

Welcome to the Ahern Insurance Brokerage eForms.

After completing this application please follow these simple instructions:

- 1) Click "Save Application," navigate to your desktop and save a copy of the completed application
- 2) Print & sign the application
- 3) To expedite the application process, email or fax a copy of the completed application to AIB

Fax: (858) 571-9010

Email: Info@AhernInsurance.com

- 4) Please mail the original to:

Ahern Insurance Brokerage
9655 Granite Ridge Drive
Suite 500
San Diego, CA 92123

For additional support you can email techsupport@aherninsurance.com or consult the help file at: <http://www.aherninsurance.com/applications/help.htm>

IMPORTANT!

Once you have filled out your application completely, you must **PRINT, SIGN AND MAIL THE ORIGINAL**

Law Firm Name: _____

TRAINING AND SUPERVISION:

1. Does the law firm maintain a training program for new associates with regard to procedures, local practice rules and rules of professional conduct? Yes No
2. Are all associates of the law firm under the direct supervision of a partner or officer? Yes No
3. Are all associates of the law firm subject to periodic, formalized review? Yes No
4. Does the law firm use a peer review system to evaluate its partners or officers?..... Yes No
5. Is all work produced from support personnel reviewed by a lawyer? Yes No
6. Does the law firm have a system requiring complaints by either a client or other counsel to be reviewed by a partner or officer, other than the lawyer about whom the complaint is made? Yes No
7. Are departing lawyer's files reviewed by a partner or officer of the law firm? Yes No
8. Is there a procedure for periodic review of all ongoing matters by a committee of at least two partners or officers of the law firm? Yes No

RISK MANAGEMENT/BUSINESS CONTINUATION:

1. Does the law firm have a formal Risk Management program? Yes No
2. Does the law firm maintain a Risk Management manual that is available to all staff members? Yes No
3. In the last 2 years, has the law firm had an audit of its Risk Management program performed by a risk management specialist from outside the firm? Yes No
4. Does the law firm present in-house seminars pertinent to the areas in which its lawyers practice? Yes No
If yes, provide a list of all in-house seminars presented in the past 12 months.
5. Does the law firm have a computer back-up system, or some other form of emergency back-up system in the event of a disruption or interruption of business? Yes No
6. Does the law firm maintain an off-site location for the maintenance and storage of files? Yes No
7. Does the law firm have arrangements in place for alternate office space in the event that its current office location is rendered unusable? Yes No

LAW FIRM ADMINISTRATION:

1. Does the law firm have a full time Office Manager or legal administrator? Yes No
2. Does the administrator hold a professional certification from a national professional organization for legal administrators?..... Yes No
3. Does the law firm have a program or dedicated individual to keep track of required continuing education credits for each lawyer? Yes No
4. Are there more than 4 non-lawyer personnel (law clerks, paralegals and administrative staff) for every lawyer practicing in the law firm? Yes No
If yes, what is the staff to lawyer ratio? _____

CLIENT INTAKE AND PROCEDURES:

- 1. Does the law firm maintain a client intake form in each client's file? Yes No
- 2. How often are client intake forms updated? _____
- 3. Are new clients subject to the approval of a committee or designated partner or officer other than the lawyer generating the business? Yes No
- 4. Does the law firm have a procedure for evaluating a prospective client's financial strength, background and history of changing legal counsel? Yes No
- 5. Does service on a client's Board of Directors have to be approved by a committee of at least two partners or officers of the law firm? Yes No
- 6. Does the law firm's client information system include data regarding the opposing party, opposing counsel, client principals and/or client subsidiaries? Yes No

Additional Comments: _____

Signature/Title of Law Firm Representative

Date

Signature of Agent

Date

For residents of CA: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto or knowingly helps with intent to defraud, commits a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

Professional liability insurance offered through Attorney Shield is underwritten by Professional Solutions Insurance Company, doing business as PSIC Insurance Company in CA.