

Comments With Regard to Filing Paperwork

0. General
 - A. You know the filing date – April 3, 2009, the title, inventor, and attorney docket number
 - B. You do not know the Application No, art unit, or Examiner name.
 - C. Pick one of the customer number or the correspondence address to use

1. Application Transmittal
 - A. Remember to check off all of your documents, including IDS
 - B. Remember – small entity

2. Fee Transmittal
 - A. VERY IMPORTANT - Always give the PTO permission to charge the deposit account – not just for this filing, but for any needed fee. If you do not, and the PTO decides it needs an additional fee, then it won't ask for it – it will just abandon your application –Yikes!
 - B. Small entity – remember half off on the fee
 - C. Remember to enter the total fee at the top of the page

3. Power of Attorney
 - A. Add title and filing date
 - B. Be sure to use the right form – read the form if confused BT 81 and 81A
 - C. Some people checked “A power of attorney is submitted herewith”

4. IDS
 - A. Disclose all references – Big minus if you did not disclose the article
 - B. Did you disclose the lockbox and pedometer? All of the patents? The Kill-o-watt system?
 - C. Reminder - Normally need to submit copies of the NPLs
 - D. Mail stop amendment only after initial filing

5. Declaration

- A. Lots of people checked the “Authorization to Permit Access to Application by Participating Offices” box. – Did you know what you were checking? What are the pros and cons for your client?
- B. Remember to fill in the title
- C. Remember to have the inventor sign