

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: _____

1. Provide the years of Intellectual Property experience for all lawyers practicing in this area of law:

Lawyer's Name	Member of the Patent Bar?	Years of Experience	Billable hours in Intellectual Property in the past 12 months
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Does the law firm employ a patent agent? Yes No
If yes, provide the name of the agent(s): _____

3. Provide the percentage of practice in the following areas:

Intellectual Property Litigation	_____ %
Patent Infringement Counseling	_____ %
Domestic Patent Prosecution	_____ %
Foreign Patent Prosecution	_____ %
Trademark/Copyright Registration & Licensing	_____ %
Patent Searches & Filings	_____ %
Other (specify) _____	_____ %
Must equal 100%	_____ %

4. Provide the percentage of practice in the following industries:

Biotechnology	_____ %
Chemical	_____ %
Computer (including hardware, software, semiconductors, etc)	_____ %
Electric (other than computer)	_____ %
Entertainment (the arts, musicians, composers, publishers, etc).....	_____ %
Industrial	_____ %
Mechanical	_____ %
Pharmaceutical	_____ %
Other (specify) _____	_____ %
Must equal 100%	_____ %

5. Provide a breakdown of the law firm's Intellectual Property clients:

Individuals	_____ %
Partnerships	_____ %
Closely held corporations	_____ %
Publicly traded companies	_____ %
Must equal 100%	_____ %

PATENT:

- 1. Does the law firm memorialize the results of each patent search in a written opinion letter? Yes No
- 2. Does each opinion letter disclose the scope and extent of the search conducted that is the basis for the opinion? Yes No
- 3. Does the law firm request in writing the client's intent to pursue or not to pursue a foreign patent application? Yes No
- 4. Is the client made aware of the deadlines for foreign patent filings and the requirements to complete the filing? Yes No

COPYRIGHT:

- 1. What is the law firm's standard timeframe for applying for copyright registration on behalf of a client? _____
- 2. Are all assignments of copyright from one client to another fully documented in writing? Yes No

TRADEMARK:

- 1. Does the law firm perform searches of records at the PTO for trademarks? Yes No
- 2. Are all trademark assignments from one entity to another fully documented in writing? Yes No
- 3. Are all trademark assignments promptly and properly recorded with the PTO? Yes No

DOCKET/CALENDARING:

- 1. Does the law firm have a computerized calendaring system to provide alerts for: **(Check all that apply)**
 - Statutory bar dates
 - Response dates
 - Responses to an office action
 - Renewal date of trademark
 - Statement of incontestability after registration
 - Fee due dates, whether outsourced or not
 - Copyright renewal filing
 - Infringement action filing
 - Declaration of use after registration
- 2. Who reviews docket entries for accuracy? **(Check all that apply)**
 - Billing partner
 - Paralegal
 - Lawyer in charge of work
 - Secretary
 - Associate
 - Docketing Personnel

RISK MANAGEMENT:

- 1. Are written agreements required for all new clients prior to conducting a transaction? Yes No
- 2. Are written agreements required for all new transactions for existing clients? Yes No
- 3. Does the engagement letter outline the nature, scope and limitations of the transaction? Yes No
- 4. Is the law firm's responsibility for payment of maintenance fees, taxes or annuities clearly stated in an engagement letter? Yes No
- 5. If the client is responsible for such payments, are notices of required payments sent well in advance of the due dates? Yes No
- 6. Does the law firm or any lawyer in the law firm:
 - Have a business relationship with the client other than for the provision of legal services? Yes No
 - Hold stock or other equity interest with the client? Yes No
 - Act as a director or officer for the client? Yes No
 - Ever accept a percentage of the value of the transaction as compensation? Yes No
 - Ever accept compensation in kind (royalties, shares, copyrights) in return for legal services? Yes No

If yes, please provide an explanation below.

POLICIES AND PROCEDURES:

- 1. Does the law firm outsource to other entities for: **(Check all that apply)**
 - Searches (domestic or foreign)
 - Payment of maintenance/annuity fees
 - Other _____

If yes, does the firm:

 - Verify that the outsource entity carries professional liability insurance coverage?
 - Obtain proof of insurance, such as a Certificate of Insurance?
- 2. How does the law firm choose an outsource entity? **(Check all that apply)**
 - Review of work product
 - Recommendation from another law firm
 - Yellow Pages
 - Advertisements in legal publications/law journal

INSIDER TRAINING:

- 1. Does the law firm have a written policy regarding insider trading? Yes No
- 2. Does the law firm have procedures to control the number of copies and track the location of sensitive documents and information? Yes No
- 3. Does the law firm provide in-house seminars for all employees regarding the law applicable to insider trading? 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.