



INTELLECTUAL PROPERTY PRACTICE SUPPLEMENT

Firm Name: _____ Policy No.: _____
(as shown on your letterhead)

AREAS OF PRACTICE

- 1. Provide a breakdown of the firm's **current** intellectual property practice by showing the percentages that make up the entire percentage listed for Patent/Trademark/Copyright in the application.

Part A

Domestic:	%
Patent Litigation	_____
Trademark/Copyright Litigation	_____
Patent Prosecution	_____
Patent Licensing	_____
Trademark Registration/Licensing	_____
Copyright Registration/Licensing	_____
Infringement Counseling	_____
Other, please describe _____	_____
Total	100%

If any of the above for countries other than the United States, please describe such work:

Part B

For the period encompassing the **past 5 years**, provide the highest % of Billings for any single annual period, in each of the areas below:

Domestic:	%
Patent Litigation	_____
Trademark/Copyright Litigation	_____
Patent Prosecution	_____
Patent Licensing	_____
Trademark Registration/Licensing	_____
Copyright Registration/Licensing	_____
Infringement Counseling	_____
Other, please describe _____	_____
Total	100%



If any of the above for countries other than the United States, please describe such work:

- 2. Are there attorneys within the Firm that devote the majority of their billable hours to litigation of Intellectual Property matters? Yes ___ No ___

If Yes, Please specify on a separate sheet:

Name	Current % of billings	Highest annual % in last 5 years
_____	_____	_____

- 3. Please evaluate your five top Intellectual Property clients with regard to the following:

Total Sales:	Client #				
	1.	2.	3.	4.	5.
More than \$500M	—	—	—	—	—
\$100M - \$500M	—	—	—	—	—
\$30M - \$99M	—	—	—	—	—
\$6M - \$29M	—	—	—	—	—
\$2M - \$5M	—	—	—	—	—
\$0 - \$1M	—	—	—	—	—

- 4. Please evaluate your five top Intellectual Property clients with regard to the following:

# of Patents Held or Pending:	Client #				
	1.	2.	3.	4.	5.
More than 50	—	—	—	—	—
25 - 49	—	—	—	—	—
10 - 24	—	—	—	—	—
5 - 9	—	—	—	—	—
0 - 4	—	—	—	—	—

RISK MANAGEMENT PROCEDURES

- 5. Does the firm have a computerized calendaring system to alert the appropriate responsible attorney to:
 - a. Statutory bar dates? Yes ___ No ___
 - b. Fee due dates, whether outsourced or not? Yes ___ No ___
 - c. Response dates? Yes ___ No ___



6. With all new clients of the firm, are agreements required in writing to conduct any (Patent/Trademark/Copyright) transaction(s)? Yes ___ No ___
7. With every new client of the firm, does the firm outline in an engagement letter the nature, scope and limitations of the proposed transaction(s)? Yes ___ No ___
a. Can a new client file be opened without an engagement letter? Yes ___ No ___
8. Is the firm's responsibility for payment of maintenance fees, taxes or annuities clearly stated in an engagement letter? Yes ___ No ___
9. Does the firm's conflict of interest system allow for the cross-checking of conflicts between previous and existing clients, including all individual attorneys, and require sign off by all attorneys before individuals are allowed to bill to a new client file in the Intellectual Property area? Yes ___ No ___
10. Does the firm permit partners, other lawyers, employees or any of their immediate families to own stock in any amount in an Intellectual Property client of the firm, outside of ownership of shares in a mutual fund? Yes ___ No ___

If Yes, does the firm require that partners, lawyers, employees or any of their immediate families obtain permission from the firm, before purchasing or selling any stock in an Intellectual Property client? Yes ___ No ___

11. Within the past 5 years, has the applicant provided professional services to Intellectual Property clients in which **ANY FIRM MEMBER OR SPOUSE?**
a. Served as an officer, director, trustee, employee or partner? Yes ___ No ___
b. Owned an equity or financial interest? Yes ___ No ___
12. Do any of the partners, shareholders or employees of the firm, or have they in the past, accepted royalties or shares of an Intellectual Property client's company as full or partial payment for services? Yes ___ No ___
13. Does the firm require that at least one attorney who is not working on the matter in question review each opinion letter? Yes ___ No ___
14. Does the firm advise the client in writing to mark the patented/trademarked product with the appropriate patent number or trademark notice? Yes ___ No ___
15. Does the firm outsource to other entities for:
a. Searches? Yes ___ No ___
b. Payment of Maintenance/Annuity Fees? Yes ___ No ___

If Yes to a. or b., does the firm

1. Verify the outsource entity's professional liability insurance coverage? Yes ___ No ___
2. Obtain proof of insurance, such as a Certificate of Insurance? Yes ___ No ___



FOREIGN PATENTS

- 16. Does the firm advise all patent clients of the implications on foreign filing deadlines resulting from patent applications previously filed in the U.S.? Yes ___ No ___
If Yes, is such advice in writing? Yes ___ No ___
- 17. Does the firm advise all patent clients of the implications on U.S. filing deadlines resulting from patent applications previously filed in foreign countries? Yes ___ No ___
If Yes, is such advice in writing? Yes ___ No ___
- 18. Does the firm advise foreign clients of requirements needed to satisfy the establishment of the date of invention for U.S. patents? Yes ___ No ___
- 19. When the firm subcontracts out foreign patent filings, does the firm verify the subcontracted entity's professional liability coverage? Yes ___ No ___

INSIDER TRADING

- 20. Does the firm require that partners, lawyers and employees sign a form demonstrating they have read the firm's policy on insider trading? Yes ___ No ___
- 21. Does the firm have procedures to control the number of copies and track the location of sensitive documents and information? Yes ___ No ___
- 22. Does the firm provide in-house seminars for lawyers and other employees regarding the law applicable to insider trading? Yes ___ No ___

By: _____ Date _____
 (Authorized representative of applicant and/or policyholder)

WARNING: Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. (O.R.C.-3999.21)