

Patent Center

Quick Reference Guide | November 2024



Filing Preliminary Amendments in DOCX Format in Initial Submissions

In addition to filing an initial submission, the user can now optionally upload preliminary amendment documents in DOCX format as part of the initial submission of a new utility application under 35 U.S.C. 111(a). (Default selection is set to “No”, user can select “Yes” to upload preliminary amendment documents).

Is a Preliminary Amendment in DOCX format being filed?

☒ Yes ☐ No

An “upload DOCX preliminary amendment documents” window is displayed in response to selecting “Yes” option.

Uploading Document(s)

- The DOCX documents can then be easily added to the preliminary amendment upload box using drag and drop features or browse file feature.
- Only DOCX format is accepted in the preliminary amendment upload box. Documents with proper section headers automatically generate document descriptions.
- At the bottom section, as an option, only a single auxiliary PDF of your combined original DOCX documents and preliminary amendment DOCX documents is allowed.

Notes: A feedback document, warning(s) and error(s) are generated to quickly address issue(s) before filing an application.

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	Application Data Sheet	
ADS.pdf (2173 KB / 8 pages)		Preview

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	Application body structured text document	
preliminary amendment-APPTXT.docx (28 KB / 5 pages)		Preview
Feedback document		
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Preliminary Amendment	A.PE	Preview
Claims	CLM	Preview
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