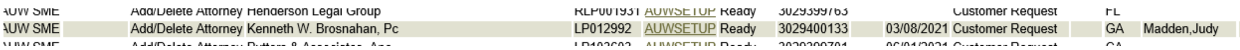
Adding an Attorney

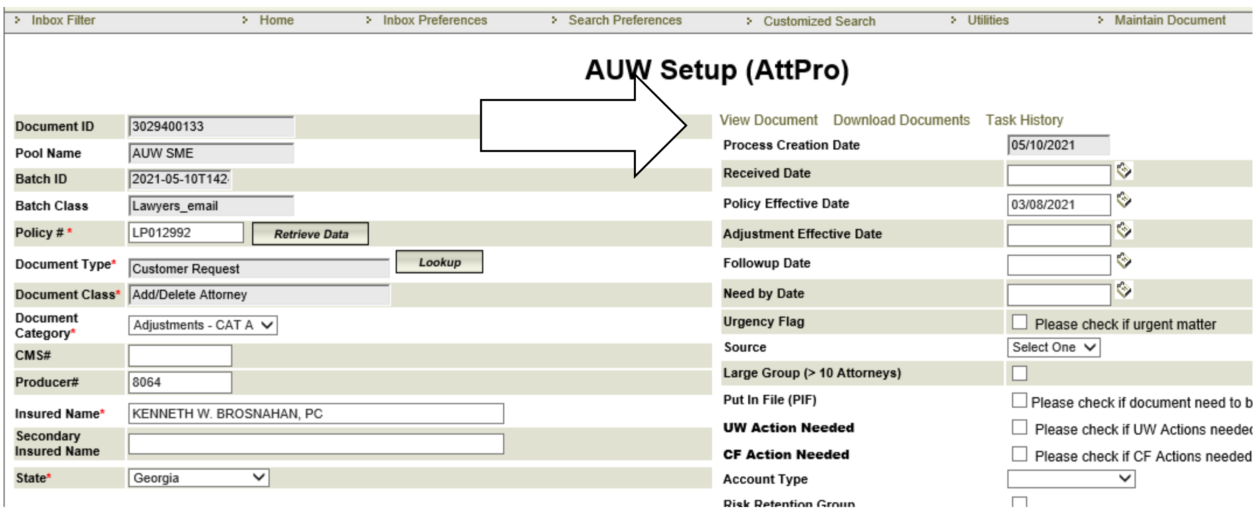
Go to Induction – AUW SME Pool

Locate an Add/Delete Attorney Task that has been assigned to you.



*** If we add within the 1st 30 days of the policy effective date there will be a change in the premium – After the 30th day no change in the premium

Induction – go to View Document and bring up the request open the document that is attached to the email.



For New Attorney: Check the application to make sure all questions were answered (most common question not answered are number of hours and Question N (CA & MI does not need to answer question N) – If all questions are answered proceed – otherwise you will need to email the agent.

******Question I & J – if the answer is yes – Did we get a Claims Supplement or an Addendum explaining the details? If no we need to email the DP the supplement/or ask for details for QJ

When you received the information forward email to the UW for approval to add attorney – May decide to add a claim exclusion to the policy

******Question K – if the answer is yes – Did we get an Addendum explaining the details? If no we need to email the DP asking for details

If we did receive, the supplement and details for these question you will need to email the UW

If the answer is "Yes" for Question K forward the email to the UW to see they want to add an exclusion entity to the policy

*******Question L – if anything is marked checked the AOPs in database – if the firm is not already doing what is marked we will need to email the agent an AOP supplement for each area that is not already on the AOP grid in database. If received it must be reviewed by the UW.

****To get the AOP supplement go to: G:\Legal Compliance\State Filings_Applications_Applications Current\LPL Applications\AttPro or AttPro RRG depending on the state. (send blank forms)

*******Question M – if marked yes and there is not an explanation you will need to send an Outside Interest Supplement (see above)

If we did receive, the supplement and details for these question you will need to email the UW for review

The app must be signed, dated, and the fraud box initialed. If the person that is being added is a partner we do not need a signature of an authorized individual.

***If we will be backdating more than 30 days – we will need to get UW approval – Please forward the add attorney email request to the UW along with the State Bar information

*** If the request to backdate an attorney exceeds 90 days we will require a NKLL (per management dated 11/15/2023). Request of 90 days or fewer will only require the completed new attorney application (unless anything was marked "Yes" to the questions above on the new attorney application).

Go to maintain docs – enter policy number – to see if this task is a duplication – if a duplicate copy the doc ID (in maintain docs) go to comment add note – See doc ID#   - this is a duplicate (enter twice) Will PIF – If not a duplicate see next step below. Locate the policy number in database and Oasis

Go to Avvo and make sure the new attorney has no mis-conduct (if they do email the UW before completing the task for review) – Do not get out – will need this information later

***If you are unable to locate the new attorney in AVVO or the State Bar website you will need to email the DP asking for the bar #.

Go to database – May affect multiple polices – check the effective date of the add attorney and start with that policy then update all others if need be.

Click on Firm & Staff Info – scroll down (extend the form to 20 – click Edit by an emptied box – no emptied box then click on Add Staff - Type Full Name (as it appears on the application) – Status (A, P, IC, OC) – Years in practice – States Admitted to Bar – Date Joined (just the month/year) – Hours worked – Click update (repeat for additional new attorneys)

Update the number of attorneys (In Applicant This Year) - Click on General Info and update the number of Attorneys – do not get out of database

Induction: Add comments – You need to have the application up to provide the answers

Your comment should read:

Effective date

The name of the attorney we are adding/deleting

What the additional premium is/credit (if anything) – or say no change in premium

The answer to question G

Licensed in what state

How many years' experience

Answer question H

Were there any claims (if no claims say no claims, disciplined?

Employed elsewhere (if a PT attorney at this firm they may be working at another firm PT we will need to add the other Firm's to the comment)

Check the AOP make sure no high risk AOP – if no high risk AOP than your note needs to read no high risk AOP

Answer questions M & N (shorthand for question N – no prior cxl, nonRN, dcl)

App is signed/dated by the attorney and the administrator

Fraud is initialed

*** Go back to Avvo/or State bar the new attorney

Finish your note: Per Avvo: (name of attorney) __yrs exp no MC Bar #

Go to Oasis: Click on Policy Actions – click on Policy Change

Effective date (date to add new Attorney)

Endorsement: Add ST Risk/Cvg

Comment: Eff (date to add the attorney) Added (name of attorney)

Click OK

Click on Risk

Click on Add

Click on Attorney

Click on Select

Add name – click on Search – if nothing comes up click on add

Click on Add Person - click on add

Go to General Info – copy Address

Add telephone number

Click on Save

Click on box beside name of attorney and then click on Select

Add Join Date (per application), Hrs per week, If no premium change - change the Incl in Rating to No, otherwise leave the answer "yes", Attorney Status, and years in practice – Click on Save WIP - Click Rate

To verify the premium in Oasis go to database – click on transaction and look for the current premium amount – should match - ***** If no premium bearing the premium should not change. If the premium did change for an add then the auditor will need to do a Prem Adjustment. Let them know how much it should be.

**Oasis – go to the coverage tab – go to – Go To: Scroll down until you see the new attorney name – go to limit and verify the limits are correct. If not update the limits to match the policy.

Go to Endorsements and fill the form

You will need to go to maintain docs and add your note to the renewal file

If everything is good forward task to the AU Audit pool and add note: Endorsement is ready in the 2022 NLF folder

**If you need to send a revised Auto RN – Go to the Renewal File in Database (See Judy for instructions)

Database – go the renewal line (future policy)

Go to maintain doc – enter policy number – hit enter (or click on search) – click on task that says Auto Renewal (for current year) – click on View Document

Go to rating tab in database

Go to the quote that matches the auto renewal premium – click edit

Click rate – click yes

Click on edit – You will see the new premium

Send email to the UW for approval for the new premium – added attorney – see opt #___.

Once you get the approval from the UW

– Drag quote to desktop – Go to Windows and open Power PDF Advanced.

Once open – click on File – Open –Type insured's name on the PDF – Click open – Click Edit – Click Edit Object – we need to update the date on the quote, number of attorneys, and premium (***VERY IMPORTANT some quote will have a premium for 100/300 limits and 250/500 limits – you will need to make sure you have the new premiums for both limits) – Click save.

Send a clean email to the agent with the updated premiums for the change. Drag the email to your desktop – attach to the file (in maintain docs) – click on Attach Document – Document Type: Renewal Information Document Class: Auto Renewal File to be uploaded: Upload the email – click Attach Document – a doc ID number will appear – copy the number – click close

Attach the approval from the UW

Click on add comment – comment needs to read: See doc ID (paste number) for revised auto RN based on (number of attorneys/changes in the AOPs). New premium: ($___)

Approval in the file

Click on add comment – click close – click update – click back

Whenever you add an attorney back on to the policy that was previously deleted, make sure to enter in the roster info like such…

Robert W Wright	A	10	AR	04/01/2008			Edit Delete
Janet L Pulliam	A	38	AR	12/01/2011			Edit Delete
Tamera Deaver	A	7	AR	01/01/2015			Edit Delete
Joseph Blake Byrd	A	10	AR	02/01/2018			Edit Delete
Kathryn Loyd Wilson	A	3	AR	04/01/2018			Edit Delete
Robert W Wright	A	12	AR	07/01/2020	40		Edit Delete

(1 of 1) 20

If there was a premium adjustment.

Go to your mid-term folder and open add/delete spreadsheet – fill in all the gray areas – save and keep up

For multiple adds you can ONLY do one at a time – each attorney must be audited before you continue with the request