

New Claim Report Lawyers' Insurance Programme

The information that you provide to us is kept in strict confidence and it will not be disclosed to any other persons, including other departments of the Law Society. The information that you provide is to allow us to open a file and, more significantly, to allow us to defend your claim or potential claim. Please note: Telephone notice is not sufficient and may not trigger coverage under your policy. To ensure a timely investigation we require this form to be submitted within 48 hours hereof to:

CONFIDENTIAL

Janice K Ringrose
Lawyers' Insurance Programme
PO Box 1028
St. John's, NL A1C 5M3
Tel: (709) 722-6008
Email: insurance@lsnl.ca

LAWYER INFORMATION

Lawyer:	Roll No:	Called to Bar:
Telephone:	Fax/Email:	File No:
Address:		
What firm were you with at the alleged error occurred?		

CLAIMANT INFORMATION

Name of Claimant:	Claimant's Lawyer:
Address:	Firm:
Telephone:	Telephone:
Name of Client, if different from Claimant:	
Is/Was there a solicitor/client relationship between you/the firm and the claimant? Yes No	
If "No", explain:	
Is Claimant aware of the potential problem?	Yes No
Are you continuing to represent the Claimant?	Yes No
Have your fees been paid?	Yes No

CLAIM INFORMATION

When did the alleged error occur? (A full date is required)
How and when were you made aware of the potential problem? (A full date is required)
When were you first put on notice (written and/or oral) of a claim? (A full date is required) <i>(If you received written notice or statement of claim, please attach a copy)</i>
Aside from a solicitor-client relationship, do you have an ownership, financial, or business interest in the client or claimant? <div style="text-align: right; margin-right: 100px;">Yes</div> <div style="text-align: right; margin-right: 100px;">No</div> If yes, please elaborate
Does the claim arise out of the Claimant/Client doing business with an entity in which you have an ownership, financial or business interest? <div style="text-align: right; margin-right: 100px;">Yes</div> <div style="text-align: right; margin-right: 100px;">No</div> If yes, please elaborate
Is there any proceeding (such as a foreclosure, repossession, application or defence) requiring urgent attention? <div style="text-align: right; margin-right: 100px;">Yes</div> <div style="text-align: right; margin-right: 100px;">No</div> If yes, by when
Estimate the amount of the claim that may be presented against you: \$
In your opinion, the likelihood of liability is: Unlikely Possible Probable Definite
Please identify other parties who may be involved in the dispute, eg. real estate agent, bank, appraisers, tortfeasors, insurers List all staff members directly involved in the matter out of which the alleged error arose, indicating position eg. partner, associate, articling student, legal assistant, secretary

Please circle the Area of Law and Cause of Loss below:

AREA OF LAW	
1.1 Real Estate - Unspecified	18.1 Tax - Unspecified
1.2 Real estate - Residential	18.2 Tax - Corporate
1.3 Real Estate - Condominium	18.3 Tax - Personal/Family
1.4 Real Estate - Commercial	18.4 Tax - Estate/Trust
1.5 Real Estate - Farm	18.5 Tax - Other
1.6 Real Estate - Other	19 Other
2.1 Civil Litigation - Unspecified	20.1 Commercial - Unspecified
2.2 Civil Litigation - Personal Injury, auto	20.2 Commercial - Contracts/Leases
2.3 Civil Litigation - Personal Injury, other	20.3 Commercial - Financing
2.4 Civil Litigation - Medical Malpractice	20.4 Commercial - PPSA-Personal Property, Equipment
2.5 Civil Litigation - Wrongful Dismissal	20.5 Commercial - Purchase/Sale of Business
2.6 Civil Litigation - Liens	20.6 Commercial - Shareholder Agreements
2.7 Civil Litigation - Creditor Remedies	20.7 Commercial - Natural Resources
2.8 Civil Litigation - Insurance Contract	20.8 Commercial - Other
2.9 Civil Litigation - Commercial	
2.10 Civil Litigation - Other	
3.1 Corporate - Unspecified	
3.2 Corporate - Incorporation	
3.3 Corporate - Amalgamations/Reorganizations	
3.4 Corporate - Corporate Governance	
3.5 Corporate - Securities Transactions	
4.1 Matrimonial & Family - Unspecified	
4.2 Matrimonial & Family - Divorce	
4.3 Matrimonial & Family - Separation	
4.4 Matrimonial & Family Law - Adoption	
4.5 Matrimonial & Family Law - Other	
4.6 Matrimonial & Family Law - Child Support	
4.7 Matrimonial & Family Law - Pension	
5.1 Estate Planning & Administration - Unspecified	
5.2 Estate Planning & Administration - Wills	
5.3 Estate Planning & Administration - Estate Planning	
5.4 Estate Planning & Administration - Estate Admin	
5.5 Estate Planning & Administration - Trusts	
5.6 Estate Planning & Administration - Power of Attorney	
5.7 Estate Planning & Administration - Committeeships	
5.8 Estate Planning & Administration - Other	
6 Aboriginal	
7 Administrative/Boards/Tribunals	
8 Admiralty	
9 Arbitration	
10 Bankruptcy/Insolvency/Receivership	
11 Criminal	
12 Employment/Labour	
13 Entertainment	
14 Environmental	
15 Immigration	
16 Intellectual Property	
17 Mediation	
	LIST OF CAUSE OF LOSS
	1.1 Systems/Procedures/Administration-Failure to follow-up
	1.2 Systems/Procedures/Administration-Diary System Error
	1.3 Systems/Procedures/Administration-Inadequate office systems
	1.4 Systems/Procedures/Administration-Failure to memo file
	1.5 Systems/Procedures/Administration-Procrastination
	1.6 Systems/Procedures/Administration-Clerical Error
	1.7 Systems/Procedures/Administration-Overwork
	1.8 Systems/Procedures/Administration-Inadequate review, inadequate preparation or inadequate investigation
	2.1 Communication - Failure to follow client's instructions
	2.2 Communication - Disputed instructions
	2.3 Communication - Disputed retainer
	2.4 Communication - Perceived limited retainer
	2.5 Communication - Poor Communication with clients
	2.6 Communication - Poor Communication with others
	2.7 Communication - Failure to confirm instructions/advice
	2.8 Communication - Failure to obtain client's consent
	2.9 Communication - Unable to contact client
	3.1 Delegation/Supervision - Delegated to lawyer/student
	3.2 Delegation/Supervision - Delegated to non-lawyer employee
	3.3 Delegation/Supervision - Delegated to outsider
	3.4 Delegation/Supervision - Delegation-Poor communication/poor supervision
	4.1 Law - Failure to know the law
	4.2 Law - Failure to know the limitation/deadline
	4.3 Law - Failure to properly apply the law
	4.4 Law - Failure to address tax implication
	5.1 Conflict - Representing two or more parties
	5.2 Conflict - Conflict - Unrepresented party
	5.3 Conflict - Personal/Financial interest in transaction
	6 Fee Dispute
	7 Fraud by client/other party
	8 Other

DOCUMENTS/SIGNATURE

The following documents are enclosed:

Correspondence

Statement of Claim

Other

Signature of Lawyer: _____ Date: _____

Name of Managing Partner (where applicable): _____

NOTE: BE SURE TO KEEP A COMPLETE COPY OF YOUR ENTIRE FILE