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 he 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?