

CrimeSHIELD™ Policy
LOSS CONTROL QUESTIONNAIRE FOR ATTORNEY FIRMS



NAME OF INSURED: _____
ADDRESS: _____
DATE: _____

1. What type of law does your firm specialize in?
(i.e. Criminal, Personal Injury, Insurance, Bankruptcy, Corporate, Estate and Probate, Family or other) _____
2. Do you handle client funds held in trust, escrow, etc.? Yes No
3. If yes, is a system of dual control measures maintained over client assets at all time? Yes No
Please explain how this is accomplished (if necessary provide attachment).

4. Do disbursements from client accounts require approval and authorization from more than one partner or employee within the firm? Yes No
5. In any circumstance can any one partner or employee solely initiate and approve a check request or disbursement from a client account without any additional partner or employee sign off or approval? Yes No
6. If yes, what controls are in place to confirm the validity of disbursements processed individually without additional approval or authorization by another?

7. How often are client account disbursements reconciled to client accounts? _____
8. Are reconciliations performed by an employee not involved in the client disbursement process? Yes No

Completed By: _____

Title: _____

CALIFORNIA NOTICE

California Notice: The Hartford may charge a fee if this bond or policy is cancelled before the end of its term. The fee can range between 5% to 100% of the pro rata unearned premium. Please refer to the terms and conditions stated in the policy or bond. This notice does not apply to cancellations initiated by The Hartford.