



## INTELLECTUAL PROPERTY SUPPLEMENT

Firm Name:	
Policy Number:	

### I. Areas of Practice

Please provide a breakdown of the firm's intellectual property practice by showing the percentages that make up the entire percentage listed for "Intellectual Property" in the Area of Practice question.

Intellectual Property Litigation %	Trademark Copyright Registration & Licensing %	Foreign Patent Prosecution %
Domestic Patent Prosecution %	Patent Infringement Counseling %	Patent Searches & Filing %
Other % , describe below		

### II. Industry Areas

Please provide a breakdown of the firm's intellectual property practice by indicating the percentages of last year's gross revenues derived from intellectual property matters within the following industries:

Chemical %	Biotechnical %	Pharmaceutical %
Foreign Patent Prosecution%	Industrial %	Mechanical %
Computer (include hardware, software, semiconductors) %	Electric (other than computer) %	
Other % , describe below		



III. Attorney Experience

	Attorney Name	Member of the Patent Bar? <input type="checkbox"/> YES <input type="checkbox"/> NO	# of Years with Experience in "Intellectual Property"	% of Time Spent in "Intellectual Property" in Billable Hours	
				Current 12 mos	Prior 12 mos
1		<input type="checkbox"/> YES <input type="checkbox"/> NO			
2		<input type="checkbox"/> YES <input type="checkbox"/> NO			
3		<input type="checkbox"/> YES <input type="checkbox"/> NO			
4		<input type="checkbox"/> YES <input type="checkbox"/> NO			
5		<input type="checkbox"/> YES <input type="checkbox"/> NO			

IV. Patent: Only complete if I. Areas of Practice on page 1 reflects any percentage in Domestic or Foreign Patent Prosecution or Patent Searches & Filings.

a. Patent Searches

1. When undertaking a patent search, is it the policy and practice of the firm to set forth in an engagement letter the nature, scope and limitation of a proposed patent search?  YES  NO
2. Does the firm engage the services of third parties to carry out patent searches?  YES  NO
3. When rendering an opinion letter as to the results of a patent search, is it the policy and practice of the firm to qualify the opinion by reference to the nature, scope and limitations of the search conducted?  YES  NO

b. Foreign Patents

1. For foreign patent filings, is the client made aware of the limited timeframe for these filings and the additional requirements necessary to complete the filing?  YES  NO
2. Are foreign patents handled by a separate unit?  YES  NO
3. Does the firm engage associate counsel in their foreign patent work?  YES  NO
4. If yes, what percentage of the firm's patents practice? \_\_\_\_\_
5. If greater than 10% please explain steps taken to monitor work of the associate counsel:



V. Payment Procedures

1. Is the firm's responsibility for payment of maintenance fees, taxes or annuities clearly stated in the engagement letter?  YES  NO
2. If the client is responsible, or authorization is necessary, are notices of required payments sent well in advance of the due dates?  YES  NO
3. Is the system for sending such notices computerized?  YES  NO
4. What calendar or docketing system is employed by the firm to record, monitor and comply with filing deadlines and other time limitations in connection with securing patents?

5. What policy and practice does the firm follow to ensure that clients are notified of all such deadlines and other time limitations?