

Comments With Regard to Filing Paperwork

1. General

A. Congratulations! There were very few errors this year!

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!

3. Power of Attorney

A. Be sure to use the right form – read the form if confused. Many people used a form that required a 3.73(b) statement -why?

4. IDS

- A. Disclose all references – Big minus if you did not disclose the article
- B. Did you fail to disclose the websites?
- C. Reminder - Normally need to submit copies of the NPLs

5. Declaration

A. If you 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?