

Comments With Regard to Filing Paperwork

1. General

- A. Remember - You know the filing date –March 30, 2012, the title, inventor, and attorney docket number.
- B. Check-Plus = 5
Check = 4
Check-Minus = 3
Best in years!
- C. Number without an IDS = 0 (Yay!)
- D. Be careful with regard to who signs a document
App Transmittal, Fee Transmittal = attorney (not firm)
Declaration, Power of Attorney = inventor
- E. Note: You really want to get the filing paperwork right because Partners may judge you by your paperwork. If your paperwork includes errors, they might conclude that you do not pay attention to details, are not focused, or are not a good patent attorney.

2. Application Transmittal

- A. Remember – small entity – check it
- B. Include Title and Filing Date
- C. The correspondence address is to the firm, but you are signing as the patent attorney.

3. 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! At least 3 people did not do this
- B. Small entity – remember half off on the fee

- C. Remember to enter the total fee at the top of the page
 - D. You are signing as the patent attorney.
 - E. Some people checked multiple boxes – deposit account, check, and credit card. Only check the box with regard to how you are paying – and at least the ability to charge the Deposit account as a backup.
4. Declaration
- A. Good job – most errors avoided!
 - B. Some people used the Declaration for use with ADS – that’s OK, but only if you are also filing an ADS.
5. Power of Attorney
- A. Some people checked “A power of attorney is submitted herewith” – that would only be if the POA appears on a separate document. Instead you want to check “I hereby appoint...” so that this document itself is the POA.
 - B. 3.73(b) statement is only needed if the POA is going to be signed by a corporate officer rather than the inventor.
6. IDS
- A. Great job! I think for the first year ever, everyone submitted the references in an IDS.