

1. List all lawyers practicing on behalf of the law firm. Attach a separate sheet for additional lawyers.

Lawyer's Name	Position O – Owner, P – Partner E – Employee OC – Of Counsel IC – Ind. Contractor	Hours worked annually	Primary State Bar #	States Admitted (state abbreviation)	Date First Admitted	Date of Hire	Retroactive Date	Total CE hours in the past 12 months	CE hours specific to Ethics

2. Provide the name of the owner or partner authorized to make changes to the policy: _____

3. Enter the total number of lawyers and staff in each category:

Lawyers	Paralegals/Law Clerks	Clerical/Administration	Investigators/Abstractors	Other – Provide number and titles

4. In the last 12 months, how many lawyers have left the law firm? _____
 Approximately how many lawyers will be added in the next 12 months? _____