

Firm Name:

Policy Number___

PLEASE ANSWER ALL QUESTIONS OR INDICATE "NOT APPLICABLE". If additional space is required for any answer, please use a separate sheet. At your option, you may attach a description of the Firm's Plaintiff Litigation practice.

1. Guidelines for completing this section:

a. Express percentages of **time devoted** (billable hours) in each area during the previous year.

b. Indicate percentages in whole numbers next to the type of law you practice, not the business of the client you represent.

c. Be as accurate as possible, as casual estimates may cause inappropriate evaluation of your practice.

d. For any work which does not fall into Part I, please indicate the remaining percentages into Part II.

Part I - Specific Practice Areas				
Sexual Harassment (other than Discrimination)				
Veterans Issues				
Worker's Compensation				
Unfair Competition				
Part II - Practice Areas which did not fall into Part I				
Bodily Injury				
Commercial				
General Liability				
Wrongful Death				
Other (please describe)				

MUST EQUAL	100% OF	PLAINTIFF	PRACTICE:
	100/001		110.001106

2.	a. How many lawyers participate in the Plaintiff practice? b. What is the average number of Plaintiff litigation cases handled by an individual attorney per year?					
3.	In the last 12 months please estimate the percentage of Plaintiff litigation cases the firm rejected. settled before trial tried to verdict other					
4.	Estimate the percentage of the Firm's Plaintiff litigation cases that are handled on a contingency fee basis.					
5.	a. Estimate the average dollar size of judgments, awards and settlements in the Plaintiff litigation cases handled by the firm					
6.	a. Does the Firm refer cases to other law Firms?					
	b. If yes, does the Firm use written referral agreements in all cases that are referred by the Firm?					
	c. If yes, does the Firm obtain certificates of insurance in all cases that are referred by the Firm?					
7.	a. Does the Firm take litigation case referrals from other law Firms? Yes No Approximate number of cases:					
	b. If yes, does the Firm use written referral agreements in all cases that are referred to the Firm?					
	c. If yes, does the Firm obtain certificates of insurance in all cases that are referred to the Firm?					
8.	Does the Firm split fees?					
9.	a. Does the Firm accept cases venued outside the state(s) in which the Firm has offices?					
	b. If yes, what procedures are utilized to ensure that statutes of limitations and other deadlines are properly identified?					
10.	a. Does an attorney meet with every client prior to accepting the representation of that client?					
	b. If yes, what procedures are utilized to ensure that statutes of limitations and other deadlines are properly identified?					