

Firm Name: _____

Please complete the following:

Office Sharing Procedures	YES	NO
1. As part of your office sharing arrangement, do you also share:		
a. a receptionist?	<input type="checkbox"/>	<input type="checkbox"/>
b. letterhead?	<input type="checkbox"/>	<input type="checkbox"/>
c. clients?	<input type="checkbox"/>	<input type="checkbox"/>
d. common invoices?	<input type="checkbox"/>	<input type="checkbox"/>
e. advertising expense?	<input type="checkbox"/>	<input type="checkbox"/>
f. bank account(s)?	<input type="checkbox"/>	<input type="checkbox"/>
g. files?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you share a receptionist :	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the phone answered by giving the names of the attorneys/firms sharing space?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the phone always answered using the generic, "law offices", without giving the names of the attorneys/firms sharing space?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do the names of each attorney/firm sharing the office appear together as "Law Offices of ---" or some other common listing on the door to your office suite?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the names of each attorney/firm sharing office space listed separately on the door to your office suite?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you ever refer to any of the attorneys with whom you share office space as a "partner"?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have any of the attorneys with whom you share office space referred to you as a "partner"?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do your documents in any way suggest the possibility that you are part of a larger firm?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you disclose to your clients that your relationship with the other attorneys/firms with whom office space is shared is limited to sharing of office space?	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Authorized Firm Representative

Title

Date