

Change Address or Representation Form user guide: new Attorney Portfolio Updates radio button

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Introduction

Purpose

The Change Address or Representation (CAR) Form: new Attorney Portfolio Updates radio button user guide is designed to help you know how to complete the form using the Attorney Portfolio Updates radio button. This new feature will make it easier for attorneys with multiple serial numbers and registration numbers to change their attorney information by only using one form.

Using the Attorney Portfolio Updates button

Use this option when you meet the following two conditions:

- You're an already appointed attorney or domestic representative for every serial number and registration number you're entering on the form.
- You're **only** updating the attorney or domestic representative information, including bar information and docket numbers.

You cannot appoint a new attorney, replace an existing attorney, or change owner information. You'll receive an error message if there is no attorney of record for a serial number or registration number you entered.

Step-by-step instructions

1. Access the CAR form through <https://teas.uspto.gov/ccr/car>.
2. Enter your serial numbers or registration numbers on the wizard page.
 - a. Pre-registration and post-registration numbers can be updated together. The status of the filing doesn't matter.
 - b. Madrid (79-series, Section 66(a)) and non-Madrid numbers can be updated together.
3. Select Yes to the Attorney Portfolio Updates radio button.
 - a. Selecting Yes allows you to update the attorney and domestic representative information for multiple serial numbers and registration numbers.
 - b. Selecting No loads the regular version of the CAR form.

* Enter the Serial or Registration Number(s)

XXXXXXXX YYYYYYYY ZZZZZZZZ

Enter serial numbers and registration numbers

ATTORNEY PORTFOLIO UPDATES: Are you using this form to make changes **only** to the attorney information (not including attorney name) in multiple applications and/or registrations?

Yes No

Select Yes

4. Press the “Continue” button at the bottom of the page.
5. On the next page, you’ll see information about the serial numbers and registration numbers you entered. Review the information for accuracy.
6. Press the “Continue” button at the bottom of the page.
7. On the Attorney Information page, update the information, as needed.
 - a. You cannot change the attorney’s name.
 - b. You **must** check the box, under the attorney name field, to confirm that the serial numbers and registration numbers listed on the page are correct. The attorney information from this page will overwrite all files connected to the serial numbers and registration numbers entered on the wizard page.
 - c. If any of the files contain a foreign address, you can update the domestic representative information.

New Attorney and/or Change of Attorney Information

Checking this box will copy the attorney information, below, into the Domestic Representative information page. Once this box is checked, a separate page of the form will appear to enter or update the Domestic Representative information.

*** Name** An attorney

The undersigned confirms that the attorney listed herein is the attorney of record in all of the Serial Numbers listed below.

Check the box

8. Complete the rest of the form and submit, as usual.