

DELETING AN ATTORNEY:

***If we add/delete 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 – Go through steps 1 – 5 Go to the rate tap – find the opt that was bound – click rate – New premium - Go to your mid-term folder and open add/delete spreadsheet – fill in all the gray areas – Need approval from the UW before returning any premium. Save the spreadsheet by policy number and firm name - attach to the delete task.

EM to the UW should be brief - Forward the email from the DP to the UW:

This firm is removing an attorney effective _____. Please review opt #_____ - kept the schedule mod at _____ Please approve RP of \$_____.

You will need to hold the task until you rec'd the approval from the UW – add a follow-up date – 1 week from the day you sent the email to the UW. Attach the EM you sent to the UW. When you rec'd the approval from the UW also attach and work the taks.

1. Pull up task Induction copy policy number – go to maintain docs do check if this is a duplicate.

UW SME	Add/Delete Attorney	Walz & Associates, P.C.	RLP100602	AUWSETUP R
UW SME	Add/Delete Attorney	Fernandez & Karney	LP105026	AUWSETUP R
UW SME	Add/Delete Attorney	The Law Firm Of Chad W Johnson Llc Db	LP012309	AUWSETUP R

Induction:



Document ID	3028831552
Pool Name	AUW SME
Batch ID	2020-11-08T151
Batch Class	Lawyers_email
Document ID*	LP010280 x Retrieve Data
Document Type*	Customer Request

Search

Document ID*

Batch ID*

Policy #* x

*** If a duplicate copy the doc ID number (from maintain docs) – go to induction – click on Put In File (PIF) click on comment – add note See doc ID ____ - this is a duplicate Will PIF – then click on add comment – click on complete

Maintain Document

Processing Unit AttPro
Document ID 3028831552 Select One

Induction

Large Group (> 10 Attorneys)
Put In File (PIF) Please check if document need to be PIF **1st**
UW Action Needed Please check if UW Actions needed
CF Action Needed Please check if CF Actions needed

RD, COUNSELLOR AT LAW

http://imaging.medpro.com/?mode=view - View Comments - Internet Explorer

View Comments

Document ID: 3028831552
Comments Entered

Add your comments below

This is a duplicate - see doc ID 3028831552
Will PIFA **3rd**

Add Comments Cancel Close **4th**

Update Complete Release Close Question **5th**

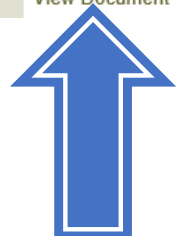
Attach Document Merge Documents Back to Indexing Lookup

Withdraw Decline LostOppty **2nd**

Add Comment

2. IF not a duplicate– open view document to read the email to verify the effective date is provided – if not you will need to email the agent before completing the task.

Document ID 3029450686 View Document



May 24, 2021

RE: ESTHER WILCH

To whom it may concern:

Attorney Esther Wilch resigned from the Law Offices of Russo & Prince, LLP. Her last day of employment was February 19, 2021. Please cancel her coverage as of February 20, 2021.

Thank you for your assistance in this matter.

Very truly yours,

LAW OFFICES OF RUSSO & PRINCE, LLP

- Paste policy number in data base (May affect multiple polices – check the effective date of the delete attorney and start with the policy it effects 1st, then update all others if need be) and hit search

Search [X]

Active Archived Both

Search By:

Firm Name Policy Number State

1st → ← 2nd

Policy Number	Firm Name	Suite	Street Address	City	State	Zip Code	Effective Date
LP101310	Law Offices of Russo & Prince	230	1 Harbor Ctr	Suisun City	CA	94585-2427	09/14/2017
LP101310	Law Offices of Russo & Prince	230	1 Harbor Ctr	Suisun City	CA	94585-2427	09/14/2018
LP101310	Law Offices of Russo & Prince	230	1 Harbor Ctr	Suisun City	CA	94585-2427	09/14/2019
LP101310	Law Offices of Russo & Prince, LLP	230	1 Harbor Ctr	Suisun City	CA	94585-2427	09/14/2020



- Click on Firm & Staff Info

Policy Number: LP101310

Agency Name:
Form Submit ID: 20120904151437445LAW--8

General Info Insurance History Firm & Staff Info Areas C

- Locate the attorney you will be deleting – click on edit and delete the hours and add note in the CLE Hours: Removed (effective date we removed the attorney)

Sarah B. Russo	A	6	CA	12/01/2013	40	25	Edit Delete
Esther Marae Wilch	A	4	CA, AZ	01/01/2016	40	15	Edit Delete

*Full Name: Esther Marae Wilch Status: A

Years In Practice: 4 States Admitted To Bar: CA, AZ

Date Joined: 01/2016 **Please enter the date joined, using the month and year ONLY.**

Hours Worked: 40 CLE Hours: 15

*Full Name: Esther Marae Wilch Status: A

Years In Practice: 4 States Admitted To Bar: CA, AZ

Date Joined: 01/2016 **Please enter the date joined, using the month and year ONLY.**

Hours Worked: CLE Hours: Removed 02/20/2021

Update Close

Click on Update

Verify the information is correct:

Sarah B. Russo	A	6	CA	12/01/2013	40	25
Esther Marae Wilch	A	4	CA, AZ	01/01/2016		Removed 02/20/2021

***** IMPORTANT** Check the endorsements to see if the attorney we are removing has a Prior Acts Endorsement – if they do we should remove them from the PAE..UNLESS the insured request that we retain the attorney on the PAE and if the attorney qualifies for a NPERP or ERP due to death or disability. (AttPro wants the current policy to respond as the primary for any claims for the past (retired, deceased, disabled) lawyer, not the tail) If we are removing the PAE for an attorney we will NOT need to do a policy change endorsement. This change will occur at renewal because the delete attorney will not come forward on the renewal therefore will automatically be removed.

- Go to Oasis and copy paste the policy and click on GO

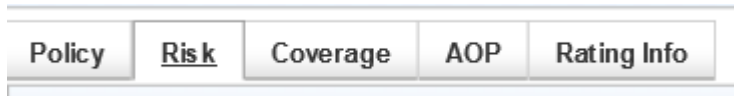


Click on the policy period you will be updating – You may be updating multiply policies – click on the earliest policy and the system will update all files.

Policy Count:4

<input type="checkbox"/>	Policy No	Type	Term Effective	Term Expiration
<input checked="" type="checkbox"/>	LP101310	POLICY	09/14/2020	09/14/2021
<input type="checkbox"/>	LP101310	POLICY	09/14/2019	09/14/2020
<input type="checkbox"/>	LP101310	POLICY	09/14/2018	09/14/2019
<input type="checkbox"/>	LP101310	POLICY	09/14/2017	09/14/2018

Click on Risk



Locate the attorney – click in between attorney’s name and effective date

Risk Type	Slot ID	Name	Effective Date
Attorney		Prince, Leslie	09/14/2020
Attorney		Roberts, Maureen M.	09/14/2020
Attorney		Russo, Sarah B	09/14/2020
Attorney		Wilch, Esther Marae	09/14/2020

Click on Policy Actions – click on the arrow – a menu will come up -click on cancel

The screenshot shows a software interface with a breadcrumb trail: WorkCenter | CIS | Cl... Below this is a 'Policy Actions' dropdown menu with a downward arrow. To the right of the dropdown is the text 'Policy 1 of'. Below the dropdown, there is a section with the following text: Type: Att Prof Liab, Written Premium: \$11,228.00, and View Mode: Official with a dropdown arrow. A blue arrow points to the dropdown arrow, and a black arrow points to the 'Cancel' option in the dropdown menu.

- Policy Actions
- Agent
- Application Info
- Auto Renewal
- Billing Setup
- Cancel
- Claims Summary
- Convert Coverage
- Conv to Indication

A pop-up will appear – enter the following information

Effective date (date to cancel Attorney)

Reason: Insured Request (unless the firm indicates terminated)

Cancel Method: Always Pro-rata

Comment: Eff (date to delete the attorney) Cancelled (name of attorney)

Click Done

Cancellation

Effective Date: 02/20/2021

Accounting Date: 05/25/2021

Type: Cancel

Reason: Insured Request

Cancel Method: Prorata

Comments:
Eff 02/20/2021 removed Esther Marae Wilch

Done Cancel

The screenshot shows a 'Cancellation' pop-up window. It contains several input fields: 'Effective Date' (02/20/2021), 'Accounting Date' (05/25/2021), 'Type' (Cancel), 'Reason' (Insured Request), and 'Cancel Method' (Prorata). Below these is a 'Comments' section with a text area containing 'Eff 02/20/2021 removed Esther Marae Wilch'. At the bottom are 'Done' and 'Cancel' buttons. Arrows from the text above point to the Effective Date, Reason, Comment, and Done buttons.

- Click Rate (if no premium bearing the premium should not change – Go to Database – click on transaction tap – look for the year you are deleting the attorney from and verify the premium that the premium did not change) - **if the premium changed - you will need to add a note in induction for the Auditor – Note will read: Please credit/debit Oasis \$___.**

Oasis:

Pol Admin: Law Offices of Russo & Prince, LLP
 Issue Co: National Liability and Fire (AttPro)
 Producer/Agency: RJW Professional Insurance Services
 b-Producer/Agent:
 Select Term: 09/14/2020 - 09/14/2021

Type: Att Prof Liab
 Written Premium: \$11,228.00
 View Mode: WP
 Acct Type:

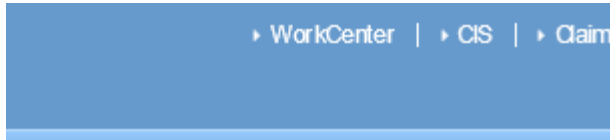
Rate Save WIP Save Options

Database: In this example they added an attorney so you will need to add the RN premium plus the addition. Should match Oasis

State	Txn Type	Limits	Deductible	Agg Deductible	Effective Date	Expiration Date	Gross Premium	Commission Rate	Commission Amount	Premium Net of Commission	
CA	NB	250/500	\$10,000	N/A	09/14/2012	09/14/2013	\$11,130	12.5%	\$1,391	\$9,739	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2013	09/14/2014	\$13,956	12.5%	\$1,745	\$12,211	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2014	09/14/2015	\$14,653	12.5%	\$1,832	\$12,821	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2015	09/14/2016	\$15,020	12.5%	\$1,878	\$13,142	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2016	09/14/2017	\$15,056	12.5%	\$1,882	\$13,174	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2017	09/14/2018	\$11,489	12.5%	\$1,436	\$10,053	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2018	09/14/2019	\$11,489	12.5%	\$1,436	\$10,053	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2019	09/14/2020	\$11,228	12.5%	\$1,404	\$9,824	Edit
CA	RN	500/1000	\$10,000	N/A	09/14/2020	09/14/2021	\$9,400	12.5%	\$1,175	\$8,225	Edit
CA	AJ	500/1000	\$10,000	N/A	09/14/2020	09/14/2021	\$1,828	12.5%	\$229	\$1,599	Edit

Equals \$11,228

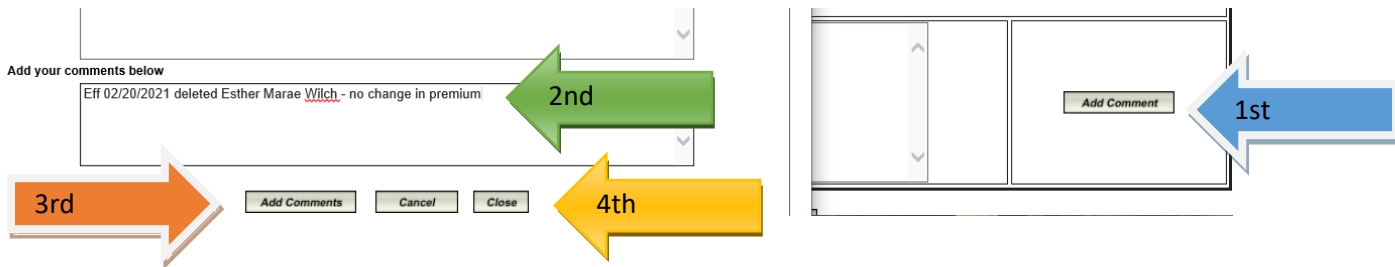
Click on WorkCenter



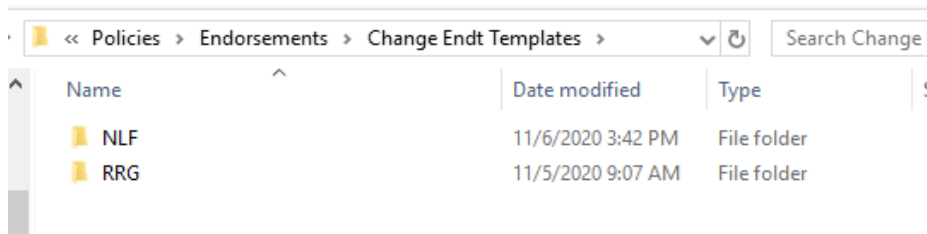
- Go back to Induction – check the **Policy Effective date** – should be the policy effective date of the policy term you are deleting the attorney – the **adjustment effective date is the effective date on the request**

Policy Effective Date	09/14/2020	
Adjustment Effective Date	02/21/2021	










Click on Add Comment and add note - Effective (effective date of departure) Name of Attorney. No change in premium or if there was a change in premium you will need to add the return premium (RP). Click on Add comments – click close



- Go to the Policies folder to type up the endorsement – **Lawyers Professional Liability Insurance/Policies** – **click on the folder Endorsements** – Click on the Change Endt Templates – Click on NLF (LP policies) or RRG (RLP policies) (FL, HI, NY, NM, NJ, WA & LA)



- Click on the endorsement for the add/delete attorney

-  ATY-2001-00-0116 - Cancellation Endors...
-  Change Endorsement - Policy Firm Nam...
-  Change Endorsement (old form)- Add Pr...
-  Change Endorsement Example Policy Eff...
-  NLF_ATY-1017-00-0116 - Add_Delete Att... ←
-  NLF_ATY-1017-00-0116 - Endorsement S...
-  NLF_ATY-1017-00-0116 - Endorsement S...
-  NLF_ATY-1017-00-0116 - Firm Address O...
-  NLF_ATY-1017-00-0116 - Firm Name_Ad...



11. Click view - update the endorsement (everything in gray) – save in the current year you are doing the endorsement (you may be doing multiple endorsements depending on the effective date of the address change)

CHANGE ENDORSEMENT

Forming Part of Policy No.: LP101310
First Named Insured: Law Offices of Russo & Prince, LLP
Effective Date of Endorsement: 02/20/2021 at 12:01 a.m. Standard Time at the address of the First Named Insured.

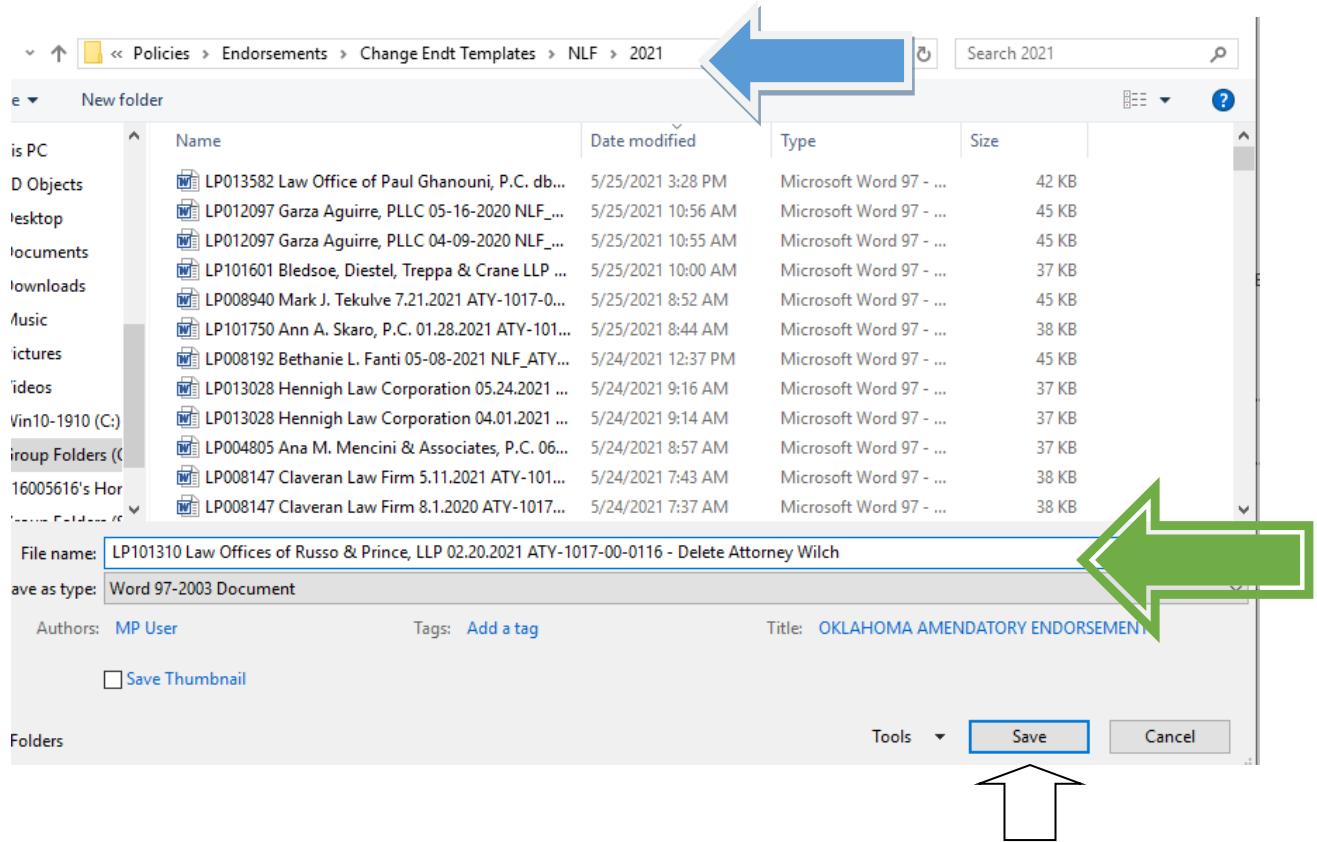
In consideration of the payment of the additional premium due, if any, and in reliance upon the representations of all **Insureds, we** and **you** agree to amend the policy as follows:

It is agreed and understood that the following **attorney has** been **removed from** the policy:

Esther Marae Wilch
  (Ctrl) ▾

Premium Adjustment: \$ 0

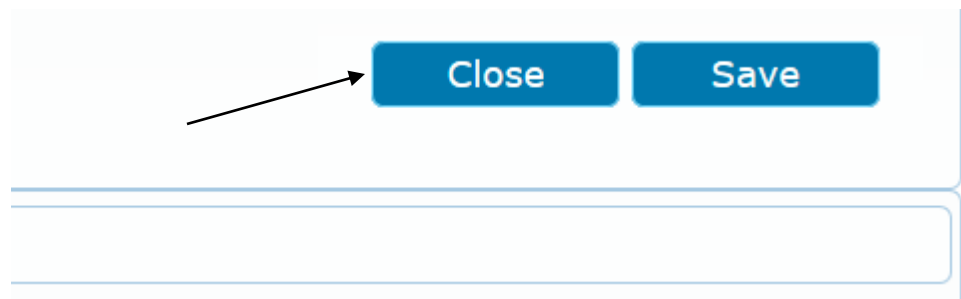
Save as policy number, Name of firm, effective date of the change (keep the endorsement number and name)



Make sure you update all files in Database (renewal file if already set up in database)

IF NO PREMIUM CHANGE – Go back to database and click on save

(**IF there was a return premium go to page 13)



Go to maintain docs – go to the RN task (past or current and add a note:

See doc ID _____ removed attorney

Copy and paste your note from the task in the comment area. Click Add comment – Click close – Click update

- 12. Induction - Click on Forward Question – Forward question to the AU Audit pool – note should read: Endorsement is ready in the 20__ NLF folder Go back to Induction – click on Question – Question To – Audit SME Reason – Peer Review – Comment Endorsement is ready in the (current year) NLF folder (for LLP) for RRG just changed NLF to RRG – Click go

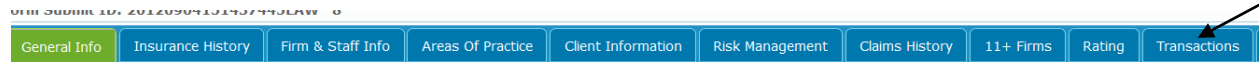
UNLESS there is a return premium then go to the next page

The screenshot shows the 'Question Reasons' form in Internet Explorer. The form includes the following fields and controls:

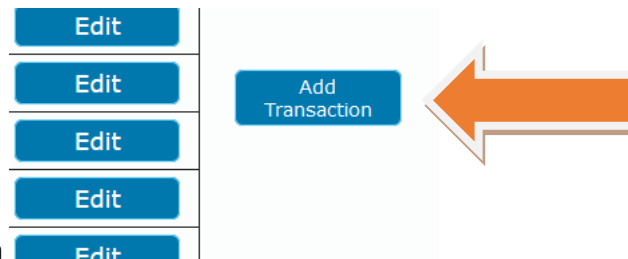
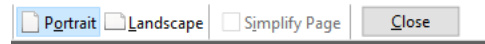
- Question To:** A dropdown menu currently set to 'AUDIT SME'. A blue arrow labeled '2nd' points to this field.
- Name:** A dropdown menu set to 'Select One'.
- Reason:** A dropdown menu with options: 'Broker Change', 'Effective Date/Policy Period Discrepancy', 'Need to Attach Document', 'Other', and 'Peer Review'. A green arrow labeled '3rd' points to this field.
- Comments:** A text area containing the text 'Endorsement is ready in the NLF or RRG folder'. A yellow arrow labeled '4th' points to this area.
- Buttons:** 'Go' and 'Cancel' buttons are at the bottom left. A grey arrow labeled '5th' points to the 'Go' button.
- Bottom Bar:** A 'Question' button is highlighted with an orange arrow labeled '1st'.

At the bottom of the browser window, a document viewer shows 'Sheet1' with a 'Ready' status and a 100% zoom level. Below the browser, a toolbar contains buttons for 'Attach Document', 'Merge Documents', 'Back to Indexing', and 'Lookup'.

***If there was a return premium – go back to database – click on transaction tab



Click on Add Transaction



Click on Add Transaction

Fill in State – *see rate sheet - Txn Type & Description – ADJ – Limits (see rate sheet) – Effective date (effective date of the delete attorney) – expiration date – (as on rate sheet) – Gross amount return premium (-\$____) – Commission Rate (as on the rate sheet) – commission amount (see net premium calculation spreadsheet) – (-\$____) – Deductible (as on rate sheet) – Agg Deductible (as on rate sheet) – Premium Net of commission (-\$____) – Add to the comments box: Date of departure and name of attorney – click update

*State: <input type="text" value="AZ"/>	*Gross Premium: <input type="text" value="-1,579"/>	Comments: <input type="text" value="Eff 07/15/2021 removed Brittany Sifontes"/> <input type="text" value="RP: \$1,579"/>
*Txn Type: <input type="text" value="AJ"/>	*Commision Rate: <input type="text" value="15%"/>	
Description: <input type="text" value="AJ"/>	*Commision Amount: <input type="text" value="-237"/>	
*Limits: <input type="text" value="1000/1000"/>	*Deductible: <input type="text" value="1,000"/>	
*Effective Date: <input type="text" value="03/16/2022"/>	*Agg Deductible: <input type="text" value="N/A"/>	
*Expiration Date: <input type="text" value="03/16/2023"/>	*Premium Net of Commision: <input type="text" value="-1,342"/>	
City Tax: <input type="text"/>	State Surcharge: <input type="text"/>	
County Tax: <input type="text"/>	State Surcharge Amount: <input type="text"/>	
Total Amount Due: <input type="text"/>		

Confirm your information saved correctly:

CA	AJ	500/1000	\$10,000	N/A	09/14/2020	09/14/2021	\$1,828	12.5%	\$229	\$1,599
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Close

Save

If everything is correct then click on Save

Click on Question – Question To – Audit SME Reason – Peer Review – Comment Endorsement is ready in the (current year) NLF folder (for LLP) for RRG just changed NLF to RRG – Click go

***If an auto renewal quote has been sent you will need to re-rate in Database and re-send the auto renewal after approval from the UW – (see Judy)

Go to Mid-Term Folder – Open Add Attorney/Delete Attorney spreadsheet

Update all inform (only in the white spaces) – (does the money owe / credit match Oasis? If yes continue – if No see Judy)

Save file as Add or Delete attorney, Policy Number and Insured's name

You can get out of the database

Go back into the Induction screen and add the premium to the comment – No change in premium, Premium due, or Premium Refund.

Click on add comment

Click on close

Go to the endorsement file on the share drive and fill out the endorsement.

Save endorsement as Policy Number, Insured's Name, Type of Endorsement Add Attorney or Delete Attorney.

Go back to Induction – click on Question – Question To – Audit SME Reason – Peer Review – Comment Endorsement is ready in the (current year) NLF folder (for LLP) for RRG just changed NLF to RRG – Click go