

PROFESSIONAL LIABILITY INSURANCE PLAN FOR CLAIMS-MADE COVERAGE

Freelance Reporters, Independent Contractors and Official Court Reporters Application Form

IF YOU ARE A RESIDENT OF FLORIDA, NEW JERSEY, NEW YORK OR WASHINGTON PLEASE CALL FOR CORRECT APPLICATION.

APPLICANT INFORMATION (Applicant Must Complete)

LAST NAME	FIRST NAME	INITIAL
MAILING ADDRESS	CITY	STATE ZIP
BUSINESS PHONE	FAX #	HOME PHONE#
E-MAIL ADDRESS	NCRA MEMBERSHIP #	

PREMIUM CALCULATION

If you are a **freelance reporter or independent contractor**, your annual premiums are based on the schedule below:

<u>Gross Revenues</u>	ANNUAL PREMIUM	
	<u>\$500,000 PLAN</u>	<u>\$1,000,000 PLAN</u>
0-\$12,000	\$43.00	\$65.00
\$12,001-\$20,000	\$65.00	\$97.00
\$20,001-\$30,000	\$94.00	\$140.00
\$30,001-\$40,000	\$130.00	\$194.00
\$40,001-\$50,000	\$166.00	\$248.00
\$50,001-\$60,000	\$202.00	\$302.00
\$60,001-\$70,000	\$238.00	\$356.00
\$70,001-\$80,000	\$274.00	\$410.00
\$80,001-\$90,000	\$310.00	\$464.00
\$90,001-\$100,000	\$346.00	\$518.00

(Over \$100,000: Please call or write for a premium quotation.)

If you are an **official court reporter**, your annual premiums is as follows:

If you receive **NO** additional income from freelance activities

TOTAL ANNUAL PREMIUM	
<u>\$500,000 PLAN</u>	<u>\$1,000,000 PLAN</u>
\$122.00	\$184.00

If you **RECEIVE** additional income from freelance activities or the sale of transcripts:

ADDITIONAL REVENUES

(beyond your salary as an Official Court Reporter)

	TOTAL ANNUAL PREMIUM	
	<u>\$500,000 PLAN</u>	<u>\$1,000,000 PLAN</u>
Up to \$10,000	\$144.00	\$216.00
\$10,001-\$15,000	\$164.00	\$246.00
\$15,001-\$20,000	\$202.00	\$302.00

PLEASE NOTE: Freelance reporting firms will receive a no-obligation premium quotation.

Coverage becomes effective upon receipt of premium payment and approval of your application by the underwriter.

1. Enter the premium for the plan of your choice \$ _____
2. Total Amount Due \$ _____

BE SURE TO COMPLETE ALL PAGES AND SIGN

AMOUNT OF COVERAGE DESIRED (Check one) \$500,000 Plan \$1,000,000 Plan

I am an (please check one) Official Court Reporter Independent Contractor and/or Freelance Reporter

1. Show gross annual revenues from all sources. If you are an Official Court Reporter, only indicate revenues from freelance work beyond your income as an Official Court Reporter (this includes the sale of transcripts). Do not include your salary as an Official Court Reporter.

2. During the past 5 years have any claims been made, or is any claim now pending, against you? Yes No
If Yes, attach a separate sheet providing details.
3. Have you or any officer, partner, employee or Independent Contractor affiliated with you been made aware of any situation which may give rise to a claim being made against them? Yes No
If "YES", give details (attach a separate sheet if necessary). _____

With respect to Questions 2 and 3, it is agreed that if such knowledge of any claim, fact or circumstance exists, any claim or action subsequently arising therefrom shall be excluded from coverage should this proposed Application lead to an insurance policy being issued.

The insurance described herein is subject to the terms, conditions and exclusions of the insurance certificate. In order to enhance the stability of this professional liability insurance program, coverage has been organized through a purchasing group, pursuant to legislation, known as the Federal Liability Risk Retention Act of 1986, enacted by Congress. Coverage is provided to the purchasing group by the Chicago Insurance Company, a member of the Interstate National Corporation, one of the Fireman's Fund Insurance Companies. Once the completed application has been approved and the premium has been received, you will automatically become a member of the National Court Reporters Purchasing Group Association located and domiciled in Illinois and obtain the insurance coverage afforded through the Group Policy on an annual term. This application is subject to the underwriter's approval. Your completion of this application and premium payment does not bind coverage or obligate the insurance company to issue you insurance coverage. Coverage will become effective upon receipt of your acceptable application and premium payment. Your application cannot be processed unless it is completed in its entirety. The application is subject to the company's underwriting rules. I declare the information contained in the application is true and that no material facts have been suppressed or misstated. I understand that incorrect information could void the protection. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act. I certify that I am a current member of NCRA. This insurance excess when other insurance applies to a loss.

YOU MUST SIGN AND DATE THIS APPLICATION

Signature _____ Date _____

Enclosed is my check for \$ _____ Effective Date Desired* _____

Make check payable to Marsh and return your check and this application in the envelope provided.

*May not be earlier than the date the administrator receives and approves this application.

I authorize Seabury & Smith to charge my: VISA MasterCard Amount \$ _____

Credit Card Number _____ Expiration Date _____

Print name exactly as it appears on card _____

Coverage Underwritten by: Chicago Insurance Company through Marsh Affinity Group Services

PLEASE NOTE: This Application is for Claims-Made Coverage

Administrator:

MARSH

Affinity Group Services
a service of Seabury & Smith
Joan O'Sullivan, Licensed Agent
P.O. Box 14412
Des Moines, IA 50306-3412
1-800-503-9230
www.personal-plans.com/ncra
plteam2@marshpm.com
CA-0633005



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S.C. WWW

PROFESSIONAL LIABILITY INSURANCE PLAN FOR CLAIMS-MADE COVERAGE

Freelance Reporting Firms Application Form

IF YOU ARE A RESIDENT OF NEW YORK OR WASHINGTON PLEASE CALL FOR CORRECT APPLICATION.

APPLICANT INFORMATION (Applicant Must Complete)

NAME OF FIRM	NAME OF OWNER		
MAILING ADDRESS	CITY	STATE	ZIP
BUSINESS PHONE	FAX #	HOME PHONE#	
E-MAIL ADDRESS	NCRA MEMBERSHIP #		

1. What is the total gross revenue (from all sources) of your firm? _____
2. Indicate the number of Independent Contractors (not including yourself or your employees) you wish covered on your policy for an additional charge. _____
3. During the past 5 years have any claims been made, or is any claim now pending, against you? Yes No
If Yes, attach a separate sheet providing details.
4. Have you or any officer, partner, employee or Independent Contractor affiliated with you been made aware of any situation which may give rise to a claim being made against them? Yes No
If "YES", give details (attach a separate sheet if necessary).

5. Does your firm supply official court reporting services? Yes No

With respect to Questions 3 and 4, it is agreed that if such knowledge of any claim, fact or circumstance exists, any claim or action subsequently arising therefrom shall be excluded from coverage should this proposed Application lead to an insurance policy being issued.

The insurance described herein is subject to the terms, conditions and exclusions of the insurance certificate. In order to enhance the stability of this professional liability insurance program, coverage has been organized through a purchasing group, pursuant to legislation, known as the Federal Liability Risk Retention Act of 1986, enacted by Congress. Coverage is provided to the purchasing group by the Chicago Insurance Company, a member of the Interstate National Corporation, one of the Fireman's Fund Insurance Companies. Once the completed application has been approved and the premium has been received, you will automatically become a member of the National Court Reporters Purchasing Group Association located and domiciled in Illinois and obtain the insurance coverage afforded through the Group Policy on an annual term. This application is subject to the underwriter's approval. Your completion of this application and premium payment does not bind coverage or obligate the insurance company to issue you insurance coverage. Coverage will become effective upon receipt of your acceptable application and premium payment. Your application cannot be processed unless it is completed in its entirety. The application is subject to the company's underwriting rules. I declare the information contained in the application is true and that no material facts have been suppressed or misstated. I understand that incorrect information could void the protection. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act. I certify that I am current member of NCRA. This insurance is excess when other insurance applies to a loss.

YOU MUST SIGN AND DATE THIS APPLICATION

Signature _____ Date _____

Your Name (print) _____

Coverage Underwritten by: Chicago Insurance Company through Marsh Affinity Group Services

**Freelance Reporting Firms ... SEND NO MONEY ... You will receive a "no-obligation" premium quotation.
Please Note: This Application is for Claims-Made coverage.**

Administrator:

MARSH

Affinity Group Services
a service of Seabury & Smith
Joan O'Sullivan, Licensed Agent
P.O. Box 14412
Des Moines, IA 50306-3412
1-800-503-9230
www.personal-plans.com/ncra
plteam2@marshpm.com
CA-0633005



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Transparency and Disclosure

Thank you for expressing your interest in the professional liability plans administered by Marsh ConsumerConnexions. As a part of Marsh's best practice, we are disclosing the following:

In this transaction, Marsh is acting as the insurance agent and program manager for Chicago Insurance Company ("Insurer") for this type of coverage, and not as your insurance broker. Comparable insurance products may be available in the insurance market place. Marsh is only offering this selected carrier quote proposal.

Marsh & McLennan Companies, Inc. and its subsidiaries own equity interests in certain insurers and have contractual arrangements with certain insurers and wholesale brokers. Information regarding such interests and contracts is available at <http://global.marsh.com/about/Transparency.php>

Marsh earns and retains interest income on premium held by Marsh on behalf of insurers during the period between receipt of such payments from clients and the time such payments are remitted to the applicable insurer, where permitted by law.

The premium quoted includes up to 31.5% commission payable to Marsh. Your premium payment indicates your consent to this commission for this policy period.

Illinois Only - Illinois Medical Profession Liability Law PA94-677

Illinois Medical Profession Liability Law PA94-677, Senate Bill 475, requires insurers to implement a quarterly premium payment installment plan as prescribed by the Secretary of the Illinois Department of Financial and Professional Regulation (IDFPR).

If you practice in the state of Illinois and your annual medical professional liability premium is above \$500, please visit www.proliability.com/illinstall for information regarding installment payment options.

Florida Only - Florida Insurance Guaranty Association - (FLIGA)

The Florida Insurance Commissioner has instructed all licensed property and casualty insurers, including the Fireman's Fund Insurance Companies®, to pay assessments for the state Property and Liability Insurance Guaranty Association. The Guaranty Association is maintained to make funds available should an insurance company be unable to meet its financial obligations to all policyholders. In such circumstances, when the Commissioner has ordered assessments, Florida law directs insurers to surcharge their customers to recoup these assessments.

Your policy includes this surcharge. The amount of the surcharge is shown on your declarations page as "FLIGA".

New Jersey Only - Property and Liability Insurance Guaranty Association – (PLIGA)

The New Jersey Insurance Commissioner has instructed us to pay an assessment for the state Property and Liability Insurance Guaranty Association. The Guaranty Association is maintained to make funds available should an insurance company be unable to meet its financial obligations to all policyholders. In such circumstances, New Jersey law authorizes insurers to surcharge their customers to recoup these assessments.

Your policy includes this surcharge. The amount of the surcharge is shown on your declarations page as "PLIGA Surcharge."

As always, we encourage you to contact your Marsh representative if you have any questions about this message, your policy, or your premium.

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NCRA Professional Liability Insurance Plan



Safeguarding the "Guardians of the Record"

- Pays up to the limit of liability
- Pays investigation costs
- Pays litigation costs
- Pays settlement costs

Day in and day out, you are exposed to the risk of a lawsuit because of the multiple responsibilities you take on with every assignment or contract.

That's why you should consider the NCRA Professional Liability Insurance Plan.

Who Is Eligible For This Plan:

This coverage is being offered exclusively to NCRA members. Freelance reporters, official court reporters and freelance reporting firms are all eligible to apply. Members who are certified legal video specialists, captioners, cart providers and real time reporters are also eligible.

What This Plan Provides:

For an affordable annual premium, this Plan provides up to \$1,000,000 in protection. There is NO deductible. In the event of a covered suit, the Plan pays:

- the cost of expert legal defense.
- all costs incurred in the defense and/or investigation.
- settlements and court judgments up to the limits of your policy.

Why This Plan Is Needed:

You may be associated with the legal profession, but that won't protect you from lawsuits ...

- charging errors, omissions or additions in work prepared by you, your employees, or others for whom you are liable.
- resulting from lost notes, tapes or exhibits.
- delay or failure to provide transcripts.
- alleging libel, slander or defamation of character arising from your duties as a court reporter.

This Plan does. Even if you are not negligent and allegations against you are unsubstantiated you'll still incur out-of-pocket costs for your defense. This Plan is an easy and affordable way to protect yourself and your family financially.

Of special interest to Freelance Reporting Firms ...

All employees of your firm are automatically covered as insureds under your firm's policy at no extra cost. What's more, your Independent Contractors can also be added to

your policy. An Independent Contractor can be added to a \$500,000 policy for just \$65 or to a \$1,000,000 policy for just \$97.

Answers To Questions You May Have ...

Q. If I am an Official Court Reporter who also freelances, am I covered for both exposures?

A. By all means! If you freelance and/or sell transcripts in addition to your regular duties, you can be covered for both by paying a premium based on additional revenues beyond your salary as an official court reporter.

Q. Will this insurance pay attorney's fees in the event of a claim covered under the policy?

A. Yes. In the event of a covered suit, the Plan pays for the cost of your professional legal defense including all costs incurred during the investigation of a suit up to your limit of liability.

Q. If I choose the \$1,000,000 policy, is that a lifetime limit?

A. Not at all! This is an annual policy with an annual aggregate limit of \$1,000,000. If you select the \$500,000 policy, you have an annual aggregate limit of \$500,000.

Q. What if I'm named in more than one suit in a given year?

A. Not to worry. With the NCRA Professional Liability Insurance Plan, you are covered, regardless of the number of suits filed against you. Benefits and expenses are payable up to the annual aggregate limit of the policy you choose either \$500,000 or \$1,000,000.

Q. Does this Plan duplicate coverage I already have under a comprehensive general liability plan for my business or homeowner's policy?

A. It doesn't. Those plans do not cover you for your professional errors, omissions or loss of documents. The NCRA Plan provides the only comprehensive court reporters' "malpractice" insurance available.

Q. If I'm named in a suit for an incident that occurred before my coverage began, will I be covered?

A. You may not be. Under this policy, you're not covered for any incidents which happened before the policy is in effect. (Please see the exclusions noted below.)

This policy Does Not Insure You For:

Dishonest, fraudulent, criminal or malicious acts or omissions; any claims related to bodily injury, sickness, disease or death; liabilities associated with Worker's Compensation law, or for injury to, or destruction of property; incidents arising out of any profession other than court reporting; punitive damages; for any claim

between an employer and his/her insured salaried employee; any incidents that happen before this policy is in effect that you know about; copyright infringement.

This insurance is excess when other insurance applies to a loss.

Two Important Features ...

- **Extended reporting period:** If you terminate your policy, you can for an additional premium payment continue coverage for up to 36 months for incidents which may have occurred during the time your policy was in force.
- **Retiree provision:** If you terminate your policy due to retirement you can for no additional premium extend your coverage for an indefinite period to protect yourself from allegations for incidents which may have occurred during the time your policy was in force provided your coverage has been in effect with us for five years.

It's Easy To Apply. Here's All You Do...

(The enclosed Application Form is really two Forms in one. If you are a freelance reporter, or official court reporter and wish to apply for coverage, complete the Application Form on SIDE ONE. Freelance Reporting FIRMS applying for coverage should complete SIDE TWO.)

- Complete the appropriate Application Form either SIDE ONE or SIDE TWO. For prompt processing, please provide all information requested and answer all questions.
- **Freelance reporters, independent contractors and official court reporters:** Calculate your annual premium (using the schedule shown in this brochure) and make your check payable to: Marsh.
- **Freelance reporting firms:** Send no money now. Once your Application is reviewed, you will receive a no-obligation premium quotation.
- Sign and date your Application Form where indicated and return it to the address shown on the application.

If you have any additional questions, or need assistance completing your Application Form, call Toll-Free: **1-800-503-9230**

A Representative will be happy to assist you.

Affordably-Priced Protection No Member Should Be Without.

A single lawsuit could cost you plenty. Even a frivolous allegation could result in your being sued and having to pay out-of-pocket for your defense even if you avoid having to pay a settlement. The good news is that now it's easy and affordable to obtain real financial security!

PREMIUM CALCULATION

If you are a **freelance reporter or independent contractor**, your annual premiums are based on the schedule below:

GROSS REVENUES	ANNUAL PREMIUM	
	\$500,000 PLAN	\$1,000,000 PLAN
0-\$12,000	\$43.00	\$65.00
\$12,001-\$20,000	\$65.00	\$97.00
\$20,001-\$30,000	\$94.00	\$140.00
\$30,001-\$40,000	\$130.00	\$194.00
\$40,001-\$50,000	\$166.00	\$248.00
\$50,001-\$60,000	\$202.00	\$302.00
\$60,001-\$70,000	\$238.00	\$356.00
\$70,001-\$80,000	\$274.00	\$410.00
\$80,001-\$90,000	\$310.00	\$464.00
\$90,001-\$100,000	\$346.00	\$518.00

(Over \$100,000: Please call or write for a premium quotation.)

If you are an **official court reporter**, your annual premium is as follows:

If you receive **NO** additional income from freelance activities.

TOTAL ANNUAL PREMIUM	\$500,000 PLAN	\$1,000,000 PLAN
		\$122.00

If you **RECEIVE** additional income from freelance activities or the sale of transcripts:

ADDITIONAL REVENUES (beyond your salary as an Official Court Reporter)	TOTAL ANNUAL PREMIUM	
	\$500,000 PLAN	\$1,000,000 PLAN
up to \$10,000	\$144.00	\$216.00
\$10,001-\$15,000	\$164.00	\$246.00
\$15,001-\$20,000	\$202.00	\$302.00

PLEASE NOTE: Freelance reporting firms will receive a no-obligation premium quotation.

Coverage becomes effective upon receipt of premium payment and approval of your application by the underwriter.

What are **your** chances of being named in a lawsuit? **1 in 10? 1 in 100? 1 in 1,000?**

It doesn't matter ... if you're the ONE!

Presenting an affordable solution to a problem that could cost you thousands of dollars out of your own pocket.



Professional liability lawsuits can be frightening. They can also be devastating financially both before and after the verdict. Unfortunately, they can happen to anyone seasoned professionals and entry-level reporters alike.

Sometimes simple human error is to blame. Other times, allegations may be groundless but you'll still incur costs for your defense. All too often, court reporters mistakenly believe they're covered under a general employer liability or homeowner's policy. That mistake could end up costing thousands even hundreds of thousands of dollars out of your own pocket if a judgment is leveled against you.

Be safe ... not sorry. Apply today for this important, personal professional liability insurance plan.

Your premiums may be tax-deductible as a normal business expense!

NCRA incurs no expense in the sponsorship of this Program.

All expenses are paid by the Administrator.

NCRA Professional Liability Insurance Plan

Available exclusively to:
NCRA Members

Officially sponsored by:
National Court Reporters Association Service Corporation

Administered By:

MARSH

Affinity Group Services
a service of Seabury & Smith

PO Box 14412
Des Moines, IA 50306-3412
1-800-503-9230
CA-0633005 www.personal-plans.com/ncra
www.personal-plans.com/ncra

Underwritten by:

Chicago Insurance Company,
one of the Fireman's Fund Insurance Companies.

Receipt and approval of a completed Application and premium will entitle you to immediate membership in the National Court Reporters Purchasing Group and the insurance coverage obtained through the group on an annual term. This insurance is for claims-made coverage. This brochure contains a description of benefits; it is not your insurance contract. If there is a conflict between

policy language and any information provided in this brochure, the policy language shall control.

Seabury & Smith, Inc. November 2008

NCRA Professional Liability Insurance Plan

If you're still undecided whether to accept or decline this offer, please consider the information inside.

No one ever expects to be named in a malpractice suit, but it's a reality each and every professional court reporter must face.

Since 1990, more than 4,800 NCRA members have enrolled in the NCRA Professional Liability Insurance Plan.

Here are just a few "real life" cases involving members who are glad they said "YES!" to a mailing just like this.

These are actual expenses incurred by members just like you!

Don't miss this opportunity to protect yourself from the financial threat of a lawsuit!

(If you are currently insured by a similar plan, please contact us when your coverage is up for renewal.)

- An independently contracted court reporter was hired to transcribe notes during a trial where a guilty verdict was decided. Upon the guilty party's decision to appeal the verdict, a formal request was made for the transcript of the trial. The court reporter was unable to transcribe the trial notes and as a result, the request for the appeal was turned down. The guilty party then sued the court reporter and contractor.
- A court reporter lost a computer disk and the stenotype tape was only readable on the left-hand side of the paper. Thus, they needed to retake the deposition of a doctor. The insured incurred charges from the doctor and both attorneys for having to take the deposition again.
- A court reporter's office was the cause of a delay in relaying a transcript to another party involved in a trial. The party did not receive the transcript in time to review it and proceed to trial. Due to the delay, the judge would not allow the transcript at the two-day

trial. The trial had to be postponed so both parties had a chance to review the transcript. Expenses for late distribution of the deposition and other miscellaneous expenses incurred while the trial was postponed were deemed the responsibility of the firm involved.

- A court reporter received an administrative order by a Chief Judge that all notes regarding civil and criminal matters, after a certain period of time, had to be shipped to the county to be stored. It was discovered that the notes regarding a man's divorce suit were misplaced or lost by the county. Since the notes that were requested could not be produced, the man filed a suit against the court reporter and the county.
- A court reporter was retained as an independent contractor. She went to court under agreement with the court system to take a deposition of a woman. The woman became obnoxious during the deposition. Due to her unruly nature, the judge eventually dismissed the matter. Upon dismissal, the woman filed a lawsuit against all parties involved with the deposition.
- A court reporter who didn't have experience in taking long depositions nor the expertise to document them correctly was in charge of taking a deposition six hours long. The reporter didn't take all of the necessary information; therefore, the contents of the deposition were somewhat worthless. The insured had no backup system; and, therefore, all parties involved had to come in and give their depositions again. Claims were filed against the firm for expenses incurred due to retaking of the deposition.

NCRA Professional Liability Insurance Plan

Safeguarding the "Guardians of the Record"

If you have any questions or need assistance completing your Application Form call toll-free: 1-800-765-9408

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