

**Instructions for Completing this Application:**

This is a fillable Microsoft Word Document.

Please answer all questions fully. If necessary, as noted in the questions below, please provide additional responses in a supplemental document on your letterhead attached to this Application.

Upon completion the Application must be signed and dated by an authorized representative of the Applicant.

This supplement is part of the underwriting file of the Firm's application to CNA for Professional Liability Insurance. This supplement is to be completed for any claim, lawsuit or potential claim and/or disciplinary matter made against the Firm and/or any of its lawyers individually. Throughout this supplement the word "matter" is used to indicate claim/potential claim/incident/lawsuit/disciplinary matter unless otherwise noted.

Firm Name		Policy Number	
1. Parties Involved			
a. Name all Firm attorney(s) involved in the matter:			
b. Name any other defendants and their relationship to the Firm:			
c. Name of potential or actual plaintiff/claimant/complainant(s):			
d. From what area of practice is this matter derived?			
2. a. What is the nature of the matter?	☐ Claim/Lawsuit	☐ Potential Claim/Incident	☐ Disciplinary Complaint
b. Did the matter involve, in any part, a dispute over fees, including but not limited to, a cross-claim or counterclaim in an action to collect fees?			Yes ☐ No ☐
c. Current status of matter:			
Claim / Potential Claim Status:	☐ Open/Pending	☐ Closed/Settled/Resolved	
Disciplinary Matter Status:	☐ Open/Pending	☐ Closed/Settled/Resolved	
d. Outcome of matter:			
Claim / Potential Claim:			
☐ Closed with no Payment	☐ Closed with Loss Payment Only	☐ Closed with Defense Payment Only	
☐ Closed with Loss and Defense Payment			
Disciplinary Matter:			
☐ Dismissed without Investigation	☐ Dismissed following investigation without finding of rule infraction	☐ Dismissed with Warning/Caution/Admonition	
☐ Private Censure/Reprimand	☐ Public Censure/Reprimand	☐ Diversion	
☐ Sanction/Fine/Penalty	☐ Probation	☐ Suspension of License	
3. Was an engagement letter used in the underlying matter?			Yes ☐ No ☐
<i>Please attach a copy of the engagement letter used in the matter to this supplemental application.</i>			



4. Use the following space to offer a brief narrative describing the relationship of the parties, the underlying matter, the allegations against the Firm/Firm Members and damages alleged.

Please do not attach court filings.

5. As a result of this matter, describe any change to Firm policies or procedures that were implemented to reduce the likelihood of similar allegations in the future.

Attach a copy of a current loss run if the claim was reported to a carrier other than CNA.

If a Loss Run from a prior carrier is not available, complete the following Questions.

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|--|---|---|
| 6. a. Date of alleged act or omission: | / | / |
| b. Date Firm received notice of the matter made against it: | / | / |
| c. Date(s) the matter was reported to the Firm's insurance carrier(s): | / | / |

7. Status Details

- a. If a claim / matter is open/pending, provide the following details:

Claimant's last demand		Defense/Expenses Paid to Date	
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- b. If a claim / matter is *closed/settled*, provide the following details:

Date closed (month/year)	/	/
Indemnity(Loss) Paid:	\$	
Defense/Expense Paid:	\$	
Deductible Paid:	\$	

Resolution via:	☐ Judgment	☐ Settlement	☐ Arbitration Award	☐ Dismissed
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Signature of Partner/Officer		Print Name		Date	
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