

For independent and freelance paralegal businesses and legal document preparers, whether attorney-supervised or serving the public directly. Complete with ACORD 125. Attach a description of services, a sample client contract or engagement letter, resumes or credentials of key professionals, and five years of loss runs.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit

PRIMARY CONTACT / TITLE	PHONE	EMAIL

LICENSES / CERTIFICATIONS HELD	PROFESSIONAL STAFF / TOTAL EMPLOYEES

2 OPERATIONS

Services provided (check all that apply):
☐ Attorney-supervised contract work ☐ Direct-to-public document preparation ☐ Family law ☐ Estate planning documents
☐ Bankruptcy petitions ☐ Immigration forms ☐ Landlord-tenant ☐ Court filing / e-filing ☐ Process service coordination

ATTORNEY-SUPERVISED WORK (%)	DOCUMENTS PREPARED PER YEAR	STATES SERVED / REGISTRATION NUMBERS

LARGEST CLIENT (% OF REVENUE)	WORK OUTSIDE YOUR HOME STATE (%)	WORK SUBCONTRACTED (%)

2-1 Do you use AI drafting tools for client documents? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Is every engagement under a signed written contract or engagement letter? ☐ Yes ☐ No
 IF NO, EXPLAIN

2-3 Do contracts limit your liability (e.g., to fees paid)? ☐ Yes ☐ No
 IF NO, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — SUPERVISION & UPL CONTROLS

An Ohio contract paralegal who used an attorney's letterhead without permission was fined \$5,000 for the unauthorized practice of law.

3-1 Is a signed agreement with a supervising attorney kept for each attorney-supervised engagement? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-2 Do direct clients sign a written "not a lawyer, no legal advice" disclosure? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-3 Is using attorney letterhead without written permission prohibited? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-4 Are client legal questions referred to an attorney? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-5 Is appearing for clients in court or before lenders prohibited? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-6 Is every filing deadline entered in a docketing system? ☐ Yes ☐ No
 IF NO, EXPLAIN

3-7 Does a second person check every calendared deadline? ☐ Yes ☐ No
IF NO, EXPLAIN

3-8 Have you received a UPL complaint or cease-and-desist letter? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — DOCUMENT PREPARER REGISTRATION & EXPOSURE

In 2025, a federal appeals court held that even trained nonlawyers giving narrow, free advice violated New York's unauthorized-practice laws. California document assistants must register and post a \$25,000 bond.

4-1 Are you registered or certified as a document preparer where required (e.g., California LDA, Arizona LDP)? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Do you keep any required registration bond in force? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 Do you prepare bankruptcy petitions for self-represented filers? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Do you prepare immigration forms? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Do you prepare foreclosure or loan modification documents? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Are client fees held in a separate account until earned? ☐ Yes ☐ No
IF NO, EXPLAIN

4-7 Do you notarize documents you prepare? ☐ Yes ☐ No
IF YES, EXPLAIN

4-8 Are SSNs and financial data redacted from documents kept after filing? ☐ Yes ☐ No
IF NO, EXPLAIN

5 PAYROLL, SALES & REVENUE

ANNUAL REVENUE (\$)	LARGEST SINGLE CONTRACT (\$)	SUBCONTRACTOR COSTS (\$)	TOTAL ANNUAL PAYROLL (\$)

6 PRIOR INSURANCE & LOSS HISTORY

CURRENT E&O CARRIER / LIMITS	DEDUCTIBLE / RETROACTIVE DATE	EXPIRATION DATE

DATE OF CLAIM	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED

6-1 Has a claim alleged a missed deadline or drafting error? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a client refused to pay or sued over fees in the past 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-3 Has any license, certification, or registration been suspended, disciplined, or investigated? ☐ Yes ☐ No
IF YES, EXPLAIN

6-4 Has any coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

6-5 Is the applicant aware of any incident or circumstance that could give rise to a claim?

☐ Yes ☐ No

IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1 Are client files and work papers retained for a set period under a written policy?

☐ Yes ☐ No

IF NO, EXPLAIN

7-2 Is multifactor authentication required for email and client data?

☐ Yes ☐ No

IF NO, EXPLAIN

7-3 Are document templates reviewed by an attorney each year?

☐ Yes ☐ No

IF NO, EXPLAIN

7-4 Is a conflict check run before each engagement?

☐ Yes ☐ No

IF NO, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE