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