

# INTELLECTUAL PROPERTY SUPPLEMENT

Firm Name: \_\_\_\_\_

1. List the top 5 Intellectual Property clients and the clients' industry, services provided by the firm and the percentage of the firm billings generated by each.

	Client/Industry	Services Provided	Percentage of Firm's Annual Billings
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

2. Please provide a breakdown of your practice based on gross billable income by showing the percentages for each of the following:

a. Domestic Patent Prosecution	_____ %	f. Trademark/Copyright Prosecution & Licensing – Domestic	_____ %
b. Foreign Patent Prosecution	_____ %	g. Trademark/Copyright Prosecution & Licensing – Foreign	_____ %
c. Intellectual Property Litigation	_____ %	h. Other (Describe)	_____ %
d. Patentability Searches/Opinions	_____ %		
e. Patent Infringement Searches/Opinions	_____ %		

3. Industry Areas: Please provide a breakdown of your Intellectual Property practice by showing the percentages based on gross billable income derived from Intellectual Property matters within the following industries:

a. Biotechnical	_____ %	e. Industrial	_____ %
b. Chemical	_____ %	f. Mechanical	_____ %
c. Computer	_____ %	g. Pharmaceutical	_____ %
d. Electric	_____ %	h. Other (Describe)	_____ %

4. Please indicate the percentage of the applicant's Intellectual Property clients that are:

a. Individuals	_____ %
b. Partnerships	_____ %
c. Corporations	_____ %
d. Limited Liability Companies	_____ %
e. Limited Liability Partnerships	_____ %
f. Universities	_____ %
g. University affiliated entities	_____ %

5. Please list each attorney or patent agent that handles Intellectual Property (copyright/patent/trademark, trade secrets, etc.) matters, the areas of concentration and provide the number of year's experience each has in Intellectual Property ("IP") matters:

Attorney/Patent Agent	Area of Concentration	Number of Years Experience	CLE credits in IP in past 5 years
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

6. Describe the functions of associates and paralegals with respect to Intellectual Property matters (particularly, patent filings and prosecutions and litigation) and how each is trained and supervised.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Does the firm refer clients to other firms or act as co-counsel with other firms regarding Intellectual Property law matters? .....  Yes  No  
**If "Yes" please describe:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

8. During the last 12 months, on behalf of the firm's Intellectual Property clients, how many:
- Lawsuits have been filed? \_\_\_\_\_
- Patent applications have been filed? \_\_\_\_\_
- Trademark applications have been filed? \_\_\_\_\_
- Copyright applications have been filed? \_\_\_\_\_
- Licensing or any other transactional matters have been handled? \_\_\_\_\_
9. Does the firm or has any member of the Firm:
- a. Have a business relationship with any of the Firm's Intellectual Property clients other than the rendering of legal services? . . . . .  Yes  No  
**If "Yes" please describe the relationship and the other services provided:** \_\_\_\_\_
- b. Accept a percentage of the dollar value of a transaction in lieu of legal fees . . . . .  Yes  No
- c. Accept compensation in kind (e.g. royalties, share of a client's corporation, copyrights...) in return for legal services? . . . . .  Yes  No  
**If "Yes" to any part of Question 8 above, please provide complete details on a separate sheet of paper.**
10. Please describe the firm's use of engagement letters when undertaking Intellectual Property matters, including the extent used and the nature, scope, and limitations set forth in the letters. Please attach a sample letter.
- \_\_\_\_\_
11. a. Please describe the firm's calendar or docketing system to record, monitor and comply with filing deadlines and other time limitations in connection with Intellectual Property matters.
- \_\_\_\_\_
- b. Please identify the individual(s) and supervisors charged with maintaining the calendar or docketing system described in Question 11(a) and describe the firm's procedure to replace those individuals when they leave the firm by voluntary resignation, termination, or otherwise.
- \_\_\_\_\_
- c. Please describe your procedures to ensure that the firm's client's are notified of all patent filing deadlines (whether domestic or foreign) and all other time limitations and requirements to complete the filings.
- \_\_\_\_\_
- d. Please describe your procedures to notify the firm's clients of required payments in advance of the due date when the clients are responsible for payment of annuities, maintenance fees or taxes.
- \_\_\_\_\_
12. Please list the third parties used by the firm to carry out patent searches and indicate how frequently, under what circumstances and whether the third parties have their own insurance or hold harmless agreement in place.
- \_\_\_\_\_
13. a. Please describe the disclaimers used in the firms' opinion letters with respect to all Intellectual Property matters (e.g. patent or trademark searches, patent validity).
- \_\_\_\_\_
- b. Please describe the procedures in place to ensure that the firm's opinion letters contain the appropriate disclaimers.
- \_\_\_\_\_
14. Describe the other types of contractors used (e.g. service agencies, other law firms) and the functions of the contractors with respect to Intellectual Property matters handled by the firm.
- \_\_\_\_\_

**NOTICE: This supplement is attached to and forms a part of the Lawyers Professional Liability Insurance Policy Application and is subject to the same representations and conditions.**

Must be signed and dated by a Partner, Principal, Director or Officer as duly authorized on behalf of the Applicant.

\_\_\_\_\_  
 Signature of Partner, Principal, Director or Officer Title Date

Print Name: \_\_\_\_\_