

# Trademark Trial and Appeal Board (TTAB) Center

User Guide

Dated: May 12, 2025

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# 1. Introduction

Welcome to [Trademark Trial and Appeal Board Center](#) (TTAB Center). TTAB Center in its initial version allows users to submit notices of opposition, offering enhanced options not available in TTAB's current filing system known as Electronic System for Trademark Trials and Appeals (ESTTA).

Below are some helpful links for working with MyUSPTO, TTAB and TTAB Center.

- [MyUSPTO Frequently Asked Questions](#) (FAQs)
- [Identity verification](#)
- [Trademark user roles](#)
- [Trademark Trial and Appeal Board | USPTO](#)
- [TTAB Center FAQs](#)

## 1.1 Purpose

The purpose of this document is to provide a comprehensive guide for external customers who use TTAB Center to file notices of opposition.

## 2. Getting Started

You'll need to create a USPTO.gov account with two-step authentication and verify your identity before you can log in to TTAB Center. For most users, this one-time verification process can be completed online in less than 15 minutes. We also offer a paper verification process for those who do not wish to verify online. For more information, see the "Help" option on the right-hand side of MyUSPTO page that will provide a dropdown menu option for FAQs and a tutorial or see [identity verification for trademark filers](#).

For help in creating a MyUSPTO.gov account, go to [MyUSPTO and USPTO.gov account FAQs](#).

Please note, Google Chrome is the optimal browser to use with TTAB Center.

## 2.1 Welcome to TTAB Center

Access [TTAB Center homepage](#) and [Sign in](#) using your MyUSPTO.gov account. Once signed in, you will be returned to TTAB Center's homepage (figure 1).

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### Trademark Trial and Appeal Board (TTAB) Center <sup>Beta</sup>

TTAB Center home New submission TTAB home TTAB Manual of Procedure (TBMP) TTAB Center help

Search for a TTAB record

Enter a proceeding number, application or registration number, name of a party, or trademark.

#### New submission

Select the type of filing you wish to submit.

#### My TTAB docket

View and manage your TTAB documents, and file notices of opposition.

#### News and updates

Current notices affecting TTAB filings, including known outages and technical issues with the TTAB filing system and the finance division.

### Additional resources

#### TTABVUE

View a TTAB proceeding.

#### TTAB Reading Room

View TTAB final decisions and precedential orders.

About the USPTO · Search for patents · Search for trademarks

US Department of Commerce  
Accessibility  
Privacy Policy  
Financial and Performance Data  
Vulnerability Disclosure Policy

Freedom of Information Act  
Inspector General  
NoFEAR Act  
USA.gov

### Receive updates from the USPTO

Enter your email to subscribe or update your preferences

Follow us

Feedback

Figure 1: TTAB Center homepage

## 3. User roles and privileges in TTAB Center

### 3.1 User roles and privileges

You may access some features of TTAB Center without logging into your account. For full access, you must sign in to your TTAB Center account.

### 3.2 Anonymous user

A user can search public documents and case information without logging into TTAB Center or having a MyUSPTO account.

### 3.3 TTAB user accounts

A user with a validated USPTO.gov account may access public documents and case information, and any TTAB Center record which lists the user's email address. All TTAB Center users with a validated USPTO.gov account must have one of the following user roles:

- **Trademark owner:** You are without legal representation and domiciled in the United States or its territories, and own applications or registrations, are able to bind an entity that owns applications and registrations, or are directly employed by that entity and do not have a direct financial interest in the trademark registration process.
- **U.S.-licensed attorney:** You represent clients and sponsor support staff and paralegals working under your supervision.
- **Canadian attorney/agent:** You are a Canadian trademark attorney or agent who can represent a Canadian party before the USPTO. You can also sponsor support staff and paralegals to work under your supervision but cannot file documents for your clients.
- **Attorney support staff:** You are sponsored by an attorney and assist attorneys with filing documents for clients.
- **Interested party:** You are not a trademark owner, U.S.-licensed attorney, Canadian attorney/agent, or attorney support staff.

## 4. General navigation in TTAB Center

### 4.1 USPTO navigation bar

You may navigate to certain patent and trademark webpages through the navigation bar at the top of the TTAB Center homepage (figure 2) for information on USPTO fees and payments, contacting the TTAB, patent and trademark services and MyUSPTO.gov accounts.



Figure 2: USPTO Navigation Bar

### 4.2 TTAB Center navigation bar

You can find the TTAB Center navigation bar under the USPTO navigation bar (figure 3).

You may use the provided links to navigate to TTAB Center's and TTAB's homepages, and TTAB's Manual of Procedure (TBMP). The New submission dropdown on the navigation bar contains a link through which you may begin your draft for filing a notice of opposition.

For assistance, the “TTAB Center help” dropdown provides links to various resources including FAQs and information on how to contact the TTAB.

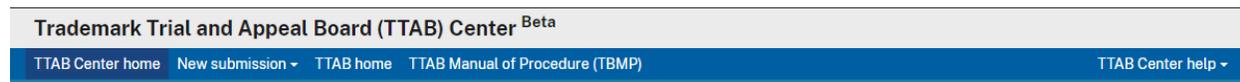


Figure 3: TTAB Center Navigation Bar

### 4.3 Side navigation bar

You may navigate to any page using the side navigation bar that appears on each TTAB Center page (figure 4).

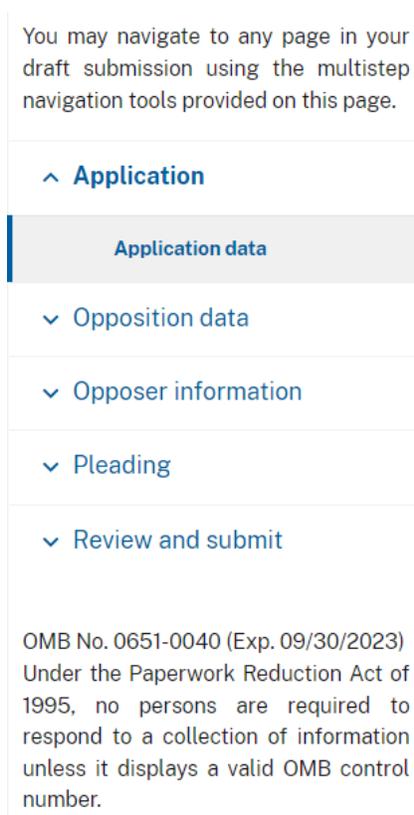


Figure 4: Side Navigation

### 4.4 Previous, continue, and save session buttons

TTAB Center includes the following three navigation buttons at the bottom of each page (figure 5):

- **Previous:** For returning to the page prior to the current page.
- **Save session:** For saving your draft and returning to the TTAB Center docket. Your draft will be listed in the “Active drafts” column in your TTAB Center docket.
- **Continue:** For advancing to the next page in the workflow.



Figure 5: Footer Navigation Buttons

The **Save session** button opens a dialog box (figure 6) that allows you to save your draft and return to your TTAB Center docket or save and send your draft to another TTAB Center user. Only one person may access the draft at a time.

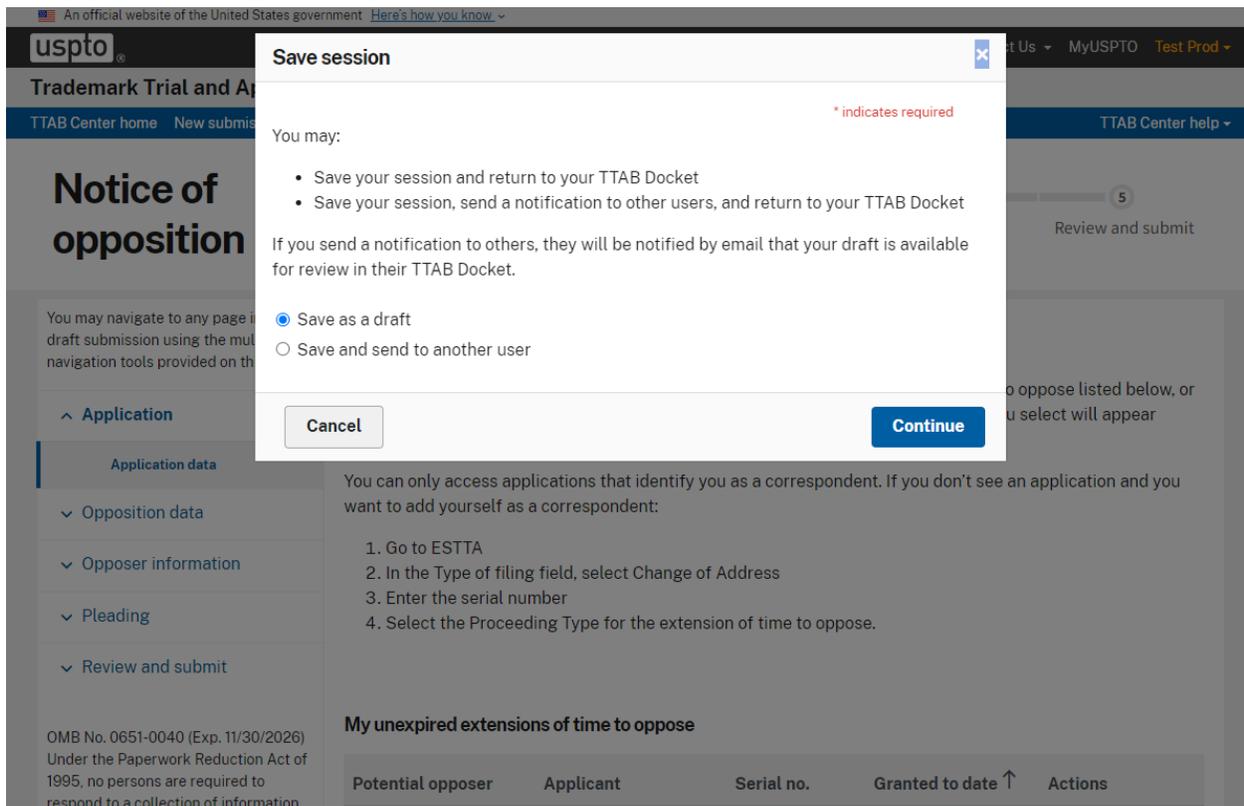


Figure 6: Save session modal

## 5. TTAB Center new submission – Notice of opposition

Trademark applications for registrations of marks on the Principal Register are published in the USPTO’s [Official Gazette](#) once they are approved for publication. Any person who believes that they would be damaged by the registration of a mark may file a notice of opposition within 30 days of the date of publication in the Official Gazette, or within an extension of such period granted by the USPTO. A fee is required to file an opposition.

To start a draft in TTAB Center, select the “New submission” box or the “New submission” dropdown on the TTAB Center navigation bar, and then select “Notice of opposition” (figure 7).

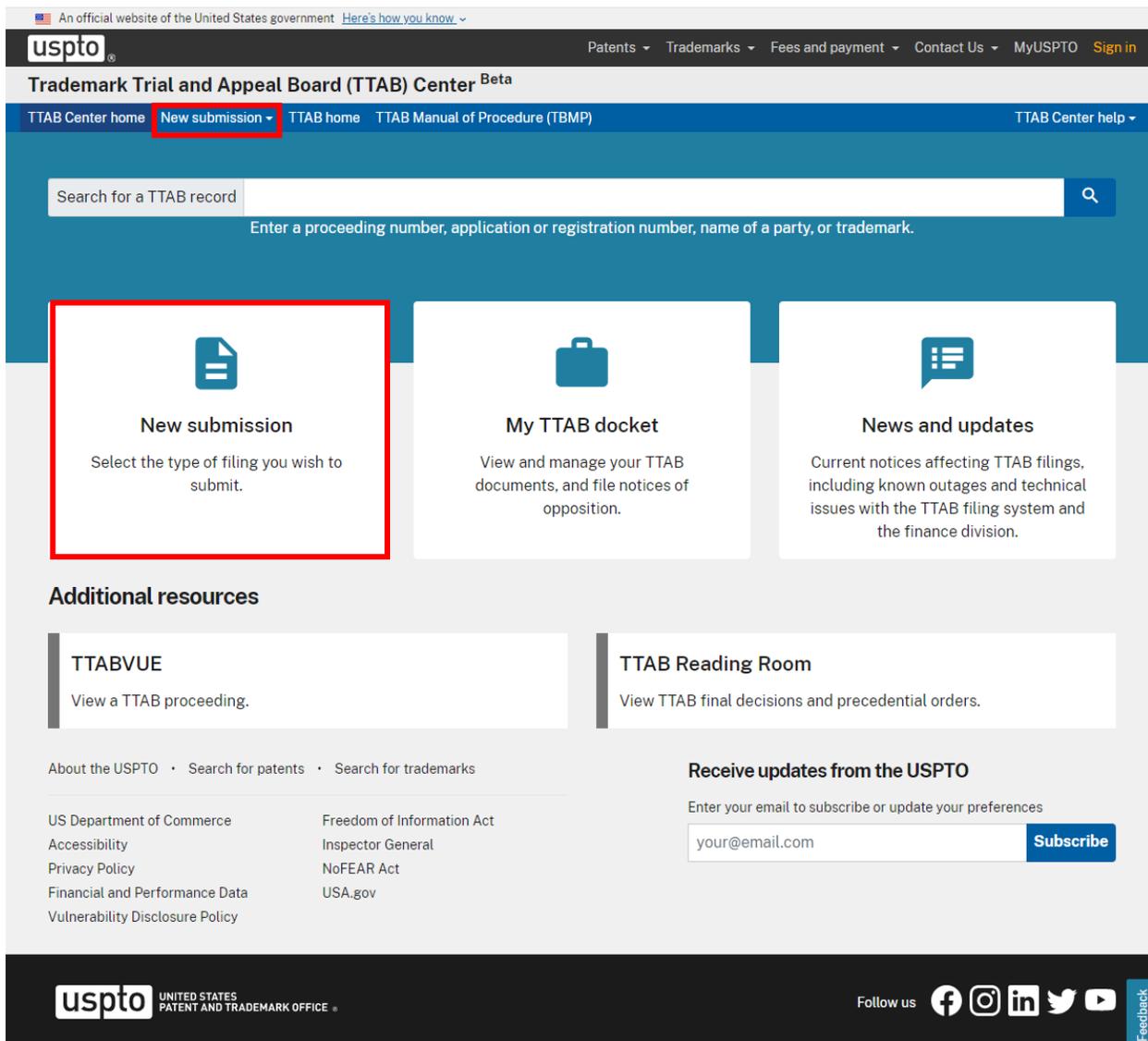


Figure 7: TTAB Center home, new submission

## 5.1 Application data

As described below, you can locate application(s) (figure 8) you want to identify in your draft through:

- A list of applications with unexpired extensions of time to oppose that identify you as the correspondent.
- A search feature allowing you to locate an application within its opposition period.
- A list of applications you have already selected for opposition.

# Notice of opposition



You may navigate to any page in your draft submission using the multistep navigation tools provided on this page

- Application
- Application data**
- Opposition data
- Opposer information
- Pleading
- Review and submit

OMB No. 0651-0040 (Exp. 11/30/2026)  
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

## Application data

To identify the application you want to oppose, select an unexpired extension of time to oppose listed below, or search for a pending application that is within its opposition period. The application you select will appear under the "Opposed applications" heading.

You can only access applications that identify you as a correspondent. If you don't see an application and you want to add yourself as a correspondent:

1. Go to ESTTA
2. In the Type of filing field, select Change of Address
3. Enter the serial number
4. Select the Proceeding Type for the extension of time to oppose.

### My unexpired extensions of time to oppose

Potential opposer	Applicant	Serial no.	Granted to date ↑	Actions
TM PLL	Cho, Peter	<a href="#">97798511</a>	Jun 1, 2024	Use this extension
TM PLL	Sohonet DE LLC	<a href="#">98002210</a>	Jun 1, 2024	Use this extension
UAT TEST EXT	Guangzhou Haoliang Internet Technology Co., Ltd.	<a href="#">90701466</a>	Jun 8, 2024	Use this extension
Mark PLC	Daniel Salmeron	<a href="#">97557666</a>	Jun 8, 2024	Use this extension
UAT test ext 694	Blue Marsh	<a href="#">98035494</a>	Jun 8, 2024	Use this extension

### Search for an application you want to file a notice of opposition for

Enter the eight-digit serial number to access the application.

### Opposed applications

Displayed below is a list of applications you have selected for opposition.

Serial no.	Mark	Application filing date	Publication date	Expiration of publication period	Expiration of extension	Actions
No applications added.						

[Previous](#) [Cancel](#)

[Save session](#) [Continue](#)

Figure 8: Application Data Look-Up

If any extensions are listed, you may add an application to the "Opposed applications" table by selecting "Use this extension" in the "My unexpired extensions of time to oppose" table. You may also search for the application using its serial number. If you select an extension of time, it will automatically be added

to the “Opposed applications” table. If you search for an application, select **Confirm** in the pop-up window that will appear to place the application in the list of Opposed applications.

If you intend to oppose more than one application, repeat the same steps as noted above.

Select **Continue** to move forward and identify the goods and services for each application that is to be involved in the opposition (figure 9).

**Notice of opposition**

1 Application 2 Opposition data 3 Opposer information 4 Pleading 5 Review and submit

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page.

**Application data** \*Indicates required

To identify the application you want to oppose, select an unexpired extension of time to oppose listed below, or search for a pending application that is within its opposition period. The application you select will appear under the “Opposed applications” heading.

You can only access applications that identify you as a correspondent. If you don’t see an application and you want to add yourself as a correspondent:

1. Go to ESTTA
2. In the Type of filing field, select Change of Address
3. Enter the serial number
4. Select the Proceeding Type for the extension of time to oppose.

**My unexpired extensions of time to oppose**

Potential opposer	Applicant	Serial no.	Granted to date	Actions
Elmer Fudd	Active Healthcare Solutions Ltd	<a href="#">79297161</a>	Sep 30, 2023	Use this extension
Anne Williams	Lost Kids LLC	<a href="#">88985184</a>	Sep 30, 2023	Use this extension
Jessica M Smith	PG2019 Limited	<a href="#">79308299</a>	Oct 14, 2023	Use this extension
James LLC	Dipl. Ing. Mathis Barz; Meret Barz	<a href="#">79064590</a>	Dec 13, 2023	Use this extension

**Search for an application you want to file a notice of opposition for**

Enter the eight-digit serial number to access the application.

e.g. 88814682

**Opposed applications\***

Displayed below is a list of applications you have selected for which you may begin filing a notice of opposition.

Serial no.	Mark	Application filing date	Publication date	Expiration of publication period	Expiration of extension	Actions
<a href="#">79064590</a>	JAMES	Sep 12, 2008	Jun 4, 2023	Jul 4, 2023	Dec 13, 2023	x

Previous Cancel Save session Continue

Figure 9: Selected application

To remove an extension, select “Use this extension” and then “Remove extension” that appears in the window that follows. That extension will then be removed from the list of opposed applications.

## 5.2 Goods and services opposed

To identify the goods and services you want to oppose in each listed application, select “All of the goods or services in this class”, “Some of the goods or services in this class (delete goods or services that do not apply)”, or “None of the goods or services in this class” (figure 10).

If you choose “Some of the goods or services in this class (delete goods or services that do not apply)”, you must indicate which goods or services you want to oppose. To do so, strike the goods or services you do not want to oppose using the strike tool.

For example, if you do **not** want to oppose “hats” in this list of goods, strike “hats:”

“hats: aprons; athletic uniforms; dress shirts, hats; jackets”

At least one good or service must remain for each class and at least one class must be selected for opposition.

If you are opposing more than one application in a single proceeding, you must repeat the above procedure for each application you identify. Select the next application once you have finished entering the information requested for an application.

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# Notice of opposition

1 Application 2 **Opposition data** 3 Opposer information 4 Pleading 5 Review and submit

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page.

- Application ✓
- Opposition data
  - Goods/services opposed
  - Grounds for opposition
  - Pleaded mark(s)
- Opposer information
- Pleading
- Review and submit

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## Goods and services opposed

\* indicates required

Please indicate below which goods/services are being opposed. For each class, you must indicate whether you are opposing all, some, or none of the goods/services. If you oppose some of the goods/services, indicate this using strike through, as in this example: Aprons; athletic uniforms; dress shirts, ~~hats~~; jackets.

### Opposed applications

Select the application you want to add additional information to.

Applicant	Serial no.	Date of publication	Classes	Mark	Status
<input type="checkbox"/> Applicant					
<input checked="" type="checkbox"/> Dipl. Ing. Mathis Barz	<a href="#">79064590</a>	Jun 4, 2023	018	JAMES	✓

Serial no. 79064590 has 1 classes

- International Class 018 \*
  - Shopping bags with wheels
    - First Use: No date available and First Use in Commerce: No date available
    - All of the goods or services in this class
    - Some of the goods or services in this class (delete goods or services that do not apply)
    - None of the goods or services in this class

Previous Cancel Save session Continue

Figure 10: Goods and services opposed

Example of “Some of the goods and services selected” (figure 11):

Serial no. 79308299 has 3 classes

---

▼ International Class 018 \*

Leather and imitations of leather; animal skins and hides; travelling trunks and travelling bags; handbags; rucksacks; purses; wallets; all purpose athletic bags for sport; gymnasium bags; duffel bags; umbrellas; parasols; walking sticks; clothing for animals

**i** First Use: No date available and First Use in Commerce: No date available

All of the goods or services in this class

Some of the goods or services in this class (delete goods or services that do not apply)

← S →

Leather and imitations of leather; animal skins and hides; travelling trunks and travelling bags; handbags; **rucksacks**; purses; wallets; all purpose athletic bags for sport; gymnasium bags; duffel bags; umbrellas; parasols; walking sticks; clothing for animals

None of the goods or services in this class

Figure 11: Some goods and services opposed

After identifying the goods and services for the opposition, select **Continue** to move forward or select **Save session** to save your work and return to the TTAB Center homepage.

### 5.3 Grounds for opposition

For the application you are opposing, you must list all the grounds for opposition you wish to assert. If a particular ground is not listed, select "Other" and add the ground in the text box provided (figure 12).

When you have identified the grounds for opposition for one application, select the next application and check the grounds for opposition for that application.

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## Notice of opposition

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### Grounds for opposition

First, select the application you are opposing from the following list. Then, add one or more grounds for opposition. If a particular ground is not listed, check the "other" box and add the ground in the text box.

If additional applications are displayed, select each application and add the grounds for that application. When you are finished, select "continue".

<input type="checkbox"/>	Applicant	Serial no.	Date of publication	Classes	Mark	Status
<input checked="" type="checkbox"/>	Cho, Peter	<a href="#">97798511</a> 	May 2, 2024	041	CANDEELA ND	

<input type="checkbox"/>	Priority and likelihood of confusion Trademark Act Section 2(d)	<input type="checkbox"/>	The mark is merely descriptive Trademark Act Section 2(e)(1)
<input type="checkbox"/>	The mark is generic Trademark Act Sections 1, 2 and 45	<input type="checkbox"/>	The mark is deceptively misdescriptive Trademark Act Section 2(e)(1)
<input type="checkbox"/>	The mark is primarily geographically descriptive Trademark Act Section 2(e)(2)	<input type="checkbox"/>	The mark is primarily geographically deceptively misdescriptive Trademark Act Section 2(e)(3)
<input type="checkbox"/>	The mark is primarily merely a surname Trademark Act Section 2(e)(4)	<input type="checkbox"/>	The mark comprises matter that, as a whole, is functional Trademark Act Section 2(e)(5)
<input type="checkbox"/>	No use of mark in commerce before application, amendment to allege use, or statement of use was due Trademark Act Section 1(a) and (c)	<input type="checkbox"/>	No bona fide intent to use mark in commerce for identified goods or services Trademark Act Section 1(b), 44(e) or 66(a)
<input type="checkbox"/>	Failure to function as a mark Trademark Act Sections 1, 2 and 45	<input type="checkbox"/>	The mark is not inherently distinctive and has not acquired distinctiveness Trademark Act Sections 1, 2 and 45; and Section 2(f)
<input type="checkbox"/>	Dilution by blurring Trademark Act Sections 2 and 43(c)	<input type="checkbox"/>	Dilution by tarnishment Trademark Act Sections 2 and 43(c)
<input type="checkbox"/>	Applicant not rightful owner of mark for identified goods or services Trademark Act Section 1	<input type="checkbox"/>	False suggestion of a connection with persons, living or dead, institutions, beliefs, or national symbols Trademark Act Section 2(a)



Figure 12: Grounds for opposition

<input type="checkbox"/> Deceptiveness Trademark Act Section 2(a)	<input type="checkbox"/> Geographic indication which, if used on or in connection with wine or spirits, identifies a place other than the origin of the goods Trademark Act Section 2(a)
<input type="checkbox"/> Consists of or comprises the flag or coat of arms or other insignia of the United States, or of any State or municipality, or of any foreign nation, or any simulation thereof Trademark Act Section 2(b)	<input type="checkbox"/> Consists of or comprises a name, portrait, or signature of a living individual without written consent, or the name, portrait, or signature of a deceased president without the written consent of the surviving spouse Trademark Act Section 2(c)
<input type="checkbox"/> Registration barred by claim or issue preclusion Mayer/Berkshire Corp. v. Berkshire Fashions Inc., 424 F.3d 1229, 76 USPQ2d 1310 (Fed. Cir. 2005)	<input type="checkbox"/> Fraud on the USPTO In re Bose Corp., 580 F.3d 1240, 91 USPQ2d 1938 (Fed. Cir. 2009)
<input type="checkbox"/> Violates the provisions of Trademark Act Section 4 Trademark Act Section 4 (collective and certification marks) and Sections 14(3) and (5)	<input type="checkbox"/> Misuse of registration symbol Copelands' Enterprises Inc. v. CNV Inc., 945 F.2d 1563, 20 USPQ2d 1295 (Fed. Cir. 1991)
<input type="checkbox"/> Title of single creative work Trademark Act Sections 1,2 and 45, Mattel Inc. v. Brainy Baby Co.,101 USPQ2d 1140 (TTAB 2011)	
<input type="checkbox"/> Other (please concisely indicate grounds and statutory or common-law basis for opposition)	
0/800 character limit	

Previous [Cancel](#) [Save session](#) [Continue](#)

Figure 12: Grounds for opposition

## 5.4 Opposer's pleaded mark

When you assert a likelihood of confusion or dilution claim (figure 13), you must identify:

- A mark that is the subject of a U.S registration or application,
- An unregistered mark that comprises or includes a design, or
- A trade name or unregistered mark that contains words only,

If your mark is the subject of a U.S. registration or application, you can search for the registration or application using its registration or application number.

You may enter no more than 49 marks and trade names.

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## Notice of opposition

1 Application 2 **Opposition data** 3 Opposer information 4 Pleading 5 Review and submit

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page.

- Application ✓
- Opposition data
  - Goods/services oppose 1
  - Grounds for opposition
  - Pleaded mark(s)**
- Opposer information
- Pleading
- Review and submit 2

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### Opposer's pleaded mark(s) and/or trade name(s) \* indicates required

You have indicated a ground for opposition based on your ownership of a trademark or trade name. Enter the trademark or trade name upon which you intend to rely in this proceeding. Enter no more than 49 marks.

#### Assert U.S. registration or application

If you are asserting a mark which is the subject of a U.S. registration or application, enter the registration or application number below. Information regarding the application or registration will be retrieved from a USPTO database.

If you are not asserting a registered or applied-for trademark, add a trade name and/or an unregistered mark.

- + Add unregistered trademark (comprising or including a design)** 2
- + Add trade name or unregistered trademark (words only)** 3

Figure 13: Add trade name or mark(s)

## 5.5 Adding an unregistered mark that comprises or includes a design

Upload an image of the unregistered mark (figure 14). List the goods and/or services on which, or in connection with, you have used the mark. When finished, select “Add to list” and your mark will be added to the Opposer’s pleaded mark(s) and/or trade name(s) page.

To add another unregistered mark, select “Add an unregistered trademark (comprising or including a design)” (figure 14).

### Add an unregistered trademark (comprising or including a design) ✕

\* Indicates required

Upload an image of the unregistered trademark, identify the goods and services it has been used in connection with, and select **Add** to save these changes. Repeat these steps to add additional unregistered trademarks.

**Unregistered mark \***

Choose file...

You can attach one JPG file. Your image must have a width and height of 940-950 pixels and 300 DPI.

**List of goods or services \***

0/2000 character limit

Cancel Add

Figure 14: Adding unregistered trademark including design

## 5.6 Adding a trade name or unregistered trademark (words only)

Input your trade name or unregistered mark in the displayed box (figure 15). List the goods and/or services on, or in connection with, which you have used the mark in the second input box. When finished, select “Add to list.” TTAB Center will add your trade name or unregistered mark to the Opposer’s pleaded mark(s) or trade name(s) page.

You may add other trade names or unregistered marks by selecting “Add trade name or unregistered trademark (words only).”

### Add a trade name or unregistered trademark (words only) ✕

\* Indicates required

Enter information about the trade name or unregistered trademark and select **Add** to save the changes. If you select **Cancel**, any information you entered will be lost. If you have more than one trade name or unregistered trademark, you may add it when you return to the previous screen.

**Trade name or trademark \***

**List of goods or services \***

0/2000 character limit

**Cancel** **Add**

Figure 15: Adding trade name or mark(s) - words only

## Example of a completed “Pleaded mark(s) and/or trade name(s)” page

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# Notice of opposition

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### Opposer's pleaded mark(s) and/or trade name(s) \* indicates required

You have indicated a ground for opposition based on your ownership of a trademark or trade name. Enter the trademark or trade name upon which you intend to rely in this proceeding. Enter no more than 49 marks.

#### Assert U.S. registration or application

If you are asserting a mark which is the subject of a U.S. registration or application, enter the registration or application number below. Information regarding the application or registration will be retrieved from a USPTO database.

e.g. 88814682

If you are not asserting a registered or applied-for trademark, add a trade name and/or an unregistered mark.

+ Add unregistered trademark (comprising or including a design)

+ Add trade name or unregistered trademark (words only)

Total marks entered: 2

Mark #1	Delete
<p><b>Application no.</b> 88814682</p> <p><b>Mark</b> EDISCO EDUCATION. DISCOVERY. COLLABORATION.</p>	<p><b>List of goods or services</b> Class 041. First Use: Feb 1, 2020 and First Use in Commerce: Feb 1, 2020 Goods or Services: Providing information in the field of education regarding healthcare</p> <p><a href="#">View trademark record</a></p>

Mark #2	Edit	Delete
<p><b>Unregistered mark</b></p> 		
<p><b>List of goods or services</b> cat</p>		

Previous Cancel Save session Continue

Figure 16: Pleaded trade names or mark added

You may edit or delete the identified mark or trade name by selecting the “Edit” or “Delete” buttons (figure 16).

## 5.5 Opposer information

If you tell TTAB Center to use one or more approved extensions of time to oppose, TTAB Center will add the name of the potential opposer in the extension to the “Opposer information” table. To add additional opposers, select “Add opposer.” If the “Add opposer” option is not shown, TTAB Center has determined that the period for opposing an application without an extension has passed.

If you are not using an extension, select “Add opposer” information, indicate whether the opposer is a company or an individual, and provide the necessary information regarding the opposer. To review information, use the “Edit” icon in the “Actions” column.

If you have told TTAB Center to use an extension, and you want to remove the name of the potential opposer listed in the extension the displayed table, return to the “Application data” page and deselect the extension request associated with the opposer. You may also do this by using the delete icon under the “Actions” column.

Remove an opposer by going back to the application data page and deselecting the extension request associated with the opposer.

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Previous Save session Continue

### Opposer information

\* indicates required

If no opposer is displayed below, please select “Add opposer information” and then provide the requested information about the opposer. If an opposer(s) is displayed, please select one or more of the identified opposers.

To remove an opposer from the list displayed below, please return to the prior application data page and deselect the extension request associated with the opposer.

Select opposer(s) \* 2 Opposer(s) selected

Opposer name	Opposer address	Related extensions	Actions
mike daly	123 STREET NAME CITY, AL 12345 UNITED STATES	90807299	
Jessica M Smith	260 MAIN ST BELGIUM, WI 53004 UNITED STATES	79308299	

Figure 17: Remove opposer by deselecting the extension on the application data page

Remove an opposer using the "Action" column (figure 18).

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- Opposer information**
- Opposer information ✓
- Contact information
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**Opposer information** \* indicates required

If no opposer is displayed below, please select "Add opposer information" and then provide the requested information about the opposer. If an opposer(s) is displayed, please select one or more of the identified opposers.

To remove an opposer from the list displayed below, please return to the prior application data page and deselect the extension request associated with the opposer.

**+ Add opposer information**

Select opposer(s) \* 1 Opposer(s) selected

Opposer name	Opposer address	Related extensions	Actions
test user	11 Atlantic Ave Nashville, TN 12345 UNITED STATES		 

[Previous](#) [Cancel](#) [Save session](#) [Continue](#)

Figure 18: Opposer information

Add opposer information modal (figure 19).

The image shows a modal window titled "Add opposer information" with a close button (X) in the top right corner. The form contains the following elements:

- Opposer type \***: Two radio buttons, "Company" and "Individual".
- Address \***: A text input field with a note: "Current domicile required for all parties. Indicate address of permanent legal residence (for individuals) or principal place of business (for entities)."
- Country \***: A dropdown menu currently showing "UNITED STATES".
- Address line 1 \***: A text input field.
- Address line 2 (Optional)**: A text input field.
- City \***: A text input field.
- State/Territory \***: A dropdown menu.
- Zip code \***: A text input field.

At the bottom of the modal, there is a "Cancel" button on the left and an "Add" button on the right. A red asterisk with the text "\* indicates required" is located in the top right of the modal area.

Figure 19: Add opposer information modal

## 5.6 Contact information

TTAB requires information to contact the opposer or its representative during the opposition.

Depending on your role (trademark attorney, Canadian attorney, attorney support, trademark owner or interested party), you may use information already available to TTAB Center. Otherwise, you will have to add the information yourself. Select how you want to add the contact information using the drop-down menu provided on the "Contact information" page (figure 20). The instructions that appear are specific

to each of the four user roles. For further information, refer to the section of this user guide which is appropriate to your role.

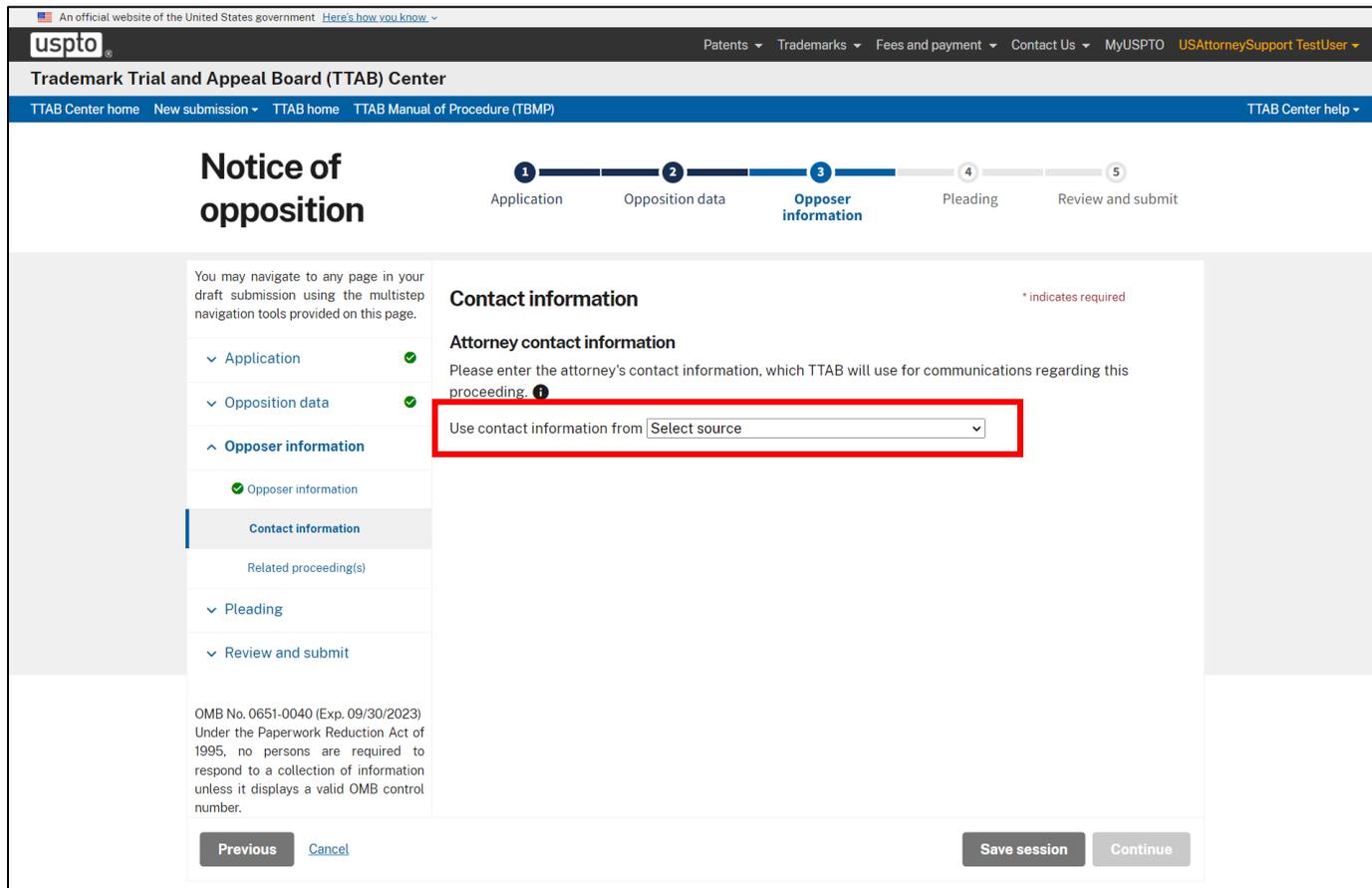


Figure 20: Starting screen for contact information

## Trademark owner or Interested party

The instructions in this section are for users proceeding without legal representation, known as trademark owners or interested parties.

As a trademark owner or an interested party, you may use the contact information from an extension you have selected or your USPTO.gov account. To choose which option you want to apply, use "Select source" in the drop-down menu.

### MyUSPTO

To add yourself as the contact for this opposition, select "MyUSPTO" from the drop-down menu (figure 21). TTAB Center will then import your contact information from your MyUSPTO account. If the uploaded contact information is not current, first update your MyUSPTO account and then upload the MyUSPTO information again.

You may enter a docket or reference number in the field provided.

You may also enter up to 10 secondary email addresses. TTAB will send correspondence regarding the opposition to the secondary email addresses in addition to the primary email address.

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## Contact information \* indicates required

### Opposer's contact information

Please enter the opposer's contact information, which TTAB will use for communications regarding this proceeding. 1

Use contact information from My USPTO

If you are the intended contact for the opposition and wish to add yourself as the contact for this opposition, you may select "My USPTO" from the drop-down menu. TTAB Center will then access your contact information from your My USPTO account. To change any information, you must first update the information in your My USPTO account

First name \* Middle initial Last name \* Suffix

Test [ ] [ ] TTAB [ ] [ ]

Business name [ ]

Telephone number 4015786652

Address \*

Country \* UNITED STATES

Address line 1 \* 2387 Clements Ferry Rd Address line 2 (Optional) [ ]

City \* Charleston State/Territory \* SOUTH CAROLINA Zip code \* 29492

Primary email address \* 1 (You may enter only one address.) testuser.ttab@gmail.com

Secondary email address (You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)

[ ] + Add testuser2.ttab@gmail.com x

Previous Cancel Save session Continue

Figure 21: Contact information - MyUSPTO

### Granted extension of time

If you are the contact in an extension, you may import your contact information from the extension (figure 22). Choose the extension number in the dropdown to import the contact information from that extension.

The information imported from an extension may not be changed. If your contact information in the extension is not current, select the MyUSPTO option from the drop-down and import your information from MyUSPTO.

You may add a docket or reference number in the appropriate field.

You may also add up to 10 secondary email addresses which TTAB will use in addition to the primary email address for opposition correspondence.

The screenshot shows the USPTO Trademark Trial and Appeal Board (TTAB) Center website. The main heading is "Notice of opposition". A progress bar at the top indicates the current step is "Opposer information", with other steps being "Application", "Opposition data", "Pleading", and "Review and submit".

The "Opposer information" section is titled "Contact information" and includes the following fields:

- Opposer's contact information:** A dropdown menu for "Use contact information from" is set to "Extension 97340770-Karen Smith".
- First name \*:** Karen
- Middle initial:** (empty)
- Last name \*:** Smith
- Suffix:** (empty)
- Business name:** (empty)
- Telephone number:** 2401112222
- Address \*:**
  - Country \*:** UNITED STATES
  - Address line 1 \*:** 930 ROSE AVE
  - Address line 2 (Optional):** (empty)
  - City \*:** ROCKVILLE
  - State/Territory \*:** MARYLAND
  - Zip code \*:** 20852
- Primary email address \*:** testuser.ttab@gmail.com (Note: You may enter only one address.)
- Secondary email address:** (empty) + Add

At the bottom of the form, there are buttons for "Previous", "Cancel", "Save session", and "Continue".

Figure 22: Contact information - extension

### Add an attorney

To designate a U.S.-licensed attorney as the contact for the opposition, send your draft to the attorney or a sponsored member of their staff – only they may add the attorney contact and bar membership information, and only the attorney may make the necessary certification regarding their membership in a U.S. bar.

To send to the attorney or a sponsored member of their staff, select "Send to attorney" (figure 23). You may not file your opposition with the TTAB until the attorney or staff member completes the "Contact

information” and the attorney makes the necessary certification that they are a member of a U.S. bar.

To work on another section before sending the draft to an attorney, navigate to that section using the multi-step navigation tools provided on this page.

The screenshot shows the USPTO Trademark Trial and Appeal Board (TTAB) Center website. The page title is "Notice of opposition". A progress bar at the top indicates five steps: 1. Application, 2. Opposition data, 3. Opposer information (current step), 4. Pleading, and 5. Review and submit. The main content area is titled "Contact information" and includes a sub-section "Attorney contact information". A navigation panel on the left lists the steps: Application, Opposition data, Opposer information (with sub-items: Opposer information, Contact information, Related proceeding(s)), Pleading, and Review and submit. The "Contact information" section contains the following fields and instructions:

- Attorney contact information**: Please enter the attorney's contact information, which TTAB will use for communications regarding this proceeding.
- Use contact information from: Add an attorney (dropdown menu)
- Instructions: Only a U.S. attorney or a sponsored member of their staff may add attorney contact information. You may continue working on other sections using the navigation panel on the left side of the page before you send a notification.
- First name \***, **Middle initial**, **Last name \***, **Suffix** (text input fields)
- Law firm or company name** (text input field)
- Docket number** (text input field)
- Bar membership \***:
  - Year of admission** (dropdown menu)
  - U.S. State/Commonwealth/Territory** (dropdown menu)
  - Membership number** (text input field)
- This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.
- Telephone number** (text input field)
- Address \***:
  - Country \*** (dropdown menu, currently showing UNITED STATES)
  - Address line 1 \*** (text input field)
  - Address line 2 (Optional)** (text input field)
  - City \*** (text input field)
  - State/Territory \*** (dropdown menu)
  - Zip code \*** (text input field)
- Primary email address \*** (text input field, note: You may enter only one address.)
- Secondary email address** (text input field, note: You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)

At the bottom of the form, there are buttons for "Previous", "Cancel", "Save session", and "Continue".

Figure 23: Contact information - add attorney

## Add a contact

If you do not want to import contact information and want to enter the contact information yourself, you may do so by completing all required fields (figure 24).

You may add a docket or reference number in the appropriate field.

You may also add up to 10 secondary email addresses which TTAB will use in addition to the primary email address for opposition correspondence.

The screenshot shows the USPTO TTAB Center website interface. At the top, there is a navigation bar with the USPTO logo and links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Test TTAB. Below this is the 'Trademark Trial and Appeal Board (TTAB) Center' header with links for TTAB Center home, New submission, TTAB home, TTAB Manual of Procedure (TBMP), and TTAB Center help. The main content area is titled 'Notice of opposition' and features a progress bar with five steps: 1. Application, 2. Opposition data, 3. Opposer information (current step), 4. Pleading, and 5. Review and submit. On the left, a sidebar menu allows navigation between Application, Opposition data, Opposer information (expanded), Contact information (selected), Related proceeding(s), Pleading, and Review and submit. The main form area is titled 'Contact information' and includes a note: '\* indicates required'. Under 'Opposer's contact information', users are prompted to enter contact details for communications. A dropdown menu allows selecting 'Add a contact'. The form contains several required fields: First name, Middle initial, Last name, and Suffix; Business name; Telephone number; Address; Country (set to UNITED STATES); Address line 1 and optional Address line 2; City, State/Territory, and Zip code; Primary email address (with a note that only one address may be entered); and Secondary email address (with a note that up to 10 addresses may be entered). A '+ Add' button is provided for secondary email addresses. At the bottom of the form, there are buttons for 'Previous', 'Cancel', 'Save session', and 'Continue'.

Figure 24: Contact information - add contact

## Trademark attorney

The instructions in this section are for users who are U.S.- licensed attorneys. You have four options for identifying a contact for the opposition.

### **MyUSPTO**

To import your contact and bar information from your MyUSPTO account, select “MyUSPTO” from the drop-down menu (figure 25). If your contact information is not current, you must first update your MyUSPTO account and then upload the MyUSPTO information again.

You must also certify that you are a member a bar of the highest court of any U.S. state, the District of Columbia or any U.S. commonwealth or territory. If you are a member of more than one bar, designate one bar from drop-down menu and make the certification by marking the adjacent box.

You may enter a docket or reference number in the field provided.

You may also enter up to 10 secondary email addresses. TTAB will send correspondence regarding the opposition to the secondary email addresses in addition to the primary email address.

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### Contact information \* indicates required

#### Attorney contact information

Please enter the attorney's contact information, which TTAB will use for communications regarding this proceeding. 1

Use contact information from MyUSPTO

If you are the intended contact for the opposition and wish to add yourself as the contact for this opposition, you may select "MyUSPTO" from the drop-down menu. TTAB Center will then access your contact information from your MyUSPTO account. To change any information, you must first update the information in your MyUSPTO account.

First name \* Middle initial Last name \* Suffix

Trademark A Attorney Two

Law firm or company name  
BAH

Docket or reference number  
If applicable, enter the docket or reference number.

Bar membership \*

U.S. State/Commonwealth/Territory, year of admission, membership number  
CALIFORNIA, 2023, Membership number XYZ

This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.

Telephone number  
1231231231

Address \*

Country \*  
UNITED STATES

Address line 1 \*  
123 Main Street

Address line 2 (Optional)

City \*  
Charleston

State/Territory \*  
SOUTH CAROLINA

Zip code \*  
29492

Primary email address \* 1  
(You may enter only one address.)  
testuser.another.tmattonney.tttab@gmail.com

Secondary email address  
(You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)  
testuser.tttab@gmail.com + Add

Previous Cancel Save session Continue

Figure 25: Attorney contact information - MYUSPTO

### Extension of time to oppose

You may import your contact information from an extension by choosing the extension in the dropdown (figure 26).

The information imported from an extension may not be changed. If your contact information in the extension is not current, select "MyUSPTO" from the dropdown and import your information from MyUSPTO.

You may add a docket or reference number in the appropriate field.

You may also add up to 10 secondary email addresses which TTAB will also use in addition to the primary email address for opposition correspondence.

You must also affirm that you are an active member in good standing of the bar of the highest court of that U.S. state, the District of Columbia or any U.S. commonwealth or territory.

The screenshot shows the USPTO Trademark Trial and Appeal Board (TTAB) Center website. The page title is "Notice of opposition". A progress bar at the top indicates five steps: 1. Application, 2. Opposition data, 3. Opposer information (current step), 4. Pleading, and 5. Review and submit. The main content area is titled "Contact information" and includes a sub-section for "Attorney contact information". A sidebar on the left lists navigation options: Application, Opposition data, Opposer information (expanded), Contact information (selected), Related proceeding(s), Pleading, and Review and submit. The "Attorney contact information" section contains the following fields: "Use contact information from" (dropdown menu showing "Extension 98009817-Patricia Vazquez"), "First name" (Patricia), "Middle initial" (empty), "Last name" (Vazquez), "Suffix" (empty), "Business name" (empty), "Telephone number" (703-777-7777), "Address" (Country: UNITED STATES, Address line 1: 123 FAIRFAX ST, City: FAIRFAX, State/Territory: VIRGINIA, Zip code: 22032), "Primary email address" (testuser.tmattonney.ttab@gmail.com), and "Secondary email address" (+ Add, sintia.angarita@uspto.gov). A "Previous" button is on the bottom left, and "Save session" and "Continue" buttons are on the bottom right.

Figure 26: Attorney contact information - extension

### Add an attorney

To designate another U.S.-licensed attorney as the contact for the opposition, send your draft to the other attorney or a sponsored member of their staff - they may add the attorney contact and bar membership information (figure 27). Only the attorney may make the necessary certification regarding their membership in a U.S. bar.

To send to the attorney or a member of their staff, select **Continue**.

To work on another section before sending the draft to another attorney, navigate to that section using the multi-step navigation tools provided.

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### Contact information \* indicates required

#### Attorney contact information

Please enter the attorney's contact information, which TTAB will use for communications regarding this proceeding. 1

Use contact information from

Only a U.S. attorney or a [sponsored member of their staff](#) may add attorney contact information. [Send a notification](#) to them to add attorney contact information.

You may continue working on other sections using the navigation panel on the left side of the page before you send a notification.

First name \* Middle initial Last name \* Suffix

Law firm or company name

Docket number

Bar membership \*

Year of admission U.S. State/Commonwealth/Territory Membership number 1

This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.

Telephone number

Address \*

Country \* UNITED STATES

Address line 1 \* Address line 2 (Optional)

City \* State/Territory \* Zip code \*

Primary email address \* 1  
(You may enter only one address.)

Secondary email address  
(You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)

Previous Cancel Save session Continue

Figure 27: Attorney contact information - add attorney

### Add a contact

An individual or a corporate officer who does not have a trademark attorney role, may be the contact in this proceeding. Enter the contact information for this individual in the fields provided (figure 28). Those fields marked with an asterisk are required fields.

You may add a docket or reference number in the designated field.

You may also add up to 10 secondary email addresses which TTAB will also use for sending correspondence regarding the opposition.

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### Contact information \* indicates required

#### Opposer's contact information

Please enter the opposer's contact information, which TTAB will use for communications regarding this proceeding. **i**

Use contact information from

First name \* Middle initial Last name \* Suffix

Business name

Telephone number

Address \*

Country \* UNITED STATES

Address line 1 \* Address line 2 (Optional)

City \* State/Territory \* Zip code \*

Primary email address \* **i**  
(You may enter only one address.)

Secondary email address  
(You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)

+ Add

Previous Cancel Save session Continue

Figure 28: Attorney contact information: add contact

## Canadian attorney

Under certain conditions specified in [37 CFR § 11.14\(c\)](#), a foreign attorney or agent who is not a resident of the United States may be recognized for the limited purpose of representing in trademark cases before the USPTO, parties located in the country in which the attorney or agent resides or practices.

Currently, the USPTO's Office of Enrollment and Discipline recognizes only Canada as qualifying for the limited exception provided in [37 CFR § 11.14\(c\)](#), permitting Canadian trademark attorneys and agents to represent a Canadian party before the USPTO as additionally appointed practitioners, so long as they remain registered and in good standing in Canada and are formally reciprocally recognized by the USPTO's Office of Enrollment and Discipline. [37 CFR § 11.14\(c\)\(2\)](#).

While a reciprocally recognized Canadian trademark attorney or agent may appear as an additionally appointed practitioner for a Canadian party, that party is also required to appoint a U.S.-licensed

attorney, as defined in [37 CFR § 11.1](#) and qualified to practice under [37 CFR § 11.14\(a\)](#), as the representative who will file documents with the TTAB and with whom TTAB will correspond.

If you are a practitioner reciprocally recognized by USPTO to represent persons located in Canada before the USPTO in a trademark matter, this section pertains to you.

To add the correspondence information for a U.S. attorney, select from either of the two options identified below. Use the provided dropdown menu, accessed through “Select source” or “Granted extension of time to oppose.”

You may upload the attorney contact information for a U.S. attorney using a granted extension of time to oppose. To do so, select the extension number in the drop-down menu. If any information contained in the extension must be updated, use “Add U.S. attorney.”

### **Add U.S. attorney**

To designate a U.S.-licensed attorney as the contact for the opposition, send your draft to the attorney or a sponsored member of their staff – only they may add the attorney contact and bar membership information, and only the attorney may make the necessary certification regarding their membership in a U.S. bar.

To send to the attorney or a sponsored member of their staff, select “Send to attorney” (figure 29). To work on another section before sending the draft to another attorney, navigate to that section using the multi-step navigation tools provided.

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## Contact information \* indicates required

### Attorney contact information

Please enter the attorney's contact information, which TTAB will use for communications regarding this proceeding. **i**

Use contact information from **Add a US attorney**

Only a U.S. attorney or a [sponsored member of their staff](#) may add attorney contact information. [Send a notification](#) to them to add attorney contact information.

You may continue working on other sections using the navigation panel on the left side of the page before you send a notification.

First name \* Middle initial Last name \* Suffix

Law firm or company name

Docket number

**Bar membership \***

Year of admission U.S. State/Commonwealth/Territory Membership number **i**

This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.

Telephone number

Address \*

Country \* UNITED STATES

Address line 1 \* Address line 2 (Optional)

City \* State/Territory \* Zip code \*

Primary email address \* **i**  
(You may enter only one address.)

Secondary email address  
(You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)

Previous [Cancel](#) [Save session](#) [Continue](#)

Figure 29: Canadian attorney contact information: add US attorney

## Attorney support

The instructions in this section apply to people employed or retained by an attorney, or the attorney's law firm, partnership, or corporation, who work directly for the attorney/agent and under their direct supervision. A sponsored support staff cannot be a foreign or domestic company, group, client, attorney, agent or other practitioner.

Using the drop-down menu provided, you may add the contact information as shown in the MyUSPTO account of an attorney who sponsored you, or in a granted extension of time to oppose. You may also input the attorney's contact information directly into the required fields.

Once you have entered the contact information, you may enter "Save" and send and send to your sponsoring attorney for their certification that they are an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.

**Existing attorney sponsor**

Select the contact information from your sponsoring attorney's MyUSPTO account from the drop-down menu (figure 30).

You may not change any information if you use this option. If the information is not current, the sponsoring attorney must first update the information in their MyUSPTO account – you can later select your sponsoring attorney. You may also select "Add contact information" for an attorney sponsor from the drop-down menu to add your sponsoring attorney's contact information (see following section for instructions).

You may enter a docket or reference number in the specified field.

You may also enter up to 10 secondary email addresses. TTAB will send correspondence regarding the opposition to the secondary email addresses in addition to the primary email address.

An official website of the United States government [Here's how you know.](#)

**uspto** Patents Trademarks Fees and payment Contact Us MyUSPTO USAttorneySupport TestUser

**Trademark Trial and Appeal Board (TTAB) Center**

TTAB Center home New submission TTAB home TTAB Manual of Procedure (TBMP) TTAB Center help

# Notice of opposition

1 Application 2 Opposition data 3 **Opposer information** 4 Pleading 5 Review and submit

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page.

- Application
- Opposition data
- Opposer information**
  - Opposer information
  - Contact information**
  - Related proceeding(s)
- Pleading
- Review and submit

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Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

## Contact information \* indicates required

### Attorney contact information

Please enter the attorney's contact information, which TTAB will use for communications regarding this proceeding. **i**

Use contact information from

Enter the contact and bar membership information for the U.S. attorney you want the TTAB to communicate with. If you don't know their information, the attorney or a sponsored member of their staff must provide it. However, only the attorney can make the necessary certification regarding their bar information. [Send a notification](#) to an attorney or a sponsored support staff to add attorney information and for bar certification.

You may continue working on other sections using the navigation panel on the left side of the page before you send a notification.

**First name \***  **Middle initial**  **Last name \***  **Suffix**

**Law firm or company name**

**Docket or reference number**  
If applicable, enter the docket or reference number.

**Bar membership \***  
**U.S. State/Commonwealth/Territory, year of admission, membership number**

This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.

**Telephone number**

**Address \***  
**Country \***

**Address line 1 \***  **Address line 2 (Optional)**

**City \***  **State/Province**  **Postal code \***

**Primary email address \* **i****  
(You may enter only one address.)

**Secondary email address**  
(You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.)  
 **+ Add**  
 **X**

Figure 30: Attorney support contact information: "Name of attorney"

**Granted extension of time**

If you want to add your sponsoring attorney who is the contact in a granted extension, you may import their contact information from the extension. Choose the extension number in the drop-down to import the contact information from that extension.

You may not change any information imported from an extension. If the contact information in the extension is not current, the sponsoring attorney must first update their information in their MyUSPTO account – you can later import their information through the provided dropdown menu. You may also select “Add contact information” for an attorney sponsor from the drop-down menu and directly input the sponsor’s updated information.

You may add a docket or reference number in the appropriate field.

You may also add up to 10 secondary email addresses which TTAB will use in addition to the primary email address.

**Add contact information for an attorney sponsor**

If your sponsoring attorney is not listed in the “Select source” drop-down menu, or if any of their information is not current, select “Add contact information” for an attorney sponsor. Complete all required fields.

You may enter a docket or reference number in the field provided.

You may also enter up to 10 secondary email addresses. TTAB will send correspondence regarding the opposition to the secondary email addresses in addition to the primary email address.

The screenshot shows the 'Notice of opposition' form on the USPTO TTAB Center website. The current step is 'Opposer information', specifically 'Attorney contact information'. The form includes a progress bar at the top with five steps: 1. Application, 2. Opposition data, 3. Opposer information (highlighted), 4. Pleading, and 5. Review and submit. The 'Attorney contact information' section contains the following fields and instructions:

- Name:** US Attorney Tester
- Law firm or company name:** [Text input field]
- Docket number:** [Text input field]
- Bar membership:**
  - Year of admission: [Dropdown menu]
  - U.S. State/Commonwealth/Territory: [Dropdown menu]
  - Membership number: [Text input field]
- This attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. commonwealth or territory.
- Telephone number:** [Text input field]
- Address:**
  - Country: UNITED STATES
  - Address line 1: [Text input field]
  - Address line 2 (Optional): [Text input field]
  - City: [Text input field]
  - State/Territory: [Dropdown menu]
  - Zip code: [Text input field]
- Primary email address:** [Text input field] (You may enter only one address.)
- Secondary email address:** [Text input field] (You may enter up to 10 addresses. These are addresses to which the Board will also transmit correspondence.) + Add

At the bottom of the form, there are buttons for 'Previous', 'Cancel', 'Save session', and 'Continue'. A sidebar on the left contains a navigation menu with options: Application, Opposition data, Opposer information (expanded), Contact information (selected), Related proceeding(s), Pleading, and Review and submit. A disclaimer on the left side of the form states: 'OMB No. 0651-0040 (Exp. 09/30/2023) Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.'

Figure 31: Attorney support contact information: add contact information for attorney sponsor

## 5.7 Related proceedings

If the opposer is involved in other proceedings involving the same or similar marks, identify those proceedings in the provided fields (figure 32). Include proceedings in the federal courts, state courts and USPTO. If there are no related proceedings, select **Continue** to the pleading attachments page.

To identify a related USPTO proceeding, enter the number for that proceeding into the search bar and then select “Confirm”. The proceeding number will then be added to the appropriate field. Alternatively, enter the proceeding number in the “Other related proceedings” field.

USPTO proceeding numbers have the following format:

- Related opposition number (91xxxxxx)
- Cancellation number (92xxxxxx)
- Concurrent use number (94xxxxxx)
- Ex parte appeal number (xxxxxxx)
- Expungement/reexamination number (yyyy-xxxxxE or yyyy-xxxxxR)

Federal or state court proceedings must be added in the “Other related proceeding(s)” field.

The screenshot shows the USPTO Trademark Trial and Appeal Board (TTAB) Center website. The page title is "Notice of opposition". A progress bar at the top indicates the current step is "Opposer information" (step 3 of 5). The left sidebar contains a navigation menu with the following items: Application (checked), Opposition data (checked), Opposer information (expanded), Opposer information (checked), Contact information, Related proceeding(s) (checked), Pleading, and Review and submit. The main content area is divided into four sections: "Related proceeding(s)", "Expungement/Reexamination proceeding(s)", "TTAB proceeding(s)", and "Other related proceeding(s)". The "Related proceeding(s)" section includes a search bar with the text "e.g. 88814682" and a search icon. The "Expungement/Reexamination proceeding(s)" section contains a table with columns "Proceeding no.", "Party", and "Actions", and the text "No proceedings added." The "TTAB proceeding(s)" section also contains a table with columns "Proceeding no.", "Party", and "Actions", and the text "No proceedings added." The "Other related proceeding(s)" section is a large text area with a "0/800 character limit" indicator. At the bottom of the form, there are four buttons: "Previous", "Cancel", "Save session", and "Continue".

Figure 32: Related proceedings

## 5.8 Pleading

To upload your notice of opposition and any exhibits, choose “Select files”, locate your document, and select “Open” (figure 33). Do the same for each document you want to upload. Each document must satisfy the following requirements:

- File format: .pdf
- Maximum individual file size: 6 MB
- Maximum total size of files: 53 MB
- Special characters not allowed in filename: '!@#%\$%^&\*(){}|

If your document does not conform to these requirements, you will receive an error message indicating that the file cannot be attached.

If you have successfully uploaded your attachment, TTAB Center will display the attachment in a table located at the bottom of the page.

The screenshot shows the USPTO TTAB Center interface for filing a Notice of Opposition. The progress bar indicates the user is currently in the 'Pleading' step. The main content area is titled 'Pleading and attachment(s)' and includes a 'Before you file' warning box and an 'Attach your file(s)' section with a file selection button and specific requirements for file format, size, and filename characters. The page also features a sidebar with navigation options and a footer with 'Previous', 'Cancel', 'Save session', and 'Continue' buttons.

Figure 33: Add pleaded mark attachment

## 5.9 Validate

You must validate the accuracy of the information you have inputted into TTAB Center. If you have no changes to the information you have inputted, select **Continue** to move forward to the “Sign, pay, and submit” page (figure 34). If TTAB Center does not detect any fields that require revision, a green banner will appear at the top of the page notifying you that nothing needs to be revised.

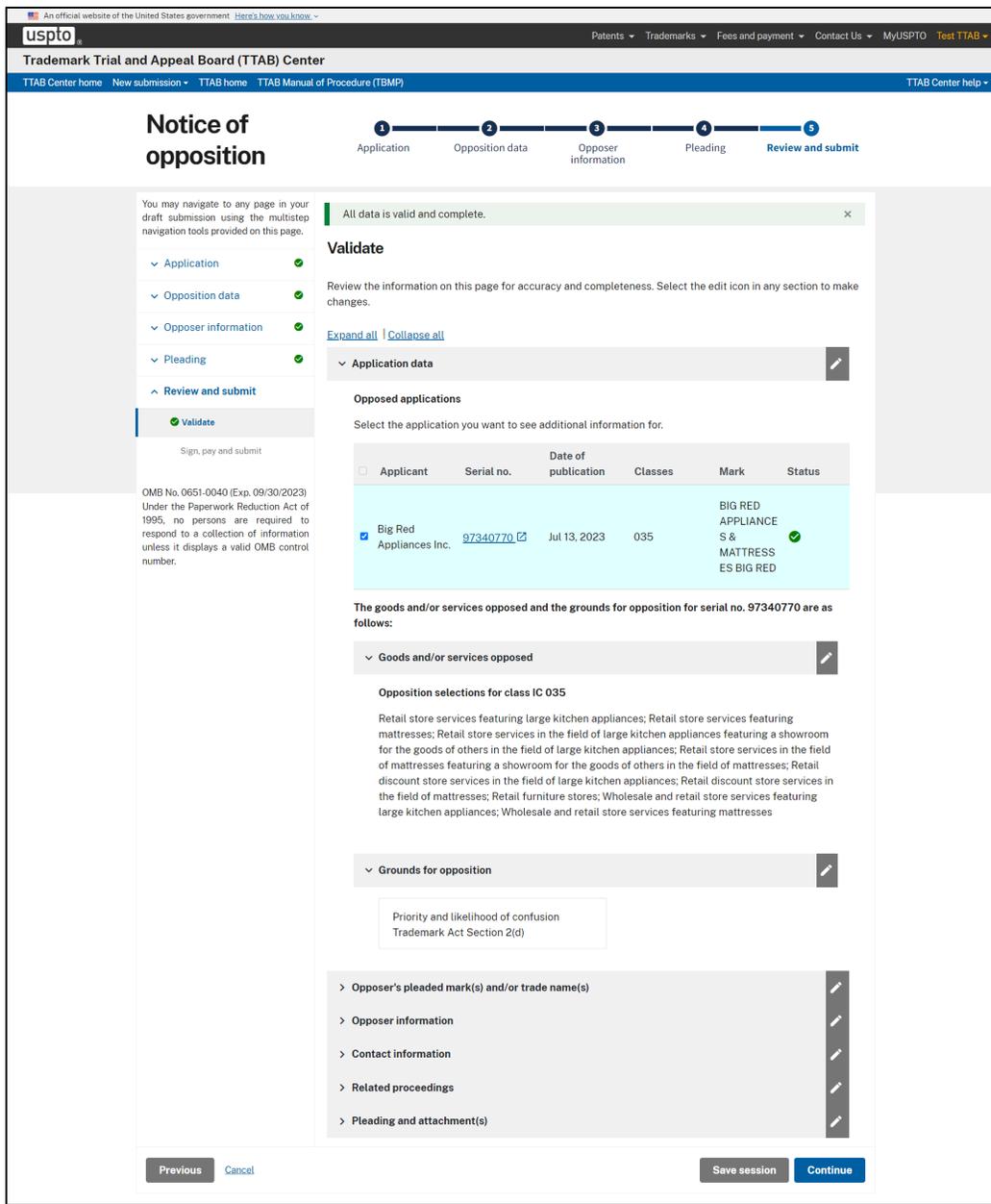


Figure 34: All sections successfully validated

If you want to change any information, select the pen icon displayed next to each section of the draft (figure 35).

If TTAB Center detects any missing information or information that does not comply with TTAB Center’s formatting requirements, TTAB Center will display the section with missing or noncompliant information

in red. To revise or complete such information, select the pen icon and edit the page where that information is located.

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Trademark Trial and Appeal Board (TTAB) Center

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## Notice of opposition

- Application
- Opposition data
- Opposer information
- Pleading
- Review and submit

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page.

- Application ✓
- Opposition data
- Opposer information ✓
- Pleading ✓
- Review and submit
- Validate**

Sign, pay and submit

OMB No. 0651-0040 (Exp. 09/30/2023)  
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

### Validate

Review the information on this page for accuracy and completeness. Select the edit icon in any section to make changes.

[Expand all](#) | [Collapse all](#)

Application data

#### Opposed applications

Select the application you want to see additional information for.

<input type="checkbox"/>	Applicant	Serial no.	Date of publication	Classes	Mark	Status
<input checked="" type="checkbox"/>	Big Red Appliances Inc.	<a href="#">97340770</a>	Jul 13, 2023	035	BIG RED APPLIANCE S & MATTRESS ES BIG RED	✓

The goods and/or services opposed and the grounds for opposition for serial no. 97340770 are as follows:

- Goods and/or services opposed
- Grounds for opposition

Opposer's pleaded mark(s) and/or trade name(s) ! This section is incomplete. Return to this section to add information.

Total count: 0

- Opposer information
- Contact information
- Related proceedings
- Pleading and attachment(s)

Previous Cancel Save session Continue

Figure 35: Validation error

## 5.10 Sign, pay, and submit

You may review the information included in your draft and the total fee for filing a notice of opposition. You may then complete the signature section (figure 36).

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**Trademark Trial and Appeal Board (TTAB) Center Beta**

TTAB Center home New submission TTAB home TTAB Manual of Procedure (TBMP) TTAB Center help

# Notice of opposition

- Application
- Opposition data
- Opposer information
- Pleading
- Review and submit**

You may navigate to any page in your draft submission using the multistep navigation tools provided on this page

- Application ✓
- Opposition data ✓
- Opposer information ✓
- Pleading ✓
- Review and submit
  - Validate
  - Sign, pay and submit**

OMB No. 0651-0040 (Exp. 11/30/2026)  
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

## Sign, pay and submit

[Expand all](#) | [Collapse all](#)

Application data

**Opposed applications**

Select the application you want to see additional information for.

<input type="checkbox"/> Applicant	Serial no.	Date of publication	Classes	Mark	Status
<input checked="" type="checkbox"/> Alysium-Tech GmbH	<a href="#">79257967</a>	May 28, 2024	009, 035, 042	ALYSIUM	✓

The goods and/or services opposed and the grounds for opposition for serial no. 79257967 are as follows:

Goods and/or services opposed

**Fees for notice of opposition (per class, electronically filed) ( [USPTO fee schedule](#) )**

Serial no.	No. of opposers	No. of classes	Fee
79257967	1	1	\$600.00
<b>Total</b>			<b>\$600.00</b>

**Paperwork Reduction Act Statement**

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. This collection of information is required by 37 CFR 2.101 and 2.104. The information is required to obtain or retain a benefit by the public. TTAB inter partes notice of opposition proceeding filings are estimated to take 30 minutes to complete including gathering, preparing, and submitting the completed form to the USPTO. Any comments on the amount of time you require to complete this activity and/or suggestions for reducing this burden, should be sent to the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22304-1450.

**Signature \*** \* indicates required

Type your signature between two slashes, e.g. //John Doe//

**Signatory's name \***

**Signatory's title/position \***

**Signature date \***

**Filer's name \***

**Primary telephone number**

[Previous](#) [Cancel](#) [Save session](#) [Pay and submit](#)

Figure 36: Sign and pay

After selecting “Pay and submit”, you will be redirected to the USPTO payment site (figure 37).

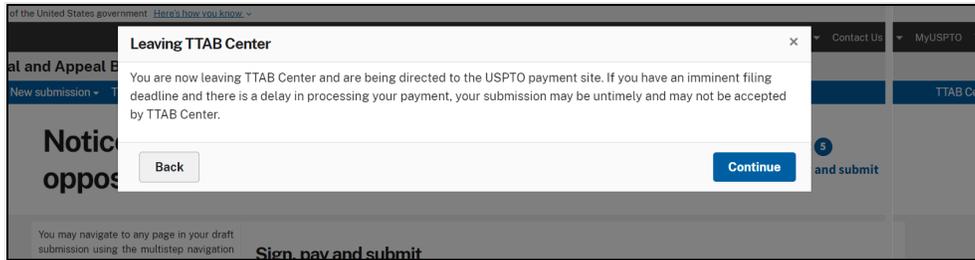


Figure 37: Warning - user leaving TTAB Center

After the payment site accepts your payment, a filing receipt will be emailed to you. You may view the receipt on your docket tab. The receipt will confirm your submission associated with a particular tracking number.

Your submission may be viewed at <https://ttabvue.uspto.gov/ttabvue/>. If you don't see your submission one week after you filed, or if you received an error message or experienced a technical issue while submitting, email [estta@uspto.gov](mailto:estta@uspto.gov). Provide:

- The TTAB tracking number,
- The serial, registration or proceeding number identified above, and
- A brief description of the error message or technical issue you encountered.

For non-technical status or information inquiries, contact the TTAB Assistance Center at [TTABinfo@uspto.gov](mailto:TTABinfo@uspto.gov) or 571-272-8500 Monday through Friday from 8:30 a.m. to 5 p.m. Eastern Time.

## 6. TTAB Center new submission – Petition for cancellation

A petition for cancellation of a trademark registration may be filed at any time. However, certain grounds are only available if the petition is filed within a limited time after registration of the mark. See Section 14 of the Trademark Act, 15 U.S.C. § 1064.

**To submit a petition for cancellation, visit ESTTA.**

ESTTA: <https://estta.uspto.gov/filing-type.jsp>

ESTTA User Guide: <https://estta.uspto.gov/estta12-usermanual.pdf>

## 7. TTAB Center new submission – Notice of appeal

An appeal may be taken from any final refusal of an application for registration of a trademark, or a final determination in an expungement or reexamination proceeding.

**To appeal a refusal to register, or appeal an expungement or reexamination determination, visit ESTTA.**

ESTTA: <https://estta.uspto.gov/filing-type.jsp>

ESTTA User Guide: <https://estta.uspto.gov/estta12-usermanual.pdf>

## 8. TTAB Center new submission – Request for extension of time

A person who believes that they would be damaged by the registration of a mark on the Principal Register may file a notice of opposition within 30 days of the date the mark is published in the Official Gazette. Alternatively, they may request an extension of time in which to oppose. A request for extension of time must be filed before the expiration of the opposition period or before the expiration of any previously granted extension.

A person may file a first request for either a 30-day extension of time, which will be granted upon request, or a 90-day extension of time, which will be granted only for good cause shown. A fee is required to request a 90-day extension of time.

A person who was granted a 30-day extension of time may file a request for an additional 60-day extension, which will be granted only for good cause shown. A fee is required for this request.

After receiving one or two extensions of time totaling 90 days, a person may file one final request for an extension of time for an additional 60 days. A fee is required for this request. TTAB will grant this request only upon consent of the applicant or upon a showing of extraordinary circumstances.

**To submit a request for an extension of time to oppose, visit ESTTA.**

ESTTA: <https://estta.uspto.gov/filing-type.jsp>

ESTTA User Guide: <https://estta.uspto.gov/estta12-usermanual.pdf>

## 9. TTAB Center new submission – File documents in a TTAB proceeding

When filing under this section, select the type of TTAB proceeding (opposition, cancellation, concurrent use, or appeal) in the dropdown box to identify the document you want to file (a motion, a brief, etc.) in an existing proceeding. Enter the proceeding number in the following format – Opposition (91xxxxxx), cancellation (92xxxxxx), concurrent use (94xxxxxx), ex parte appeal (xxxxxxx) or expungement/reexamination (yy-xxxxxE or yy-xxxxxR).

**If you would like to file documents in a TTAB proceeding please visit ESTTA.**

ESTTA: <https://estta.uspto.gov/filing-type.jsp>

ESTTA User Guide: <https://estta.uspto.gov/estta12-usermanual.pdf>

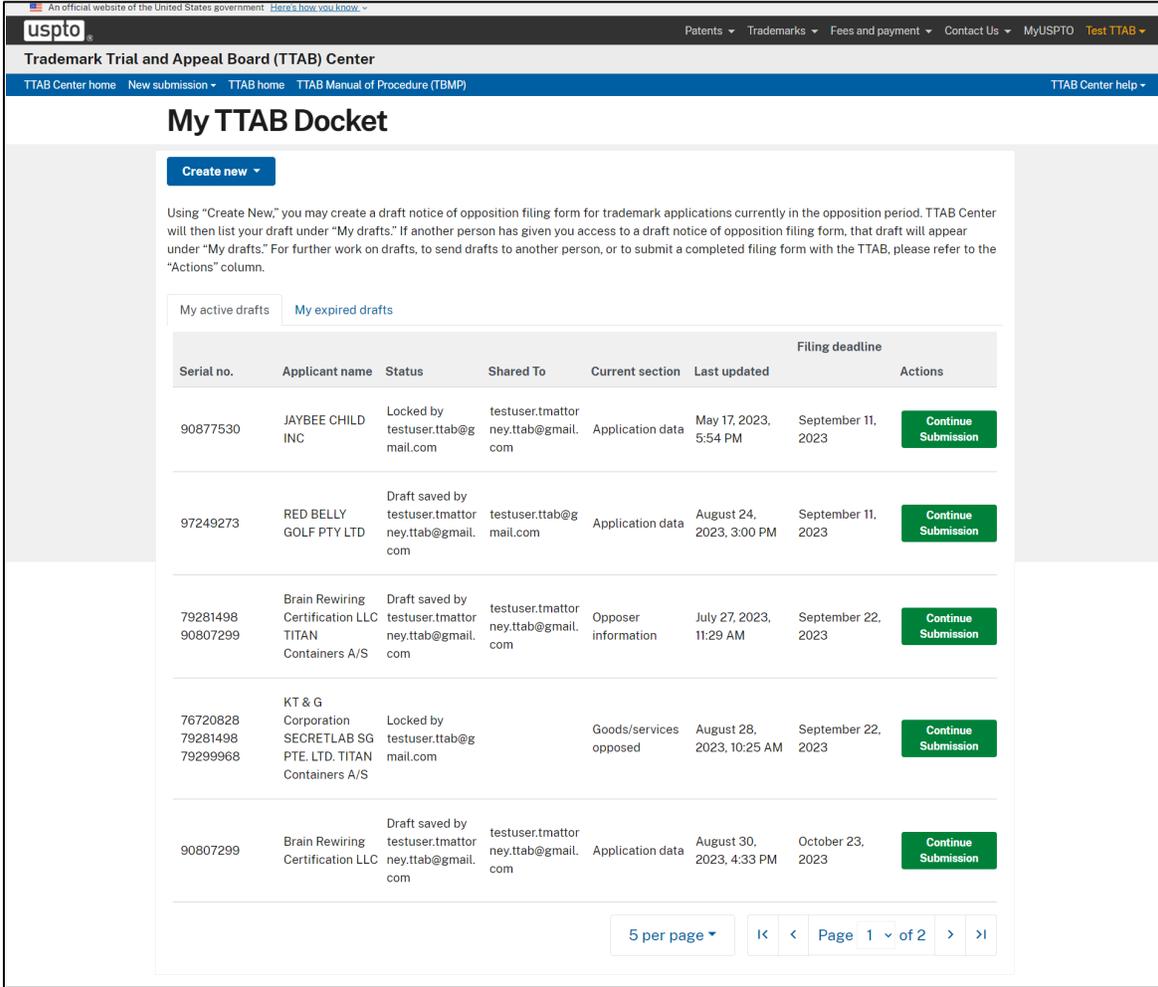
## 10. TTAB Center docket

The TTAB Center docket contains active and expired drafts. You may edit and then submit an active draft. You may not edit or submit a draft that has expired.

You may start a new filing by selecting “Create new” (figure 37).

### 10.1 Create new submission

Using the Create New drop-down, you may create a draft submission for an opposition involving one or more trademark applications that are within their opposition periods. TTAB Center will then list your draft under “My drafts” (figure 38).



The screenshot shows the "My TTAB Docket" page on the USPTO website. It features a "Create new" button and a table of drafts. The table has columns for Serial no., Applicant name, Status, Shared To, Current section, Last updated, Filing deadline, and Actions. There are five rows of drafts, each with a "Continue Submission" button.

Serial no.	Applicant name	Status	Shared To	Current section	Last updated	Filing deadline	Actions
90877530	JAYBEE CHILD INC	Locked by testuser.ttab@gmail.com	testuser.ttab@gmail.com	Application data	May 17, 2023, 5:54 PM	September 11, 2023	Continue Submission
97249273	RED BELLY GOLF PTY LTD	Draft saved by testuser.ttab@gmail.com	testuser.ttab@gmail.com	Application data	August 24, 2023, 3:00 PM	September 11, 2023	Continue Submission
79281498 90807299	Brain Rewiring Certification LLC TITAN Containers A/S	Draft saved by testuser.ttab@gmail.com	testuser.ttab@gmail.com	Opposer information	July 27, 2023, 11:29 AM	September 22, 2023	Continue Submission
76720828 79281498 79299968	KT & G Corporation SECRETLAB SG PTE. LTD. TITAN Containers A/S	Locked by testuser.ttab@gmail.com		Goods/services opposed	August 28, 2023, 10:25 AM	September 22, 2023	Continue Submission
90807299	Brain Rewiring Certification LLC	Draft saved by testuser.ttab@gmail.com	testuser.ttab@gmail.com	Application data	August 30, 2023, 4:33 PM	October 23, 2023	Continue Submission

Figure 38: TTAB Center Docket

### 10.2 Docket drafts

If do not want to create a new draft but want to return to an existing draft, you may select **Continue submission** for one of the drafts in the table showing active drafts.

If another person has given you access to a draft, the draft will appear in the table showing “My drafts” (figure 39). For further work on drafts, to send drafts to another person, or to submit to the TTAB, refer to the “Actions” column.

The screenshot shows the 'My TTAB Docket' page on the USPTO website. It features a 'Create new' button and a brief explanation of the 'Create New' function. Below this is a table with two tabs: 'My active drafts' (selected) and 'My expired drafts'. The table lists five drafts with the following data:

Serial no.	Applicant name	Status	Shared To	Current section	Last updated	Filing deadline	Actions
90877530	JAYBEE CHILD INC	Locked by testuser.tttab@gmail.com	testuser.tmtattorney.tttab@gmail.com	Application data	May 17, 2023, 5:54 PM	September 11, 2023	Continue Submission
97249273	RED BELLY GOLF PTY LTD	Draft saved by testuser.tmtattorney.tttab@gmail.com	testuser.tttab@gmail.com	Application data	August 24, 2023, 3:00 PM	September 11, 2023	Continue Submission
79281498 90807299	Brain Rewiring Certification LLC TITAN Containers A/S	Draft saved by testuser.tmtattorney.tttab@gmail.com	testuser.tmtattorney.tttab@gmail.com	Opposer information	July 27, 2023, 11:29 AM	September 22, 2023	Continue Submission
76720828 79281498 79299968	KT & G Corporation SECRETLAB SG PTE. LTD. TITAN Containers A/S	Locked by testuser.tttab@gmail.com		Goods/services opposed	August 28, 2023, 10:25 AM	September 22, 2023	Continue Submission
90807299	Brain Rewiring Certification LLC	Draft saved by testuser.tmtattorney.tttab@gmail.com	testuser.tmtattorney.tttab@gmail.com	Application data	August 30, 2023, 4:33 PM	October 23, 2023	Continue Submission

At the bottom of the table, there is a pagination control showing '5 per page' and 'Page 1 of 2'.

Figure 39: TTAB Center Docket - Active drafts

You may view expired drafts in the table showing “My expired drafts” (figure 40).

**My TTAB Docket**

[Create new](#)

Using “Create New,” you may create a draft notice of opposition filing form for trademark applications currently in the opposition period. TTAB Center will then list your draft under “My drafts.” If another person has given you access to a draft notice of opposition filing form, that draft will appear under “My drafts.” For further work on drafts, to send drafts to another person, or to submit a completed filing form with the TTAB, please refer to the “Actions” column.

[My active drafts](#) [My expired drafts](#)

Serial no.	Applicant name	Status	Shared To	Current section	Last updated	Filing deadline	Actions
90000212	Juristio LLC	Draft saved by testuser.ttab@gmail.com		Application data	June 22, 2021, 12:00 AM	July 1, 2021	<a href="#">Continue Submission</a>
90000442	Aliya Harris	Draft saved by testuser.ttab@gmail.com		Application data	June 22, 2021, 12:00 AM	July 1, 2021	<a href="#">Continue Submission</a>
90000212	Juristio LLC	Draft saved by testuser.ttab@gmail.com		Application data	June 22, 2021, 12:00 AM	July 1, 2021	<a href="#">Continue Submission</a>
90000212	Juristio LLC	Draft saved by testuser.ttab@gmail.com		Application data	June 22, 2021, 12:00 AM	July 1, 2021	<a href="#">Continue Submission</a>
90000442	Aliya Harris	Draft saved by testuser.ttab@gmail.com		Application data	June 22, 2021, 12:00 AM	July 1, 2021	<a href="#">Continue Submission</a>

5 per page [|<](#) [<](#) Page 1 of 312 [>](#) [>|](#)

Figure 40: TTAB Docket - Expired drafts

## 11. Notifications from TTAB Center

Notifications will be sent to the email addresses listed in your draft in the following situations:

- When a user saves a session and returns to their TTAB docket, others identified in the draft will be updated by email that changes have been made to the draft (figure 41).

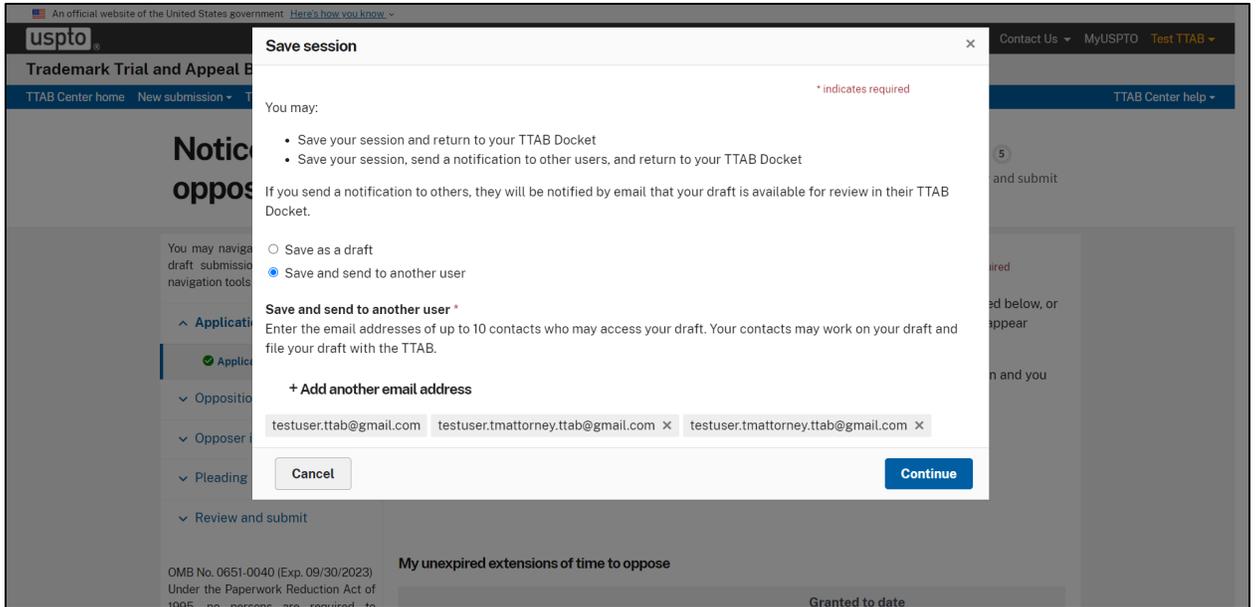


Figure 41: TTAB Docket Save Session Modal

- When a user successfully submits their notice of opposition, an email will be sent indicating that their submission has been received.

## 12. Get additional help

If the user guide was unable to help you address your questions and concerns, you may contact the TTAB Assistance Center.

Phone: 571-272-8500

Email: [TTABInfo@uspto.gov](mailto:TTABInfo@uspto.gov)

The TTAB Assistance Center is available Monday-Friday 8:30 a.m. – 5 p.m. Eastern Time, with the exception of federal holidays. A representative will respond on or before the next business day.