee of a past or present client? [] Yes [] No

b. Have you had an equity interest in or engaged in business ventures with a past or present client? [] Yes [] No

If yes to 14a or 14b, please complete the Outside Interest Supplement Form which is located at ISBAMutual.com.

15. In the past 3 years, have you engaged in or been employed by an outside business Yes No (except law school internships)?

If yes, please list on letterhead and describe all other employment and outside business pursuits.

16. Have you sued for fees during the past 3 years? Yes No

If yes, identify the number of fee suits: _____ Dollar value per suit: \$ _____

17. a. Do you have or have you had investment authority over client funds? Yes No

b. Are you or were you a trustee? Yes No

If yes to 17a or 17b, please complete the Fiduciary Activities Supplement Form which is located at ISBAMutual.com.

18. Do any of your clients make up 25% or more of your gross revenues? Yes No

If yes, please list on letterhead the client, nature of professional services performed, and length of the relationship.

19. Indicate the percentage (%) of time that your practice is devoted to the following categories.

The total percentage must equal 100%.

- | | | | | | |
|-----|---|-----|----------------------------------|-----|---|
| 1 | _____ Admiralty | 16 | _____ Elder | | Plaintiff |
| 2 | _____ Antitrust | | _____ Employment | 33a | _____ Bodily or Personal Injury |
| 3 | _____ Appellate | 17a | _____ Employees | 33b | _____ Medical Malpractice |
| 4 | _____ Arbitration/Mediation | 17b | _____ Labor Management | | _____ Under \$1 million |
| 5 | _____ Banking | 17c | _____ Labor Unions | | _____ Over \$1 million |
| 6 | _____ Bankruptcy | 18 | _____ Entertainment/Sports* | 33c | _____ Worker's Compensation |
| 7 | _____ Bonds* | 19 | _____ Environmental* | | Real Estate |
| 8 | _____ Civil Rights | 20 | _____ ERISA | | Commercial |
| 9 | _____ Class Actions | 21 | _____ Estate/Probate/Trust/Wills | 34a | _____ Under \$1 million |
| 10 | _____ Collections | 22a | _____ Family Adoptions | 34b | _____ Over \$1 million |
| | _____ Commercial | 22b | _____ Family Divorce | 34c | _____ Residential |
| | _____ Consumer | | _____ Estate under \$1 million | 34d | _____ Title |
| 11 | _____ Commercial | | _____ Estate over \$1 million | 34e | _____ Real Estate Development or Syndication* |
| | _____ Litigation | 23 | _____ Guardianship | | Securities* |
| | _____ Transactional | 24 | _____ Foreclosure | 35 | _____ Exempt, Limited Partnerships, Private Placements, Federal, Registered, State, Investment Advice, Money Management |
| 12 | _____ Construction | 25 | _____ Immigration | | Tax |
| | _____ Corporate | 26 | _____ Insurance Defense | 36a | _____ Opinion/Advice |
| 13a | _____ Acquisitions/Mergers* | 27 | _____ International | 36b | _____ Preparations |
| 13b | _____ Formations | 28 | _____ Intellectual Property* | 37 | _____ Traffic |
| 13c | _____ General | 29 | _____ Lobbying | 38 | _____ Utilities |
| 14 | _____ Criminal | 30 | _____ Municipal/Government | | |
| | _____ Defense (not including Insurance Defense) | 31 | _____ Oil/Gas/Mining | | |
| 15a | _____ Bodily/Personal Injury | 32 | _____ Other (Must explain below) | | |
| 15b | _____ Medical Malpractice | | | | |
| 15c | _____ Worker's Compensation | | | | |

***Please Contact the ISBA Mutual Sales Department (800) 473-4722**

Limit of Liability - Each Claim / Annual Aggregate	Deductible - Each Claim
\$250,000 / \$500,000	\$1,000

I affirm that the information contained herein is true and complete to the best of my knowledge and that it shall be the basis of the policy of insurance and deemed incorporated therein should the Company evidence its acceptance of this application by issuance of a policy.

Owner, Partner, or Officer Signature _____

Date _____

Print Applicant Name _____

Title _____

Unless the application is fully completed, coverage cannot be bound. Signing this form and tendering premium does not bind the Company to provide the insurance. This coverage is provided on a "claims-made-and-reported" basis. Only claims which are first made against you and reported to us during the policy term are covered, subject to policy provisions.

PRACTICE TIPS FOR LAWYERS

- Avoid clients who discharge attorneys or engage in fee disputes with prior attorneys;
- Do not ignore conflicts and proceed with the representation. Conflicts may include representing the driver and passenger, representing the closely held corporation and its principals, and finalizing an already agreed to deal between the buyer and seller of real estate or a business, or between future business partners;
- When considering an out of state case, formally retain an out of state lawyer to advise on statutes of limitations and repose. Don't just engage in an informal phone call with an out of state lawyer. Also don't engage in activities on out of state matters that could be deemed to be practicing in a state in which you are not licensed;
- Don't put in an email what you wouldn't put in a letter. Save emails;
- Implement a firm calendar/docketing system (centralized calendar system) that includes multiple people such as attorneys and secretaries;
- Don't plan to file within days of the deadline. File early to avoid deadline problems;
- Promptly notify uninsured and underinsured motorist carriers when retained, even if the case does not appear to be an uninsured or underinsured motorist exposure;
- Become familiar with shortened statutes of limitations (municipalities) and with claims with stringent notice requirements (Chicago Transit Authority).
- Do not ignore testamentary capacity and undue influence issues in estate planning.
- Conduct detailed research into the Fair Debt Collections Practices Act.
- Don't let past due amounts get large. Frequently issue bills and follow up on unpaid amounts;
- Issue declination letters noting that there may be statutes of limitations and repose without providing dates. Advise to promptly consult with another attorney;
- Provide potential clients with a letter of understanding during the period in which the potential client or you are considering whether to enter into a formal retention. Consider statutes of limitations or repose expiring during this period;
- Issue engagement letters identifying the client represented, scope of representation, billing rates, expenses to be paid, and retainer terms if required. Include litigation hold directives and provide multiple party disclosures and waivers if applicable. Disclose firm document retention policies. Make sure engagement letters are signed by the attorney and the client;
- Issue disengagement letters to clients at the end of representation noting the conclusion of your engagement as of the date of the letter, and tasks accomplished per your engagement letter. Consider whether there may be potential statutes of limitations or repose on remaining claims;
- When referring cases, confirm the attorneys have professional liability insurance and check the ARDC website. Make sure the referral agreement is in writing and the client consents;
- Contact ISBA Mutual at 800-473-4722 to speak with a Risk Management attorney at no charge. Review the ISBA Mutual Risk Management emails to stay current on issues.

This is not intended to be an exhaustive list or a guarantee against potential malpractice claims and disciplinary actions. This list does not constitute the rendering of legal advice and should not be interpreted as such.