



# ***P-TACTS***

# **Patent Trial and Appeal Case Tracking System**

## **User Guide**

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UNITED STATES  
PATENT AND TRADEMARK OFFICE®

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# 1. Introduction

Welcome to the Patent Trial and Appeal Case Tracking System (P-TACTS) User Guide. The PTACTS landing page can be found at URL <https://ptacts.uspto.gov/ptacts/ui/home>. In order to sign-in to P-TACTS, you will need to create an account in MyUSPTO at URL <https://my.uspto.gov>.

## 1.1 Purpose

The purpose of this document is to provide a comprehensive user guide for external PTAB customers who will be required to use P-TACTS to work on AIA Trial Cases.

## 1.2 Identification

The below information provides a description for each section of this document.

1. Introduction (current section)
2. Creating an account in MyUSPTO (Chapter 2)
3. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

## 1.3 Scope

The scope of this document includes requirements for signing in to P-TACTS via MyUSPTO. Below are some helpful links for working with MyUSPTO and P-TACTS.

P-TACTS Landing Page: <https://ptacts.uspto.gov/ptacts/ui/home>

MyUSPTO Frequently Asked Questions: [www.uspto.gov/learning-and-resources/account-faqs](http://www.uspto.gov/learning-and-resources/account-faqs)

USPTO Sign in page: <https://account.uspto.gov/profile/create-account>

P-TACTS Resource Page: [www.uspto.gov/patents/ptab/patent-trial-and-appeal-case-tracking-system-p-tacts](http://www.uspto.gov/patents/ptab/patent-trial-and-appeal-case-tracking-system-p-tacts)

## 2. Creating an account in MyUSPTO

### 2.1 Getting started

To get started, type the provided URL <https://ptacts.uspto.gov/ptacts/ui/home> into your Internet browser. USPTO recommends using Google Chrome to access this site.

### 2.2 Welcome to P-TACTS

Welcome to the USPTO Patent Trial and Appeal Case Tracking System landing page. On the top, upper right corner of the page, within the black bar, two access options are provided.

If a MyUSPTO account exists, select the **MyUSPTO** menu in the black menu bar located at the top right of the page.

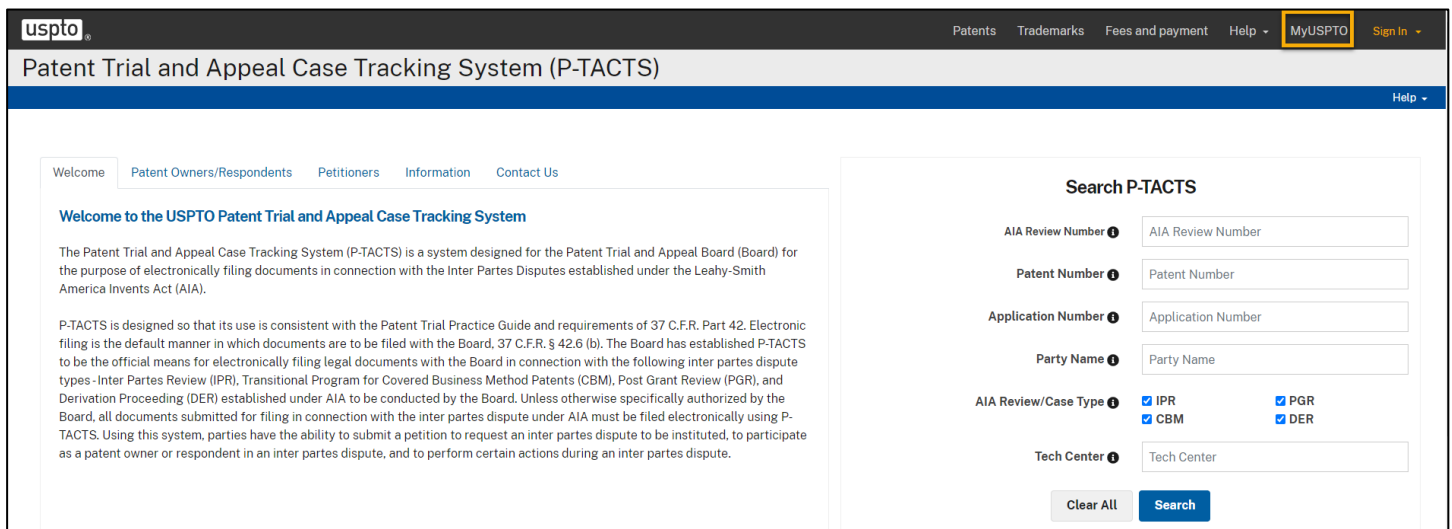


Figure 1: Welcome to the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) landing page

Select the **Log in with your USPTO.gov account** to sign in.

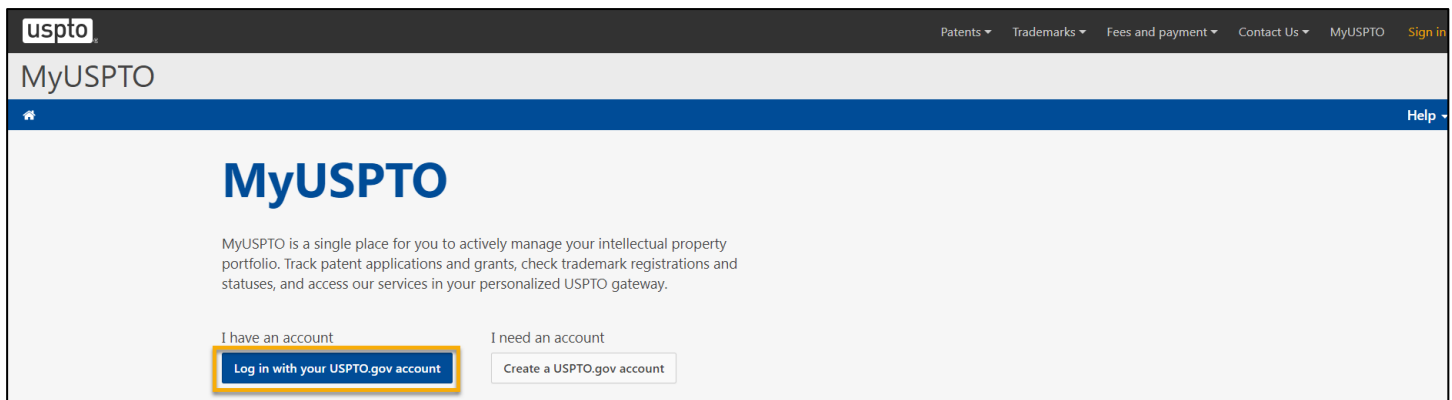


Figure 2: MyUSPTO Log in with your USPTO.gov account

If a MyUSPTO account does not exist, select the **MyUSPTO** menu in the black menu bar located at the top right of the page to create an account.

## 2.3 MyUSPTO

Select the gray **Create a USPTO.gov account** button to create an account.

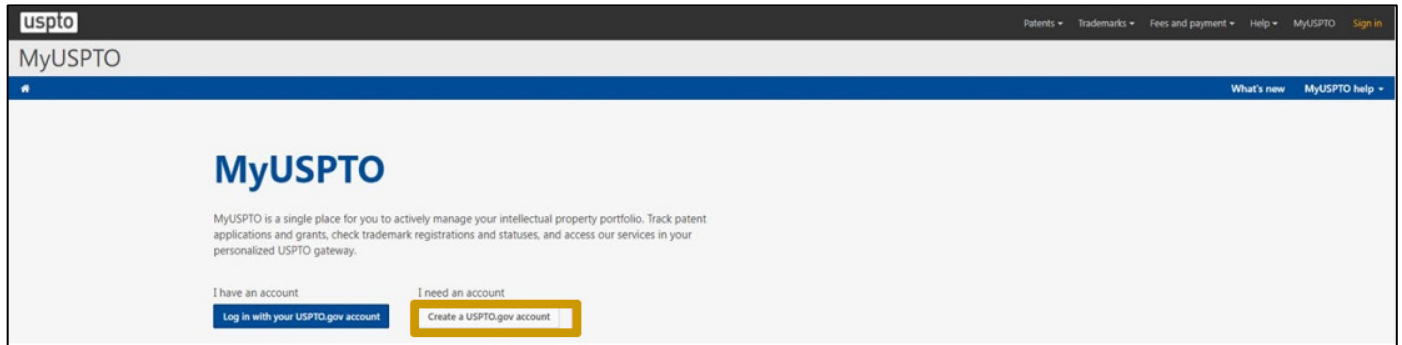


Figure 3: MyUSPTO Create a USPTO.gov Account

1. Enter the following information, items marked with an \*asterisks are required fields:

- Email address\*
- Title
- First name\*
- Middle name
- Last name\*
- Suffix
- Phone\*
- Country\*
- Street address\*
- City\*
- State\*
- Zip\*
- reCaptcha verification\*
- Check **I understand and agree with USPTO's Terms of Use and Privacy Policy.**

The email address entered within the USPTO.gov account registration is the same email that will be linked to your P-TACTS account and must be used to access to your case docket and case information.

If you update your USPTO email address associated to your USPTO account, you are required to submit a case docket transfer request to PTAB listing the previous P-TACTS email address, your new or updated P-TACTS and activated corresponding USPTO email address, as well as your USPTO Registration number (if applicable).

After all required fields have information entered, select the blue **Next** button.

The screenshot shows the 'Account' page on the USPTO website. The main heading is 'Create a USPTO.gov account'. Below this, there is a link for users who already have an account: 'Already have your USPTO.gov account? [Sign in](#)'. A note indicates that an asterisk (\*) denotes required fields. The form includes the following fields: 'Email address \*' (text input), 'Title' (dropdown menu with 'Select' as the current selection), 'First name \*' (text input), 'Middle name' (text input), 'Last name \*' (text input), 'Suffix' (text input), and 'Phone \*' (text input with a dropdown menu set to 'Work' and a 'Numbers only' checkbox). There is also a reCAPTCHA verification section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. At the bottom of the form, there is a checkbox for 'I understand and agree with USPTO's Terms of Use and Privacy Policy.' and a blue 'Next' button.

Figure 4: Create a USPTO.gov account contact information entry screen

2. After selecting the Next button, you will be prompted with a message to **Check your email** to activate your uspto.gov account. If you did not receive the activation email, check to make sure you typed your email address correctly and check other inbox folders such as spam, clutter, junk, and promotions.

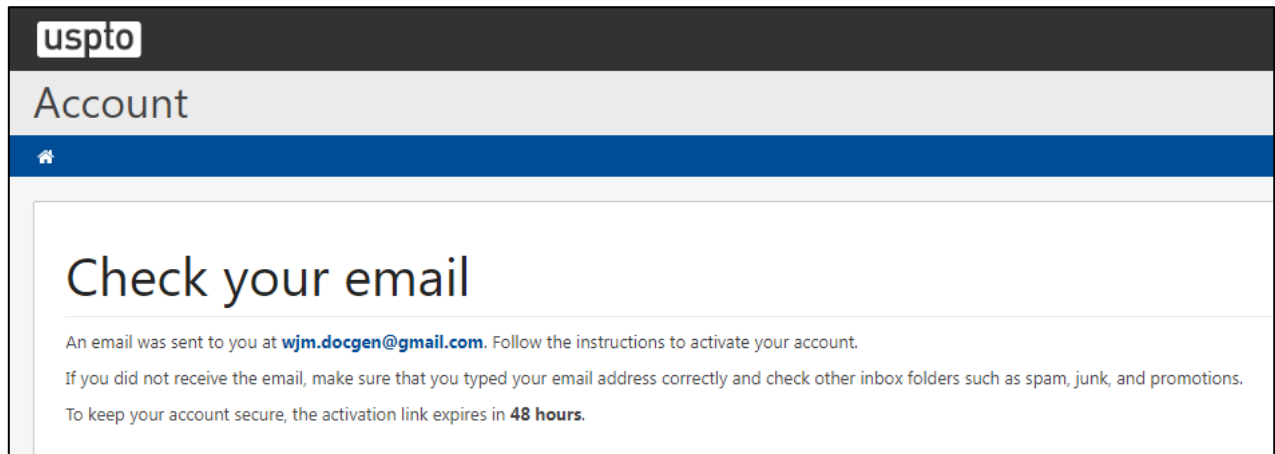


Figure 5: USPTO.gov account creation email prompt

Open your activation email and select the blue **Activate Account** button.

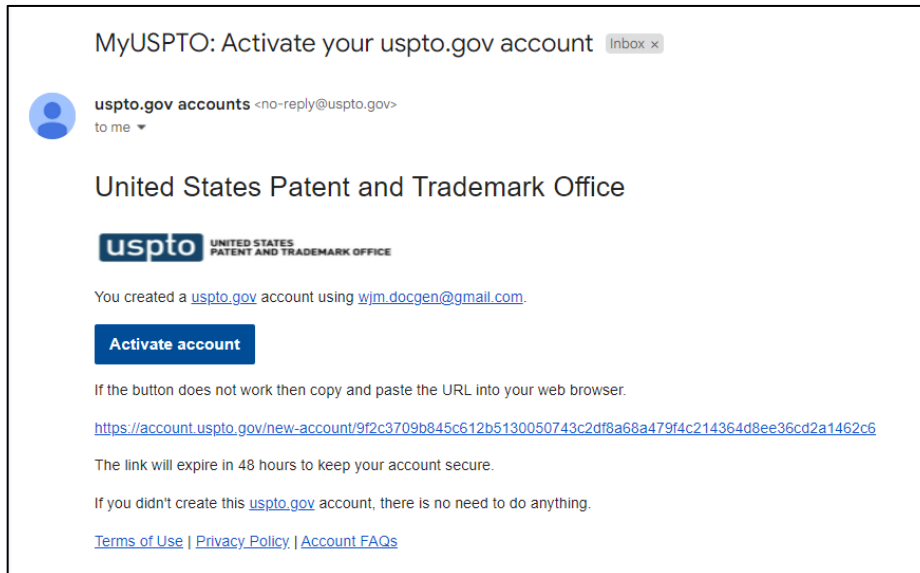


Figure 6: Activation email message

- You will receive a pop-up window with the title **Activate your account**, allowing you to create a password in MyUSPTO. Ensure your new password includes:
  - at least 12 characters
  - one upper case letter
  - one lower case letter
  - one number
  - one special character.

After entering your new password and confirming the new password, select the blue **Activate your account** button.

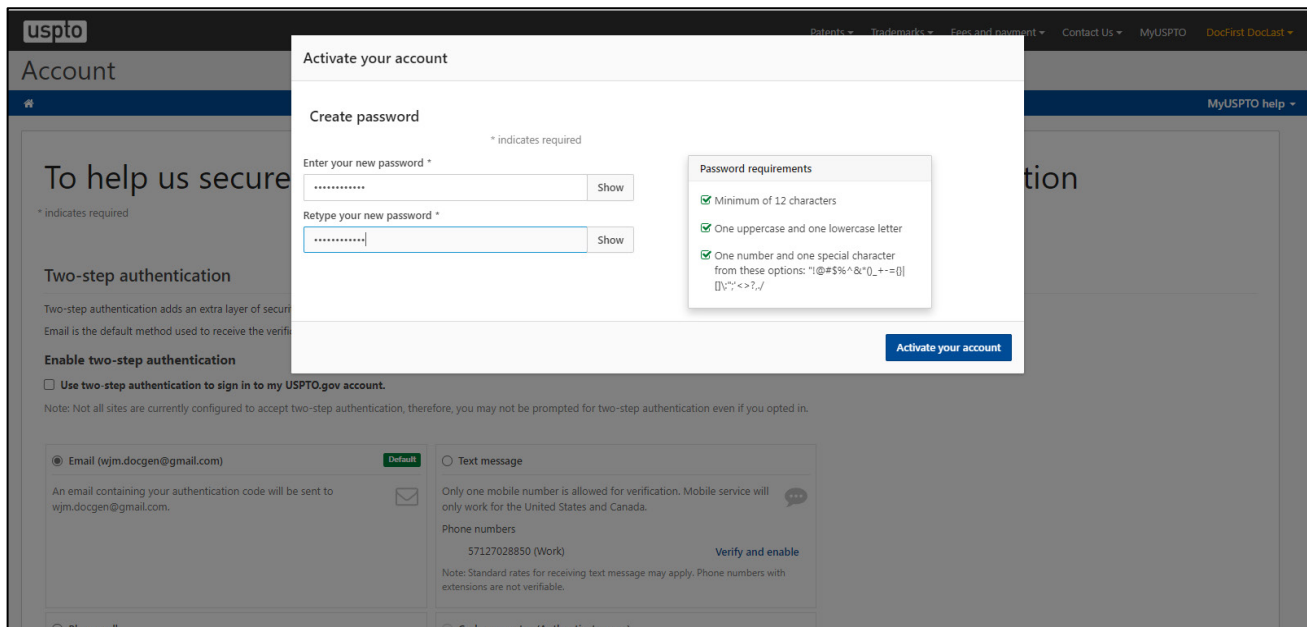


Figure 7: Create password for MyUSPTO account activation setup

4. After a password has been successfully entered, the account setup page is displayed. Scroll down the displayed screen to enter your user account information, including company name, attorney bar membership, professional interest, alternative email address, phone numbers, fax number, and mailing address. Please note all information fields with an asterisk are required to have information entered. When all information is entered, select the blue **Save** button. Only your phone number designated as your **Work** number is available within your P-TACTS account.

The screenshot displays the 'Account' setup page for MyUSPTO. The page is divided into several sections: 'Personal information' with a 'Company name' field and a 'Look up' button; 'Attorney bar membership' with dropdowns for 'U.S. State / Commonwealth / Territory', 'Membership number', and 'Year of admission', plus an 'Add another bar membership' link; 'Professional Interest' with checkboxes for 'Patents' and 'Trademarks'; and 'Contact information' which includes an 'Alternate email address' field, a 'Phone(s)' section with a 'Work' dropdown and a pre-filled number '2223334444', and an 'Add another phone number' section with fields for 'Fax', 'Country' (set to 'UNITED STATES'), 'Street address', 'City', 'State', and 'Zip'. A blue 'Save' button is located at the bottom left of the contact information section.

Figure 8: Contact Information for MyUSPTO account activation setup

5. After saving your two-step authentication contact preferences and additional account information, you will be prompted to personalize your MyUSPTO widgets. A list of the widgets is set forth below.

- MyUSPTO
- Widget overview
- Patent and Trademark docket widgets
- Notifications on docket widgets
- Custom workspaces
- Two-step authentication

Once you have set up your widgets, select the gray **Get started** button.

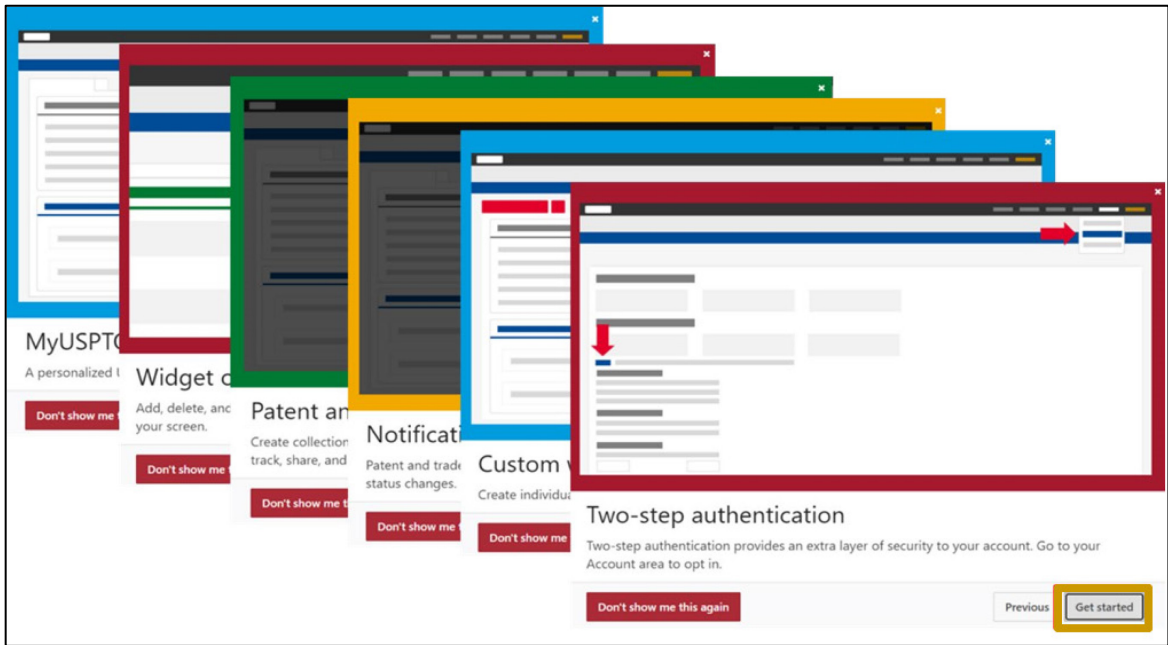


Figure 9: MyUSPTO widgets

- Once you have successfully logged into your MyUSPTO account, navigate to the Patents link in the black menu bar at the top on the page and select the **Patent Trial and Appeal Case Tracking System** link.

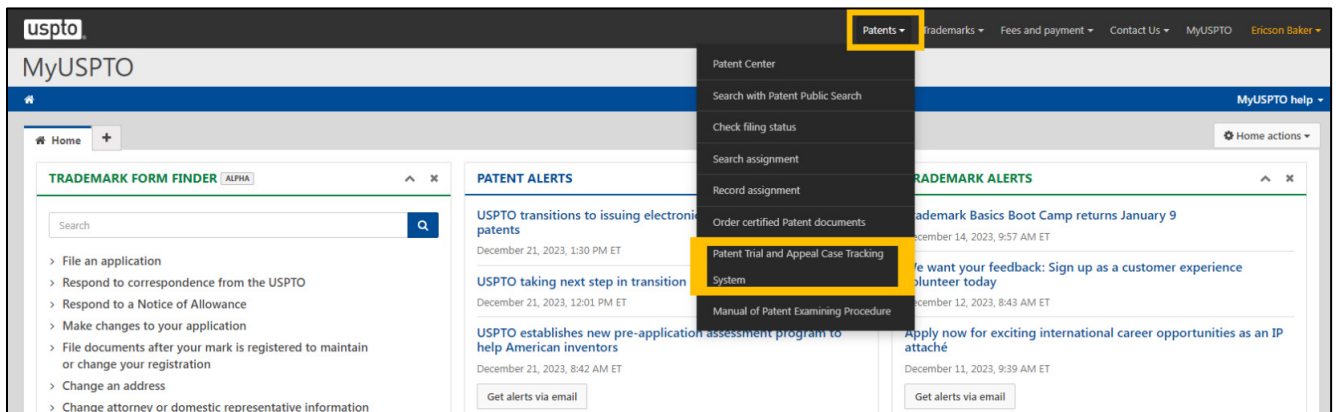


Figure 10: Access P-TACTS from Patents drop-down

- You will be taken to the P-TACTS landing page shown below, select the **Sign-In** link in the black menu bar located in the top right side of the page. Since you are already logged into your MyUSPTO account, you will not be prompted to enter your credentials again. Once you are signed into your MyUSPTO account, you are signed into P-TACTS and will see your name at the top right-hand corner of the black menu bar.

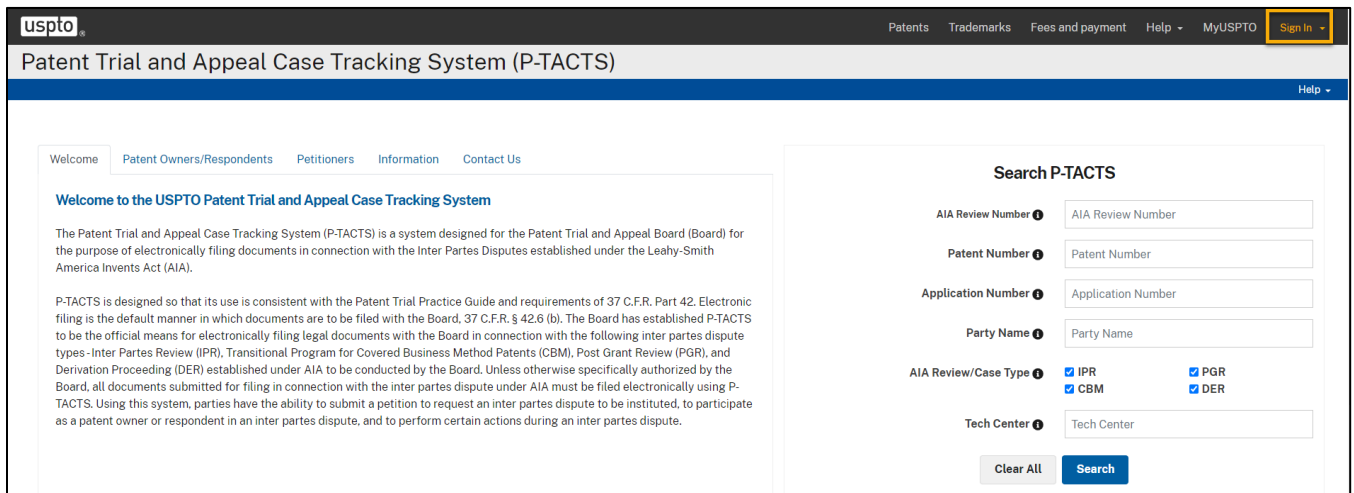


Figure 11: P-TACTS default landing page with sign-in menu option

- Once you are signed into the P-TACTS system, your default view will be your case docket with case management options in the top-level blue menu bar. P-TACTS system navigation and functionality will be discussed in an upcoming section.

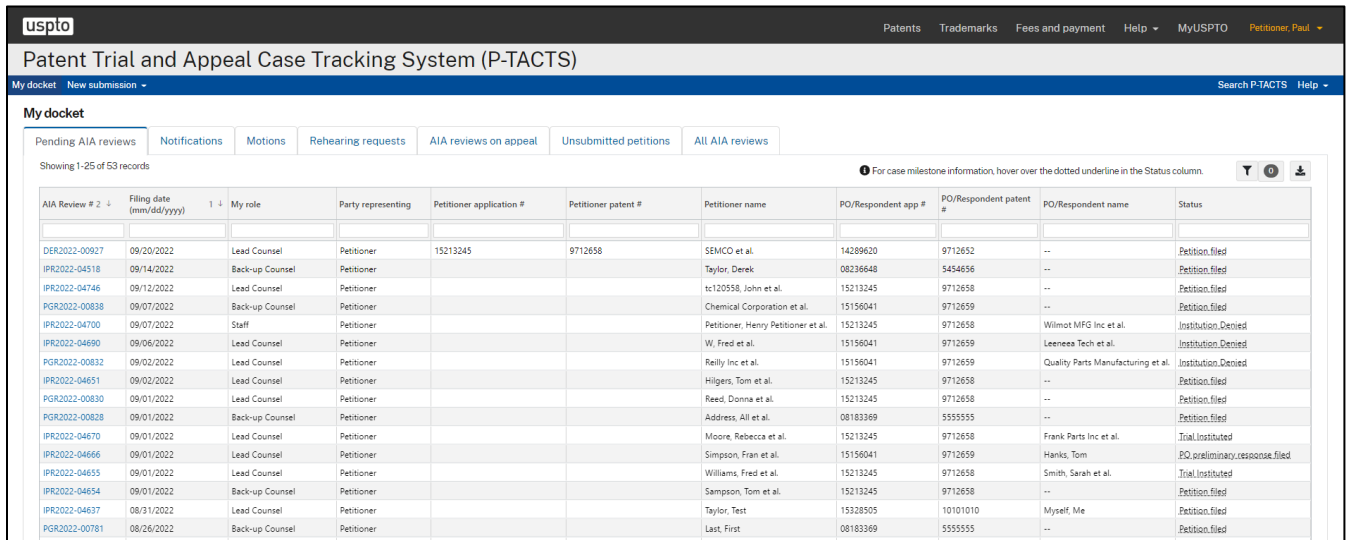


Figure 12: Example P-TACTS Signed-in user's case docket screen



## 3. User Roles and Privileges in P-TACTS

### 3.1 User Roles and Privileges

The P-TACTS system provides access through anonymous and registered P-TACTS user roles.

### 3.2 Anonymous User

In this role, users can perform an anonymous search in P-TACTS without logging into the system or having to create an account. However, access is limited to public documents and public case information.

### 3.3 Registered P-TACTS User Accounts

All users with a validated MyUSPTO account that matches the e-mail address in the user's P-TACTS account can view their docket for any cases where the user is a registered party, perform searches and in addition to accessing public documents and case information, the user will also be able to see private case documents and case information where the user is a registered party. Additionally, any registered P-TACTS user account can be one of the four types of user roles for a particular AIA Trials Review case.

1. **Submitter** – Users can submit a petition or enter an appearance as a patent owner, and designate counsel within these processes for the associated AIA Review number. The Submitter user role is not a party to the AIA Review case unless designated as counsel or real party pro se.
2. **Lead Counsel** – Users designated as Lead Counsel for an AIA Review case can view and submit documents, and add, delete, or make updates to the new Staff role.
3. **Back-up Counsel** – For a party to a PTAB Trial case, all counsel that are not Lead Counsel must be designated as Back-up Counsel. There is no longer a separate role for a First Back-up Counsel. Users designated as Back-up Counsel for an AIA Review case can view and submit documents, but will NOT have the ability to add, delete, or make updates to the new Staff role.
4. **Staff** – This is a new role where users can view and submit documents for an AIA Review case where Lead Counsel has added the Staff role user. This role is only visible to the party who submitted the Staff role for the particular AIA Review case.

*Privileges – The Staff role can perform all the activities of a Lead/Back up counsel with the exception of adding another staff. All AIA Review cases that Staff user has been added to should appear on My Docket. Staff will NOT receive any email notifications concerning a case except when the Staff acts as Submitter to file a petition or enter an appearance for Patent Owner. Staff can only be added to an AIA Review case by Lead Counsel after the petition has been submitted. Staff, however, will be able to view, in the Notifications tab, any notifications for an AIA review sent by PTAB after the Staff has been added to that AIA*

*Review by Lead Counsel. Staff cannot view Staff on the opposing party, and Staff cannot view Payments of opposing party.*

## 4. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

### 4.1 Initiate New Petition

To initiate a new petition, navigate to the blue menu bar and select the **New submission** link located at the top left of the page. From the dropdown menu, select the **Initiate a new petition** menu option.

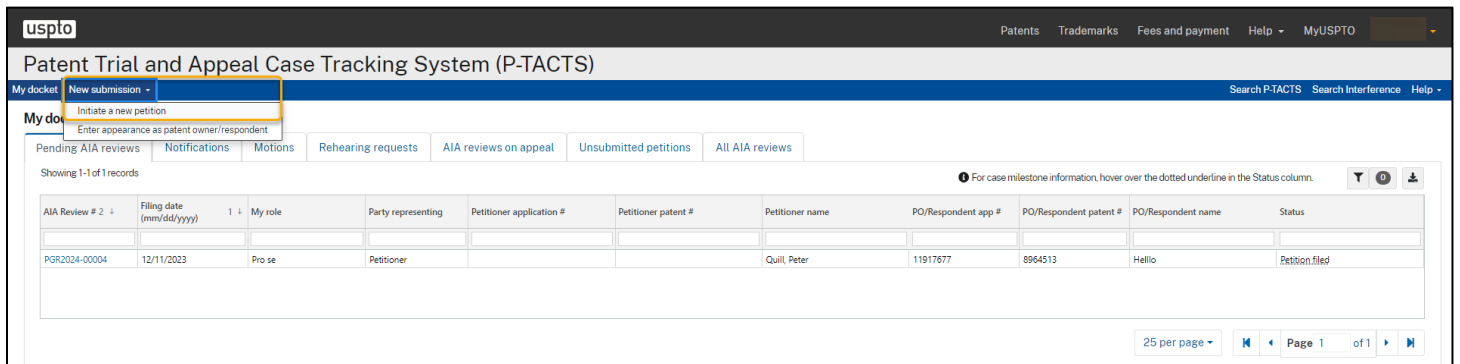


Figure 13: P-TACTS menu selection for initiating a new petition

### 4.2 Create New Petition Wizard – Verification

1. You will be taken to the **Create new petition** wizard that will guide you through the process of creating a new petition. P-TACTS will need to verify that there is a valid patent challenged in the petition before you can create your petition. Please note that all required fields within the Create new petition wizard screens are designated with a red asterisk.
2. Select a trial type for your submission. You can choose from the following options:
  - Derivation AIA Review
  - Inter Partes Review
  - Post Grant Review

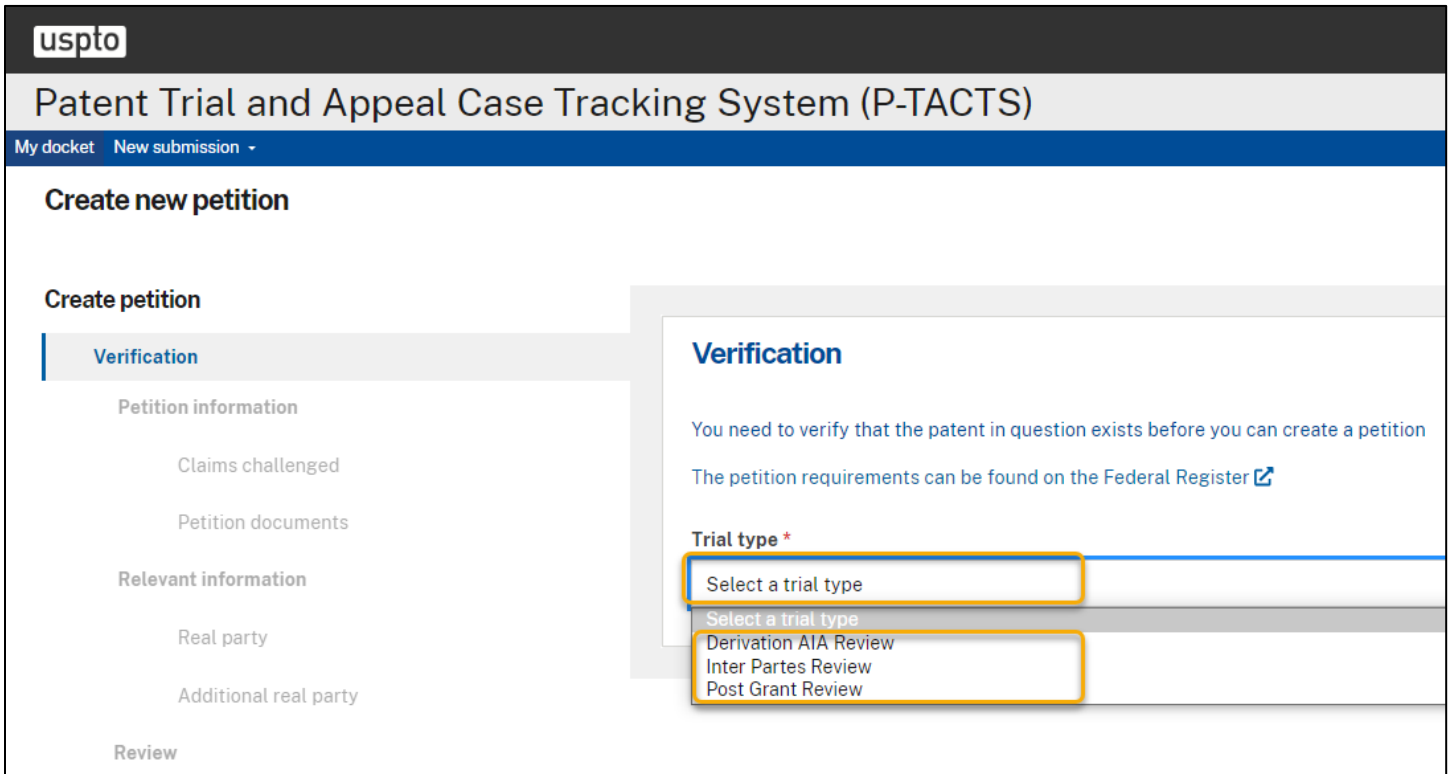


Figure 14: Initiate new petition verification section

- In the example below, trial type **Inter Partes Review** was selected the challenged United States Patent Number is entered in the patent number field. Select the blue **Verify** button to proceed with petition creation.

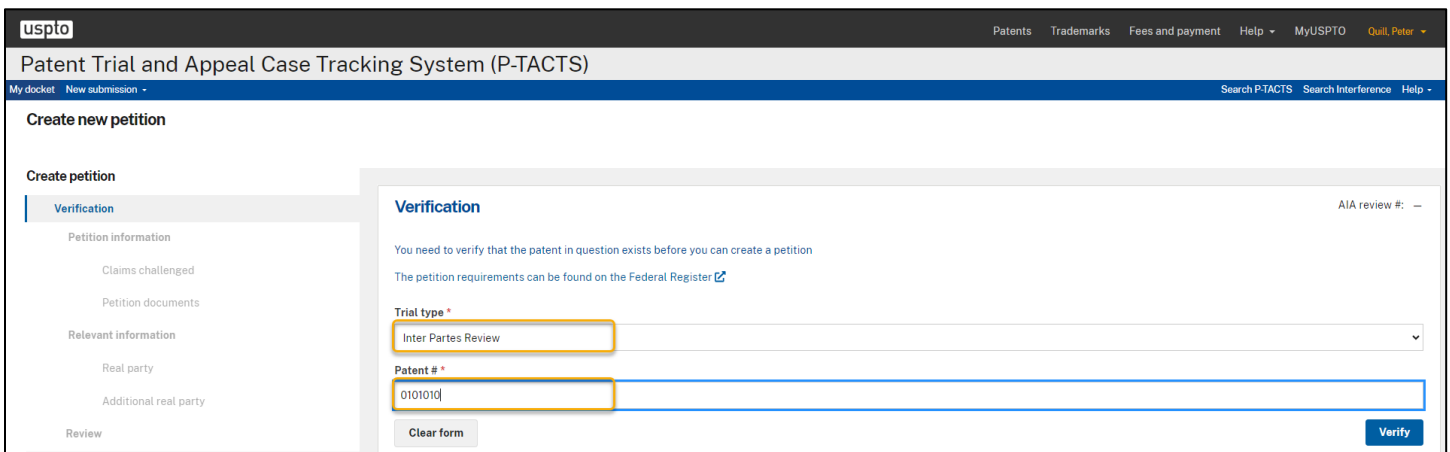


Figure 15: Verification screen with trial type selected

- If the patent does not exist, you will receive a popup message that the verification failed. Select the gray **Cancel** button to be taken back to the patent Verification page and enter the correct United States Patent Number.

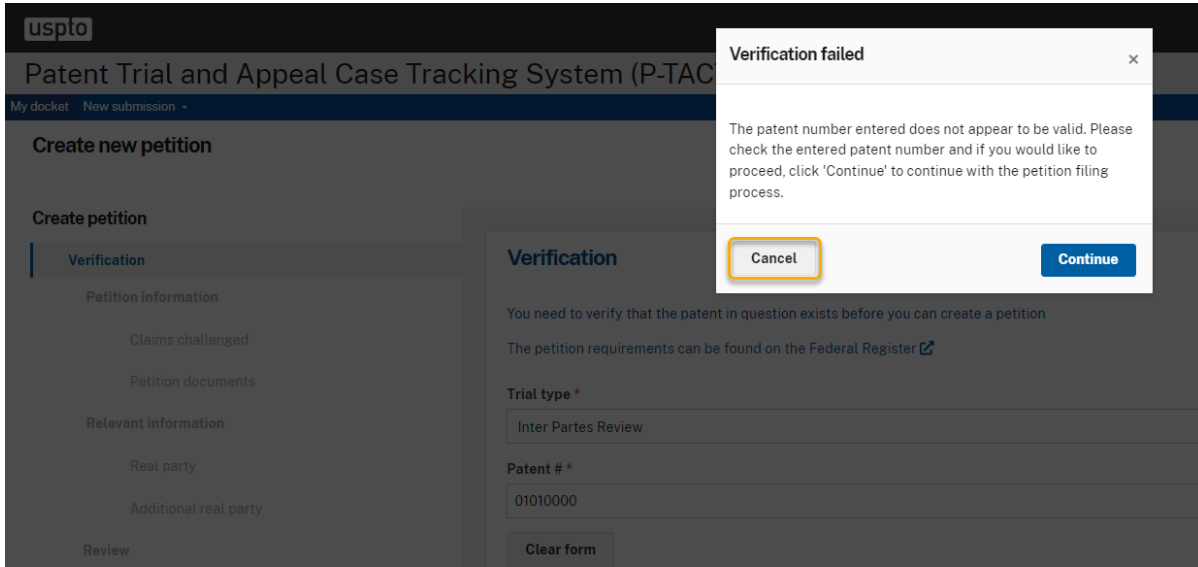


Figure 16: Failed verification for patent number not found

- Once you have entered the correct patent number, re-select the blue **Verify** button.

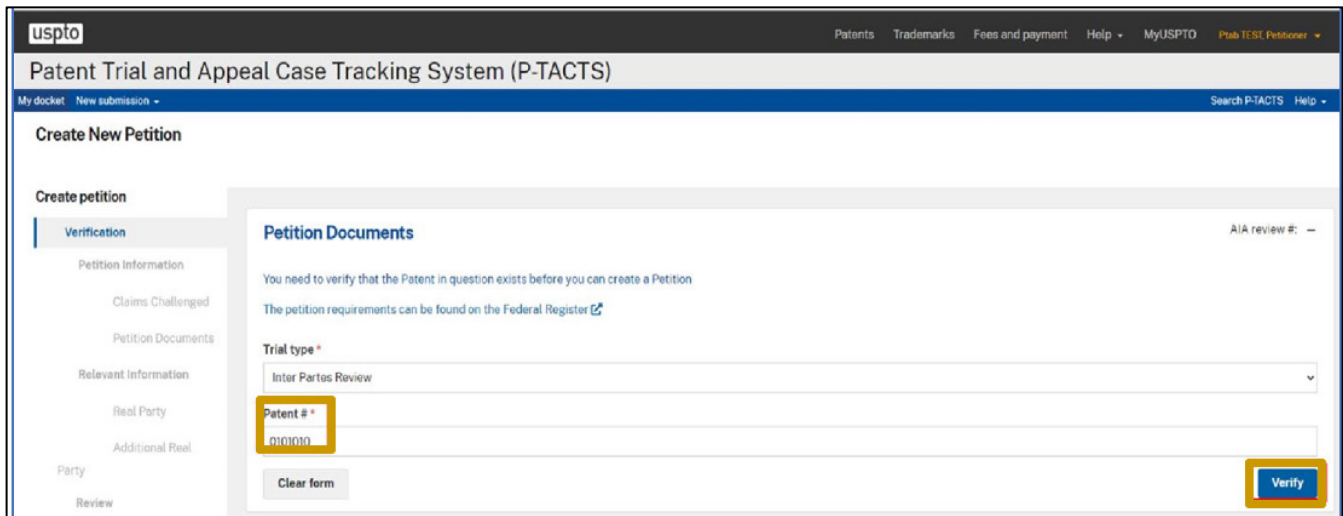


Figure 17: Verify patent number

- The following patent information is displayed for the located patent number:
  - Title
  - Patent Number
  - Application number
  - Issue Date
  - Filing Date
  - Inventors
  - Assignees
  - Art unit

- Attorney Docket Number
- Correspondence Address
- Last Recorded Assignment

Also, from this screen you will have the ability to view more assignment information in the assignment query system from the link in the lower left-hand corner, to start over, or to create the petition and an AIA Review case number. Select the blue **Create petition** button.

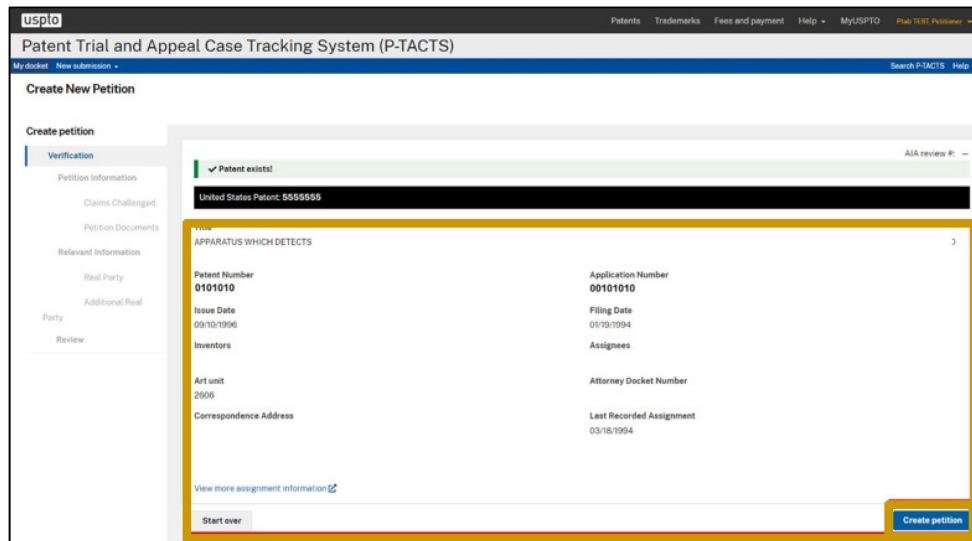


Figure 18: Example of successful patent number verification

### 4.3 Create New Petition Wizard – Petition information

1. After the petition has been created, a green checkmark will be displayed next to the Verification section label on the left side of the screen to indicate that the verification section was successfully completed. If the verification section has a red X instead of a green checkmark, then an error has occurred for proper petition creation and needs to be addressed before completing the remaining sections of information for filing the petition. Once the Petition information screen is displayed, an AIA Review case number has been assigned for the initiated petition.
2. Please note that you will have 30 days from the assignment of the AIA Review number to submit the petition and that the petition will be deleted after 45 days if not submitted.
3. The **Petition information** section displays the following pre-populated information:
  - AIA Review number
  - Trial type
  - Patent number
  - Application number

- Art unit
- Tech center

At this point, you will have the opportunity to withdraw your petition by selecting the gray **Withdraw Petition** button and begin again. Notice that the continue button is blue and active. Select the blue **Continue** button to proceed with the petition creation process.

The screenshot shows the 'Create New Petition' interface in the USPTO P-TACTS system. The main content area is titled 'AIA Review Information' and contains a table of details for case #3PR2022-02170. The table lists the following information:

AIA review number	IPR2022-02170	Trial type	Inter Partes Review
Patent number	0101010	Application number	00101010
Art unit	2606	Tech center	2600

At the bottom of the form, there are two buttons: a gray 'Withdraw Petition' button on the left and a blue 'Continue' button on the right. A sidebar on the left contains navigation options: 'Create petition', 'Petition Information', 'Claims Challenged', 'Petition Documents', 'Relevant Information', 'Real Party', 'Additional Real', 'Party', and 'Review'. The 'Petition Information' option is currently selected and highlighted.

Figure 19: Example Petition information section

#### 4.4 Create New Petition Wizard – Claims challenged

The Claims challenged screen is displayed, with the following mandatory information fields marked with a red \* asterisks:

- Challenged claims\*
- Statutory grounds\*
- Prior art\*

After required information has been entered, the **Add** button will become active and is displayed in blue. The gray **Clear form** button is available if you want to reset the form. The blue **Add** button is available to create the listing of claims challenged by grounds and prior art for the petition. Select the blue **Add** button.

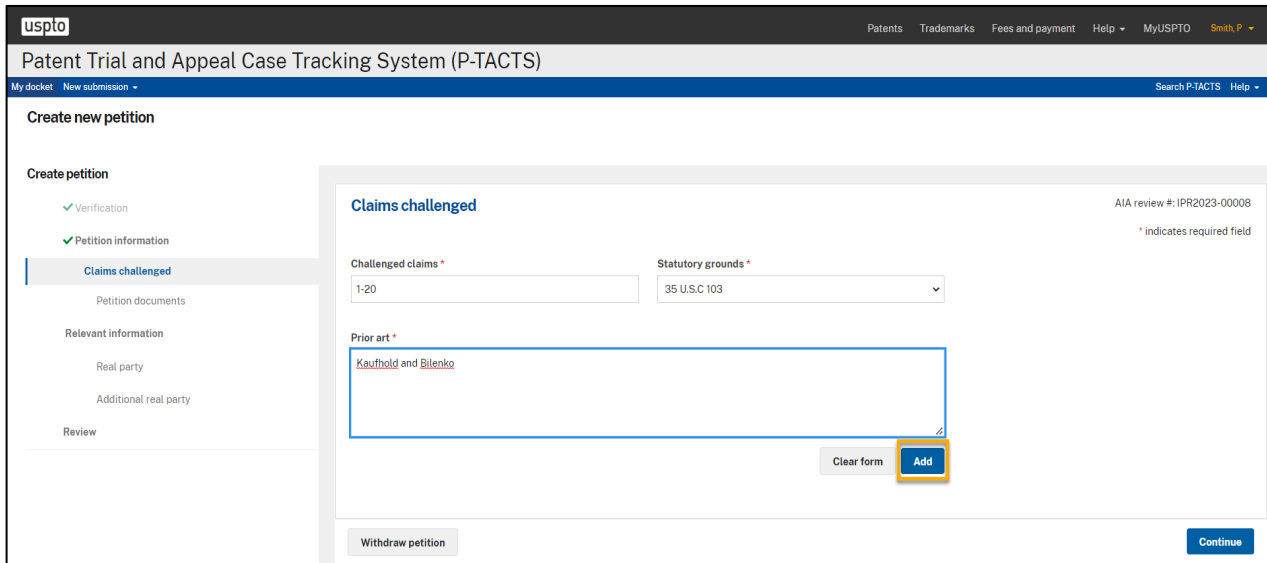


Figure 20: Claims challenged information entry screen

Notice the table grid at the bottom of the Claims challenged screen. All challenged claims will be grouped by the selected statutory ground and are listed in a table. Each listing of the challenged claims includes:

**Challenged claims |Statutory grounds |Prior art |Actions**

The Actions column includes an **Edit** and **Delete** icon for the corresponding challenged claims row. The petition may be withdrawn by selecting the **Withdraw petition** button, or if the challenged claims section is complete, select the blue **Continue** button.

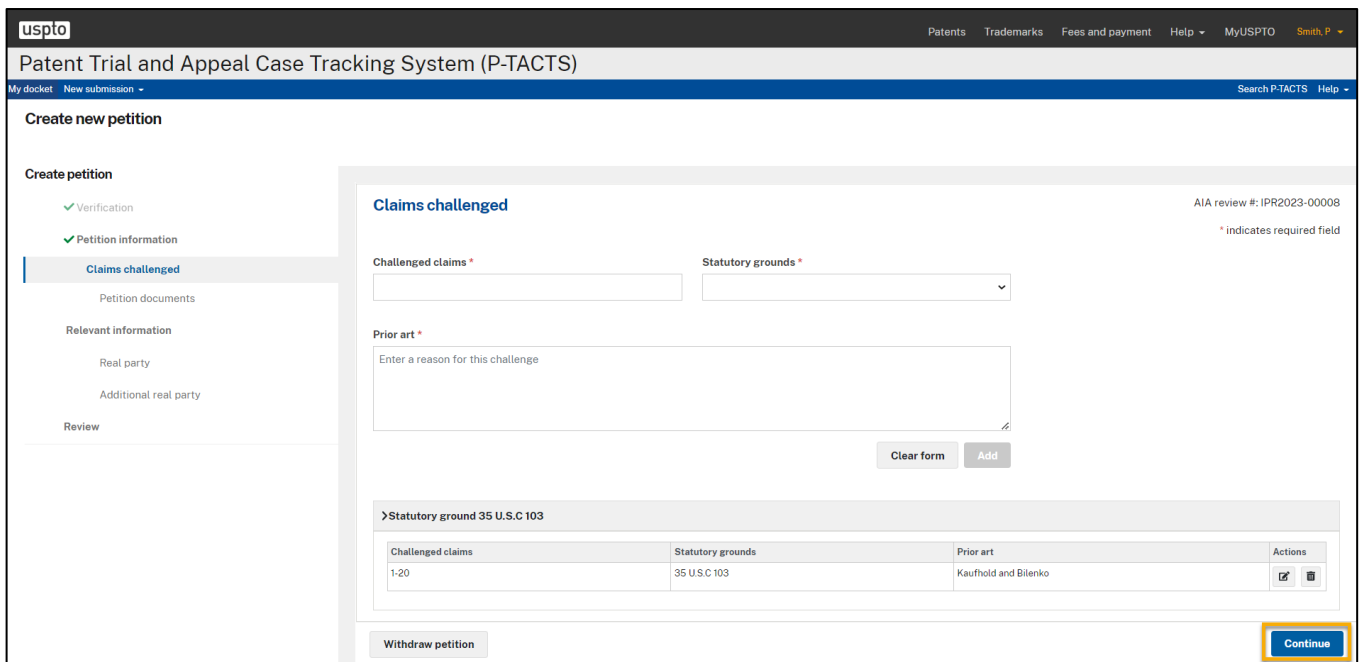


Figure 21: Claims challenged record added into Statutory ground table



## 4.5 Create New Petition Wizard – Petition documents

1. A green checkmark will be displayed next to the Claims section if at least one set of challenged claims has been added to the petition. Under the next section, **Petition documents**, you will see all information fields marked as mandatory with a red \* asterisk, including:
  - Doc type – (default selection “Paper”)
  - Paper type – (Select **Paper type** drop-down as **Petition: as filed**)
  - Availability – (Select **Availability**)
  - Document name – (Note that Document name has been prefilled)
  - Document – (Select a file from your computer and upload your Document)
2. When a document has been selected for upload to your petition, the **Add to list** button will become active. The selected document will not be included with your petition until you select the **Add to list** button, and it is displayed in the **List of documents** table in the **Petition documents** screen. The **Clear form** button is available if the user needs to reset the form. To add the selected document to the **List of documents** table, select the blue **Add to list** button.

The screenshot shows the 'Create New Petition' wizard in the USPTO P-TACTS system. The 'Petition Documents' section is highlighted with a yellow border. It contains the following fields and controls:

- Doc type \***: Paper (selected), Exhibit
- Paper type \***: Petition: as filed
- Availability \***: Parties and Board
- Document name \***: Petition: as filed
- Document \***: Select file... Pet.pdf
- Clear form** button
- Add to list** button (active)

Below the form is a 'List of documents' table with the following columns: Doc #, Upload date, Doc type, Paper type, Document name, Pages, Availability, and Actions. At the bottom of the screen, there are 'Withdraw Petition' and 'Continue' buttons.

Figure 22: Selection of petition documents screen

3. An example of a petition document added to the **List of documents** table is provided below.

uspto Patents Trademarks Fees and payment Help MyUSPTO

Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

### Create New Petition

Create petition

- Verification
- Petition Information
- Claims
- Challenged
- Petition Documents**
- Relevant Information
- Real Party
- Additional Real Party
- Review

**Petition Documents** AIA review number: IPR2022-02171

\* Indicates required field

Doc type \*  Paper  Exhibit

Paper type \*

Availability \*

Document name \*

Document \*

List of documents							
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Actions
--	05/09/2022 10:02 AM ET	Paper	Petition as filed	Petition as filed	1	Parties and Board	<input type="checkbox"/> <input type="checkbox"/>

Figure 23: Petition document added to the List of documents table

- To add an additional document to the petition, again complete all required fields. For example, to add a Power of Attorney document, the document type is Paper and select the **Paper type** drop-down as Notice: Power of Attorney. Select **Add to list** button and your Power of Attorney document is displayed in the **List of documents** table.
- To add exhibits or supporting documentation to your petition, select **Doc type** as Exhibit, and complete all required fields. When finished, select the blue **Add to list** button for each exhibit to be added to the petition.

**Petition documents** AIA review number: IPR202

\* indicates required field

Doc type \*

Paper  Exhibit

Exhibit number \*  Availability \*

Document name \*  12 / 75

Document \*   x

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Actions
--	09/23/2022 11:00 AM ET	Paper	Petition: as filed	<a href="#">Petition : as filed</a>	1	Public	
--	09/23/2022 11:01 AM ET	Paper	Notice: Power of Attorney	<a href="#">Notice : Power of Attorney</a>	1	Public	
1001	09/23/2022 11:02 AM ET	Exhibit	--	<a href="#">U.S. Patent No. 9,356,789</a>	1	Public	
1002	10/05/2022 04:04 PM ET	Exhibit	--	<a href="#">Declaration of Dr. John Doe</a>	1	Parties and Board	
1003	10/05/2022 04:05 PM ET	Exhibit	--	<a href="#">Lund et al.</a>	1	Public	
1004	10/05/2022 04:06 PM ET	Exhibit	--	<a href="#">Driver et al.</a>	1	Public	

Figure 24: Exhibit document in process of addition to List of documents table

- When all documents, including all papers and exhibits, have been added to the **List of documents** table, select the blue **Continue** button.

**Create petition**

Verification

Petition information

✓ Claims challenged

**Petition documents**

Relevant information

Real party

Additional real party

Review

**Petition documents** AIA review number: IPR202

\* indicates required field

Doc type \*

Paper  Exhibit

Paper type \*  Availability \*

Document name \*  0 / 75

Document \*  x

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Actions
--	09/23/2022 11:00 AM ET	Paper	Petition: as filed	<a href="#">Petition : as filed</a>	1	Public	
--	09/23/2022 11:01 AM ET	Paper	Notice: Power of Attorney	<a href="#">Notice : Power of Attorney</a>	1	Public	
1001	09/23/2022 11:02 AM ET	Exhibit	--	<a href="#">U.S. Patent No. 9,356,789</a>	1	Public	
1002	10/05/2022 04:04 PM ET	Exhibit	--	<a href="#">Declaration of Dr. John Doe</a>	1	Parties and Board	
1003	10/05/2022 04:05 PM ET	Exhibit	--	<a href="#">Lund et al.</a>	1	Public	
1004	10/05/2022 04:06 PM ET	Exhibit	--	<a href="#">Driver et al.</a>	1	Public	
1005	10/05/2022 04:20 PM ET	Exhibit	--	<a href="#">Brown et al.</a>	21	Parties and Board	

Figure 25: All petition documents displayed within the List of documents table

## 4.6 Create New Petition Wizard – Real party

1. The Relevant information section is where you will add the real parties in interest. For the **Real party in interest** screen, you will see mandatory sections marked with red asterisks (\*), including the following information:
  - Party type – (Individual or Organization)
  - Pro se – (Yes or No)

Petitioner information:

  - First name\*
  - Last name\*
  - Email
  - Phone number
  - Extension
  - Fax number

Location information:

  - Country\*
  - Address 1
  - Address 2
  - City
  - State/Province\* (Mandatory for Canada, United Kingdom, and United States selections)
  - Zip
2. After all required fields have information entered, the **Add petitioner** button becomes blue and is now active. If the **Real party in interest** input screen needs to be reset, select the gray **Clear** button. The current petition session may be canceled altogether by selecting the gray **Withdraw petition** button. If all **Real party in interest** input is complete, select the blue **Add petitioner** button, and then the blue **Continue** button.

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Help -

**Create new petition**

**Create petition**

- ✓ Verification
- ✓ Petition information
- ✓ Claims challenged
- ✓ Petition documents

Relevant information

- Real party**
- Additional real party
- Review

**Real party in interest** AIA review #: IPR2023-00008 \* indicates required field

Party type \*  
 Individual  Organization

Pro se \*  
 Yes  No

**Petitioner information**

First name \* Last name \*  
 John Doe

Email  
 jdoe.email@gmail.com

Phone number Extension  
 4142221234

Fax number

**Location information**

Country \*  
 UNITED STATES

Address 1 Address 2  
 524 Lexington Ave. Ste. 101

City State/Province \*  
 Alexandria VIRGINIA

Zip  
 22304

Clear **Add petitioner** **Continue**

Withdraw petition

Figure 26: Real party in interest information entry screen

## 4.7 Create New Petition Wizard – Additional real party

1. A green checkmark will be displayed next to the **Real party** section after the petitioner Real Party has been added to the petition. Notice that the **Counsel** section only appears after the **Real party** section has been completed for a petition with a Pro se value of “No” selected.

If an **Additional real party** needs to be added to the petition, enter all required information for each Additional real party and select the blue **Add to list** button for each additional real party entity. When all additional real parties have been added to the **List of additional real party in interest**, select the blue **Continue** button. Alternatively, if no Additional Real party is required, select the blue **Continue** button to proceed to the next petition wizard form section.

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Help -

**Create New Petition**

**Create petition**

- ✓ Verification
- ✓ Petition Information
- ✓ Claims Challenged
- ✓ Petition Documents
- Relevant information**
- ✓ Real Party
- Additional Real Party
- Counsel
- Review

**Additional Real Party in Interest** AIA review #: IPR2022-02171 \* indicates required field

Party type \*  
 Individual  Organization

**Petitioner information**

First name \* Last name \*  
 Jane Doe

Email

Phone number Extension

Fax number

**Location information**

Country \*  
 UNITED STATES

Address 1 Address 2

City State/Province \*  
 DISTRICT OF COLUMBIA

Zip

Clear **Add to list**

**List of Additional Real Party in Interest**

Name	Individual or Organization	Address	Email	Phone number	Fax number	Action(s)
No Additional Real Party in interest added yet, use the form above to add Additional Real Party in interest.						

Figure 27: Additional real party

- Note that at any time you may select the gray **Withdraw petition** button to exit the petition creation process and the AIA review number will be deleted. To proceed with petition creation, select the blue **Continue** button.

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

### Create New Petition

**Create petition**

- Verification
- Petition Information
  - Claims Challenged
  - Petition Documents
- Relevant Information
  - Real Party
  - Additional Real Party**
  - Counsel
  - Review

**Additional Real Party in Interest** AIA review #: IPR2022-02171  
\* indicates required field

Party type \*  
 Individual  Organization

**Petitioner information**

First name \*  Last name \*

Email

Phone number  Extension

Fax number

**Location information**

Country \*

Address 1  Address 2

City  State/Province \*

Zip

**List of Additional Real Party in Interest**

Name	Individual or Organization	Address	Email	Phone number	Fax number	Action(s)
Jane Doe	Individual	DC, US				<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 28: Additional real party added to list

## 4.8 Create New Petition Wizard – Counsel

1. You will not see the **Counsel Section** until you have entered the Real party. And you will not see the **Counsel Section** if the Real party is pro se.

The **Counsel Section** provides information fields to enter the petitioner’s counsel information. Search for a counsel user by email address or by the USPTO Registration number in the **Find counsel by email address or registration number** field, and click the magnifying glass icon to search. Once the counsel user is located, you will need to enter the required fields as indicated with red asterisks (\*) in the Counsel screen:

- Counsel type\* – (Lead counsel or Back-up counsel)

Personal information:

- Find counsel by email address or registration number\* – (An exact email address or registration number is required for search retrieval to pre-populate this screen.)
- First name\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user’s first name.)
- Last name\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user’s last name.)
- Email\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO email account address.)
- USPTO registration #\* – (This information is pre-populated from the counsel user’s P-TACTS account and read-only if previously entered. However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)
- Phone number\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO work phone.)
- Fax number

Location information:

Please note that the following information fields are stored only with the current petition AIA Review case number record.

- Country\*
- Address 1
- Address 2
- City
- State/Province\* (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

- For each counsel to be added to the **List of counsel** table, select the blue **Add** button after entering all required information.

Figure 29: Counsel information entry screen

- When all counsel has been added to the **List of counsel** table, select the blue **Continue** button.

Figure 30: Counsel entry screen continued



## 4.9 Create New Petition Wizard – Review

1. A green checkmark is displayed next to each Create petition wizard section that has the required information entered. Any previously completed section may be accessed and edited by selecting the section label in the left-hand pane. If no further changes or additional information is required, select the blue **Pay and submit** button to complete the petition creation process. If there is an error in any section, a red X will be displayed next to that section. Navigate to that section to correct the error. Detailed information will be provided in the section concerning the error and what corrections need to be made to continue.

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My docket New submission Search P-TACTS Help

Create new petition

Create petition

- ✓ Verification
- ✓ Petition information
- ✓ Claims challenged
- ✓ Petition documents

Relevant information

- ✓ Real party
- Additional real party
- ✓ Counsel

Review

AIA review number: IPR2023-00008

Status: INITIATED Patent number: 9845948 Art Unit: 2486 Parties: Doe, John v...

Expand all | Collapse all

Documents

Papers

Filing date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability
10/03/2022 05:26 PM ET	Petition as filed	Petition as filed	1	Public
10/03/2022 05:26 PM ET	Notice: Power of Attorney	Notice: Power of Attorney	1	Public

Exhibits

Exhibit #	Filing date (mm/dd/yyyy)	Document name	Pages	Availability
1004	10/03/2022 05:38 PM ET	1004A-953 File History (1 of 2)	1	Public
1004	10/03/2022 05:38 PM ET	1004B-953 File History (2 of 2)	1	Public
1003	10/03/2022 05:36 PM ET	609 Patent	1	Public
1002	10/03/2022 05:36 PM ET	Juniper Declaration	1	Public
1001	10/03/2022 05:35 PM ET	953 Patent	1	Public

Relevant information

- > Real party
- > Counsel
- > Payments

Withdraw petition Pay and submit

Figure 31: Review petition information screen

2. After selection of the blue Pay and submit button, a popup window is displayed where you can enter your Attorney docket number to association the AIA Trials case number to the payment. Enter your Attorney docket number to create the payment association and select the gray Save docket number and continue button, or select the gray Continue without docket number button to proceed with payment submission.

Associate Attorney Docket Number to Case?

You can optionally associate an attorney docket number to this case to track fees.

Attorney docket number (optional)

Continue without docket number Save docket number and continue

Figure 32: Associate an Attorney docket number to a case to track fees

- In this example, you will enter your Attorney docket number and select the gray Save docket number and continue button.

**Associate Attorney Docket Number to Case?**

You can optionally associate an attorney docket number to this case to track fees.

Attorney docket number (optional)

test-1sdf1234123

Continue without docket number      Save docket number and continue

Figure 33: Attorney docket number entered into the Associate Attorney docket number field

- After selecting the Save docket number and continue button, you are returned to the Initiate petition review page with a displayed success message. Select the blue **Pay and submit** button to make a payment and file the petition.

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Search Interference Help -

Attorney Docket Number added successfully.

**Create new petition**

Create petition

Verification

Petition information

- Claims challenged
- Petition documents

Relevant information

- Real party
- Additional real party
- Counsel

Review

**AIA review number: IPR2023-01049**

Status **INITIATED** Patent number 9658471 Art Unit - Parties Smith, P v. -- Expand all | Collapse all

Documents

Papers					Exhibits				
Filing date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability	Exhibit #	Filing date (mm/dd/yyyy)	Document name	Pages	Availability
07/28/2023 08:08 AM ET	Petition: as filed	Petition : as filed	78	Board	1001	07/28/2023 08:09 AM ET	test	1	Parties and Board
07/28/2023 08:08 AM ET	Notice: Other	Notice : Other	1	Filing Party and Board					
09/12/2023 01:08 PM ET	Notice: Power of Attorney	Notice : Power of Attorney	29	Public					

Relevant information

- Real party
- Counsel
- Payments

Withdraw petition      Pay and submit

Figure 34: Attorney docket number successfully associated to the AIA case number

## 4.10 Make Payment

- After selecting the **Pay and submit** button, the **Make Payment** page is displayed. The petition total fee along with each item price and fee code are displayed for the associated AIA Review case number. If you entered an Attorney docket number to associate to payments for the case, your Attorney docket number will be displayed in the payment page.

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# Make Payment

Warning: Your order exceeds the United States Department of the Treasury's credit card daily limit. Please do not pay using a credit card as Treasury will reject the payment and you will be required to start the order process over. You may use a debit card, deposit account, or EFT to successfully complete the payment. See the [Accepted payment methods](#) page for more information.

## Payment

Order Details ⓘ

TOTAL  
**\$41,500.00**

Sale Item Reference #	Sale Item Reference #2	Attorney Docket #	Fee Code ⓘ	Fee Amount	Qty	Item Total
IPR2023-01049	IPR2023-01049	test-isdfl1234123	1406	\$19,000.00	1	\$19,000.00
IPR2023-01049	IPR2023-01049	test-isdfl1234123	1414	\$22,500.00	1	\$22,500.00

### Payment Information

Required fields \*

Payment Options \* ⓘ

Stored Payment Method  
 Credit/Debit Card

Stored Payment Method \*

Figure 35: Attorney docket number associated to each sales item in the payment page

Please refer to the USPTO accepted payment methods described at URL: [www.uspto.gov/learning-and-resources/fees-and-payment/accepted-payment-methods](http://www.uspto.gov/learning-and-resources/fees-and-payment/accepted-payment-methods).

Note that payment accounts must have permissions assigned to each user for each account through the Financial Manager portal, wherein each user account is the user's USPTO account.

See the Financial Manager portal for more information on assigning permissions to each user at URL: <https://fees.uspto.gov/FinancialManager/>.

2. Select the payment method allowed to pay the total amount for the petition. For instance, as shown below, a credit card may not be used because the payment for the petition exceeds the United States Department of the Treasury's credit card daily limit of \$24,999.99. In this example, the user will select the **Stored Payment Method** payment option.

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# Make Payment

Warning: Your order exceeds the United States Department of the Treasury's credit card daily limit. Please do not pay using a credit card as Treasury will reject the payment and you will be required to start the order process over. You may use a debit card, deposit account, or EFT to successfully complete the payment. See the [Accepted payment methods](#) page for more information.

## Payment

### Order Details

TOTAL  
**\$41,500.00**

Sale Item Reference #	Sale Item Reference #2	Attorney Docket #	Fee Code	Fee Amount	Qty	Item Total
IPR2023-01049	IPR2023-01049	test-Isdf1234123	1406	\$19,000.00	1	\$19,000.00
IPR2023-01049	IPR2023-01049	test-Isdf1234123	1414	\$22,500.00	1	\$22,500.00

### Payment Information

Required fields \*

Payment Options \*  Stored Payment Method  Credit/Debit Card

Stored Payment Method \*

Figure 36: Petition payment screen with payment options

3. Select the **Stored Payment Method** drop-down and then the desired payment method to continue with the payment transaction.

Payment Information

Required fields \*

Payment Options \*  Stored Payment Method  Credit/Debit Card

Stored Payment Method \*

**Credit / Debit Cards**  
AV/Amex\_12 #@ ( ) ,.' 34 - \*\*\*\*\*9860

**Deposit Accounts**  
AV/951446 #@Test - 951446  
Created 8/4/21-951505 - 951505

**Electronic Funds Transfer**  
EFT for Storefront/ Testing - \*\*\*\*\*234

Figure 37: Stored payment method listing for selection.

- Once the payment option and payment method have been selected, proceed with required information field entry, with all required fields identified with a red asterisk (\*). When all information has been entered, select the blue **Submit Payment** button to process the payment.

#### 4.11 Petition Submission Successful

- If your payment and submission was successful, a confirmation message is displayed.

**United States Patent and Trademark Office**

USPTO  
P.O. Box 1450  
Alexandria, VA 22313-1450  
www.uspto.gov

**Petition submission successful for IPR2023-00008**

Your payment was successful and the petition has been submitted.

If you experience any problems, please contact PTAB at 571-272-7822 during normal business hours. If the issue occurs after the normal business hours, please email your petition and any related documents to [Trials@uspto.gov](mailto:Trials@uspto.gov) and [PTABP-TACTSAdmin@uspto.gov](mailto:PTABP-TACTSAdmin@uspto.gov).

**Fee payments receipt**

[Print Receipt](#)

AIA REVIEW NUMBER	AIA REVIEW TYPE
IPR2023-00008	Inter Partes Review
PATENT OWNER/RESPONDENT'S PATENT NUMBER	RECEIPT DATE
9845948	10/03/2022 18:10:00 ET
PAYMENT STATUS	TOTAL PAYMENT
CLEARED	\$41,500.00

**Payment Summary**

Transaction Date	Payment Method	Description	Fee Code	Quantity	Fee Amount	Fee Total
10/03/2022 18:10:00		Inter Partes Review Post-Institution fee	1414	1	\$22,500.00	\$22,500.00
10/03/2022 18:10:00		Inter Partes Review request fee-up to 20 claims	1406	1	\$19,000.00	\$19,000.00
		<b>Total Fees</b>				<b>\$41,500.00</b>

Figure 38: Successful petition payment and submission

- To access the submitted AIA Review case number, select **My docket** from the blue menu bar and locate the AIA Review case number within the **Pending AIA reviews** tab.

## 5. Enter Appearance as patent owner/respondent

### 5.1 Enter Appearance as patent owner/respondent

To upload an initial mandatory notice as a Patent Owner/Respondent, select the **New Submission** menu option from the blue menu bar and then select **Enter appearance as patent owner/respondent**.

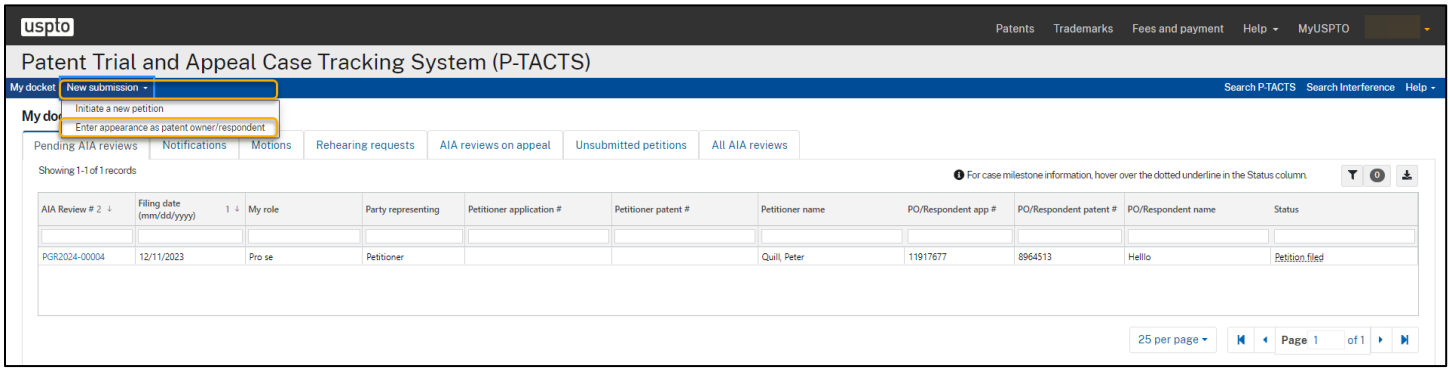


Figure 39: Enter appearance as patent owner respondent

### 5.2 Mandatory Notice Wizard – Verification

1. You will be taken to the **Mandatory notice wizard** verification section. Type in your Patent number, Application number, or AIA Review number, and select the blue **Search** button.

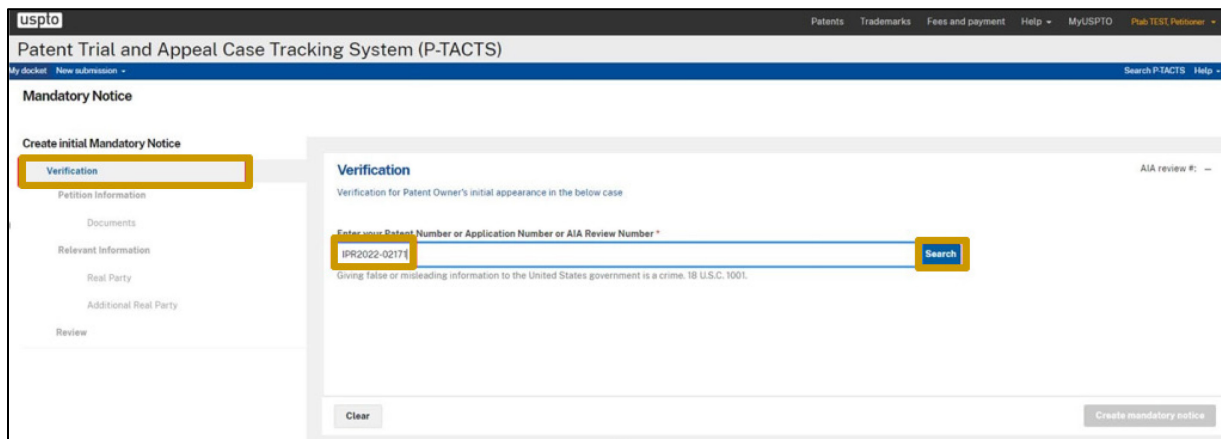


Figure 40: Verification section

2. A table will appear below the search field with details for the Patent, Application, or AIA review number that you searched. The table will include the following information:
  - AIA Review number
  - Filing date
  - Petitioner application number
  - Petitioner patent number
  - PO/Respondent application number
  - PO/Respondent patent number
  - Petitioner name

- PO/Respondent name
- Status

Select the desired AIA Review case number to enter an appearance as a patent owner or respondent and then select the blue **Create mandatory notice** button. You may clear your information in the **Verification** section and try again if you do not see an AIA review number of your choice.

The screenshot shows the 'Mandatory Notice' page in the USPTO P-TACTS system. The 'Verification' section is active, showing a search for 'IPR2022-02171'. Below the search bar, a table lists AIA Review cases. The first row is highlighted in orange, indicating the selected case.

Select	AIA Review #	Filing date (mm/dd/yyyy)	Petitioner application #	Petitioner patent #	PO/Response nt app #	PO/Response nt patent #	Petitioner name	PO/Respondent name	Status
<input checked="" type="checkbox"/>	IPR2022-02171	05/09/2022			00101010	0101010	Doe, John et al.	--	Pending

Figure 41: Select an AIA review case

### 5.3 Mandatory Notice Wizard – Petition information

1. If the mandatory notice was successfully created, you will see a green checkmark next to the Verification section label on the left side of the screen. If the Verification section is marked with a red X, it indicates an error that needs to be addressed before completing your mandatory notice.
2. Under the next section, **Petition information**, you will see the following pre-populated read-only information:
  - AIA Review number
  - Trial type

Petitioner's information:

  - Patent number
  - Application number
  - Art unit
  - Tech center

Patent owner/Respondent's information

  - Patent number

- Application number
- Art unit
- Tech center

You review the Petition information. If the information is incorrect, select the gray **Delete mandatory notice** button and try again. Otherwise, select the blue **Continue** button.

The screenshot shows the 'Mandatory Notice' wizard in the USPTO P-TACTS system. The 'Petition Information' section is highlighted with a yellow box. It contains the following information:

Petition Information	
AIA review number IPR2022-02171	Trial type Inter Partes Review
Patent Owner/Respondent's Information	
Patent number 0101010	Application number 00101010
Art unit 2606	Tech center 2600

At the bottom of the form, there are two buttons: 'Delete mandatory notice' (gray) and 'Continue' (blue). The 'Continue' button is highlighted in blue. On the left side, there is a sidebar with a 'Verification' section marked with a green checkmark and a 'Petition Information' section marked with a red X. Below the sidebar, there are sections for 'Documents', 'Relevant Information', 'Real Party', 'Additional Real Party', and 'Review'.

Figure 42: Petition information

## 5.4 Mandatory Notice Wizard – Documents

1. Notice the green checkmark indicating that you have completed the Petition information section. Again, if the petition information section was marked with a red X, you will need to be address the issue before completing your mandatory notice.
2. Under **Documents**, you will see mandatory fields with red \* asterisks.
  - Doc type\* – (Notice the document type field is pre-populated and read-only)
  - Paper type\* – (Select the Paper type text box and select Mandatory notice)
  - Availability\* – (Select Availability)
  - Document name – (Notice that Document name has been prefilled)
  - Document – (Select a file from your computer and upload your Document)

After entering values into the required fields, the **Add to list** button changes to blue and is active. If the entered values are incorrect, you can select **Clear form** and try again. Otherwise, select the **Add to list** button to add your document to the List of documents.



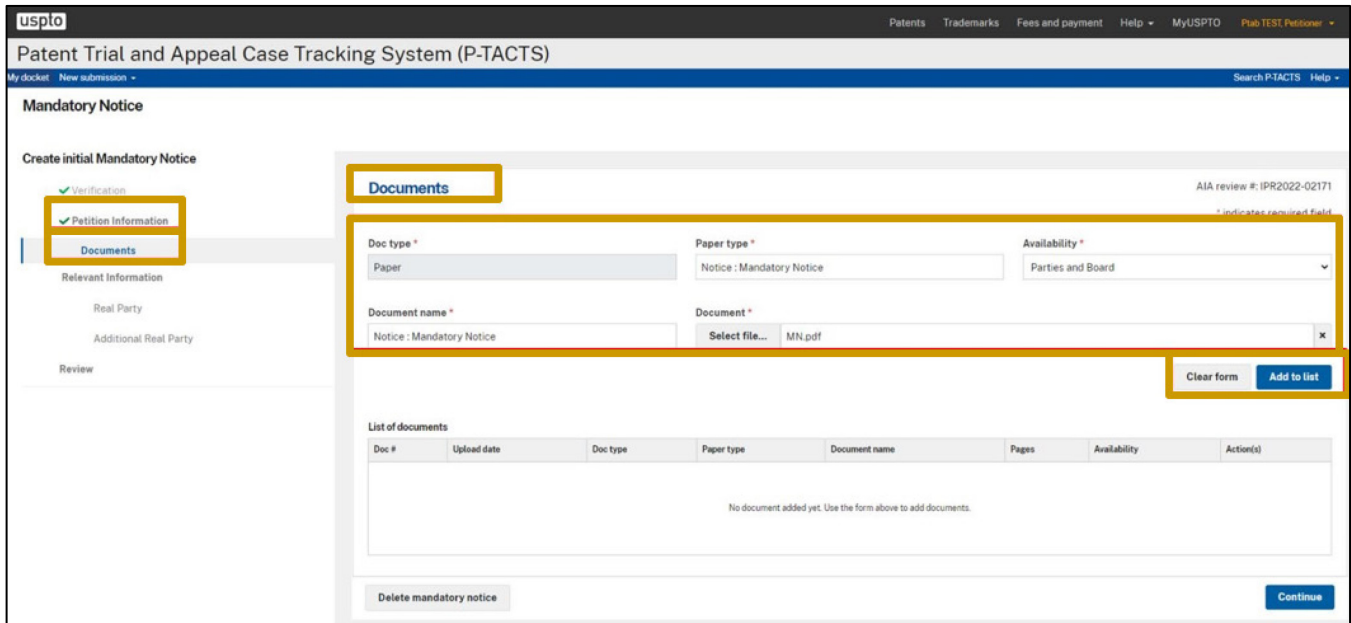


Figure 43: Documents section

3. You can add more document such as Power of Attorney to the List of documents by selecting **Paper type** as **Power of Attorney**. You enter all required information, and select the **Add to list** button to add your document to the List of documents.

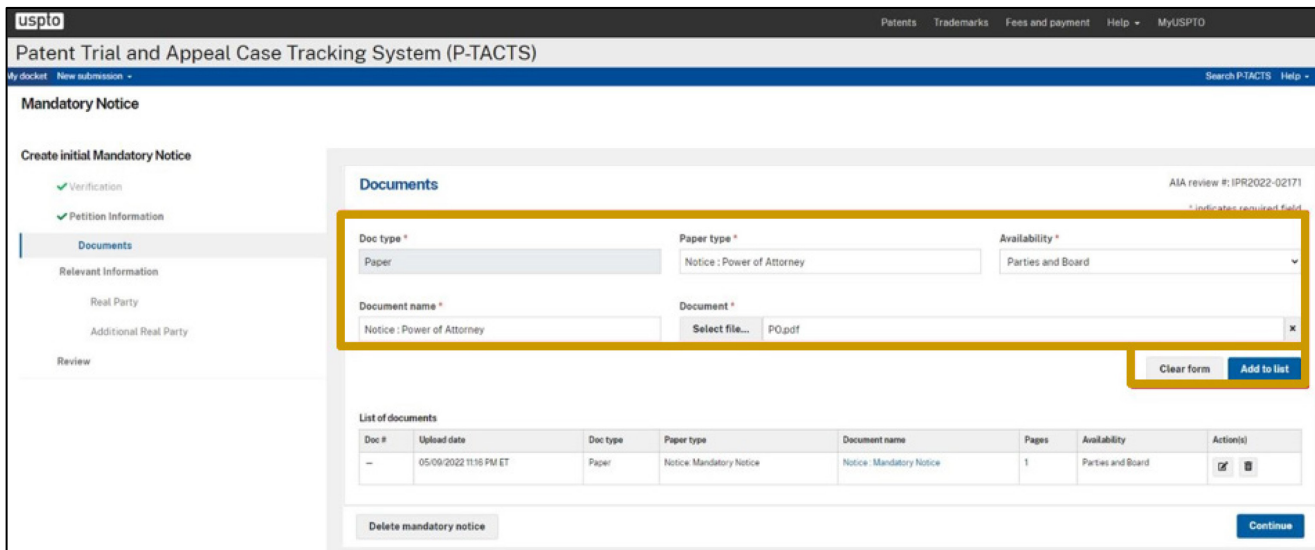


Figure 44: Document to be added to the List of documents table

4. After you add all documents, select the blue **Continue** button to proceed to the next section.

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

### Mandatory Notice

Create initial Mandatory Notice

- ✓ Verification
- ✓ Petition Information
- Documents**
- Relevant Information
- Real Party
- Additional Real Party
- Review

AIA review #: IPR2022-02171  
\* indicates required field

Doc type \* Paper Paper type \* Choose a paper type Availability \* Select an availability...

Document name \* Document \* Select file...

Clear form Add to list

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
--	05/09/2022 11:16 PM ET	Paper	Notice: Mandatory Notice	Notice: Mandatory Notice	1	Parties and Board	📄 🗑️
--	05/09/2022 11:18 PM ET	Paper	Notice: Power of Attorney	Notice: Power of Attorney	1	Parties and Board	📄 🗑️

Delete mandatory notice **Continue**

Figure 45: Continue with mandatory notice

## 5.5 Mandatory Notice Wizard – Real Party

1. A green checkmark will be displayed next to the Documents section. This indicates that you have completed the Documents section.
2. Under **Real Party in interest**, you will see mandatory fields with red \* asterisks. Note that at any time, you can select the **Delete mandatory notice** gray button to delete it.
3. Real party in interest information fields include:
  - Party type – (Individual or Organization)
  - Pro se – (Yes or No)

Patent owner information:

- First name\*
- Last name\*
- Email
- Phone number
- Extension
- Fax number

Location information:

- Country\*
- Address 1
- Address 2
- City
- State/Province\* – (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

After all required information has been entered, the blue **Add real party** button becomes active. Select the blue **Add real party** button.

Figure 46: Real party in interest

4. After the Real party is successfully added, select the blue **Continue** button to proceed with the next section.

Figure 47: Real party in interest continued

## 5.6 Mandatory Notice Wizard – Additional Real Party

Notice the green check mark indicating that you have completed the **Real Party** section. Also, notice that the **Counsel** section only appears after the **Real Party** section has been completed. If you have **Additional Real Party** follow the same steps as you did when you completed the “Real Party” section and complete the following information:

- Party type Individual/Organization

Patent Owner/Respondent information:

- First name\*
- Last name\*
- Email
- Phone number
- Extension
- Fax number

Location information:

- Country\*
- Address 1
- Address 2
- City
- State/Province\* – (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

Fill in all the required fields marked with red \* asterisks. Notice that the **Add to list** button is now blue and active. You will have the opportunity to **Clear** or **Add to list**. To add the Additional Real Party, select **Add to list**. Note that at any time you can select **Delete Mandatory Notice** and begin again. Select the blue **Continue** to proceed to the next section.

The screenshot shows the 'Mandatory Notice' wizard in the USPTO P-TACTS system. The 'Additional Real Party in Interest' section is highlighted with a yellow box. The form includes the following fields:

- Party type \***: Individual (selected) or Organization
- Patent Owner information**:
  - First name \*
  - Last name \*
  - Email
  - Phone number
  - Extension
  - Fax number
- Location information**:
  - Country \* (Select a country)
  - Address 1
  - Address 2
  - City
  - State/Province (Select a state...)
  - Zip

Buttons: 'Clear' and 'Add to list' (active/blue). Below the form is a table for the 'List of Additional Real Party in Interest' and a 'Delete mandatory notice' button.

Figure 48: Additional real party

## 5.7 Mandatory Notice Wizard – Counsel

1. Notice that the **Counsel** section only appears after the **Real party** section has been completed for a petition with a Pro se value of “No” selected.
2. The **Counsel Section** provides information fields to enter the patent owner counsel information. Search for a counsel user by email address or by the USPTO Registration number in the **Find counsel by email address or registration number** field, and click the magnifying glass icon to search. Once the counsel user is located, you will need to enter the required fields as indicated with red asterisks (\*) in the Counsel screen:
  - Counsel type\* – (Lead counsel or Back-up counsel)

Personal information:

- Find counsel by email address or registration number\* – (An exact email address or registration number is required for search retrieval to pre-populate this screen.)
- First name\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user’s first name.)
- Last name\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user’s last name.)
- Email\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO email account address.)
- USPTO registration #\* – (This information is pre-populated from the counsel user’s P-TACTS account and read-only if previously entered. However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)
- Phone number\* – (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO work phone.)
- Fax number

Location information:

Please note that the following information fields are stored only with the current petition AIA Review case number record.

- Country\*
  - Address 1
  - Address 2
  - City
  - State/Province\* (Mandatory for Canada, United Kingdom, and United States selections)
  - Zip
3. Fill in the required fields and select the blue **Add** button to add each counsel to the **Mandatory notice**.

Figure 49: Counsel entry screen with Add button

- When all counsels have been added to the Counsel information entry screen, select the blue **Continue** button to review the **Mandatory notice** page.

Figure 50: Counsel section with Continue button active

## 5.8 Mandatory Notice Wizard – Review

- Notice the green check mark indicating that you have completed all sections. Verify your information and select the blue **Submit** button to complete the process.

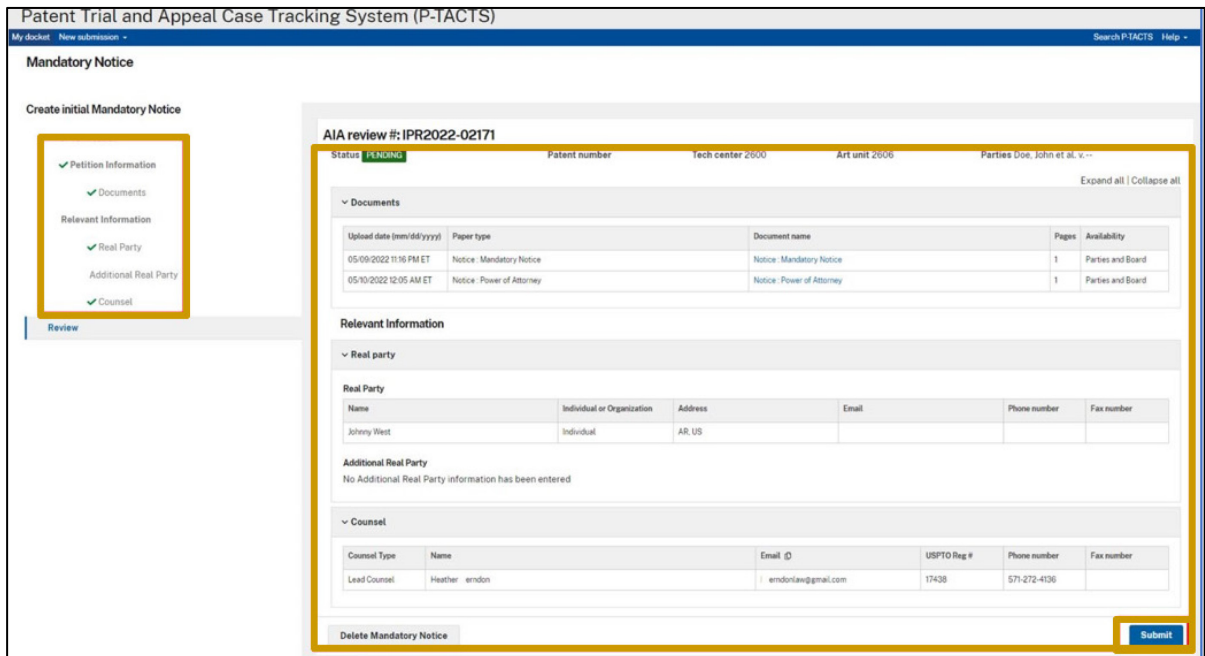


Figure 51: Review section

- Notice the **Certification** message. Select the blue **Continue** button to complete the **Mandatory notice** submission process. Please note that if the Mandatory notice session ends without the user submitting the Mandatory notice, the previous process session is not saved or accessible at a later time. All previously entered information is deleted once the active Mandatory notice session ends.

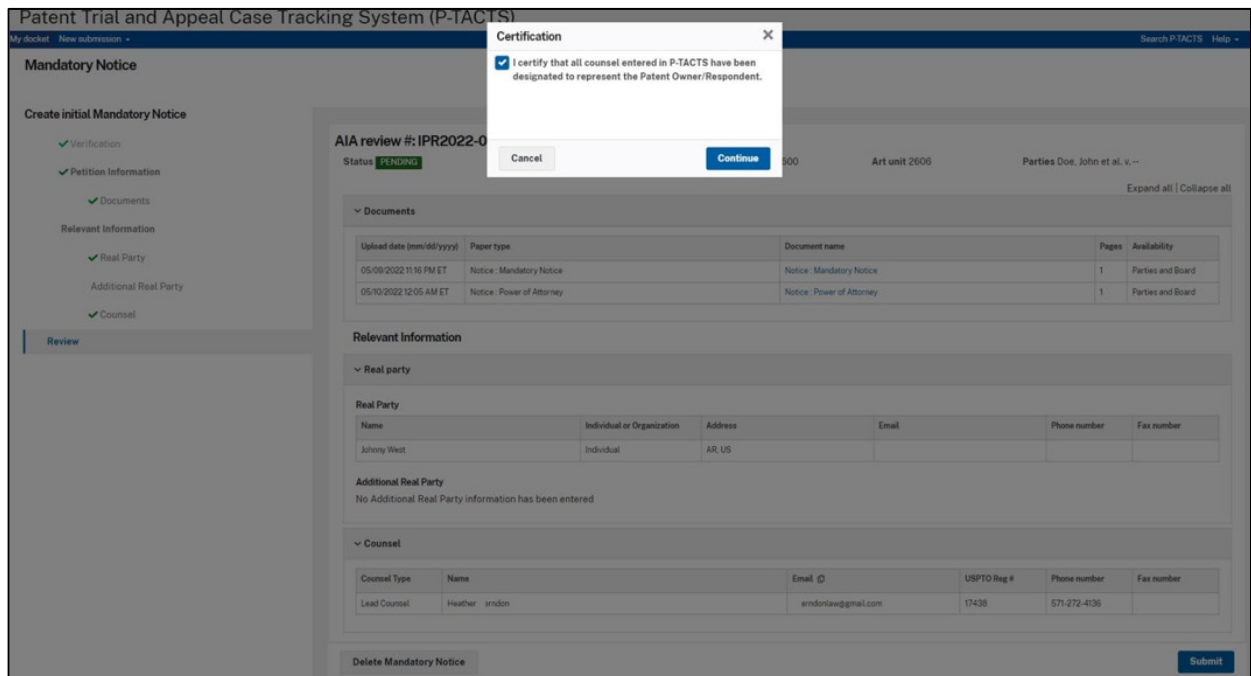


Figure 52: Certification

## 6. General Navigation

### 6.1 General Navigation – Welcome

Below the blue bar, you will notice multiple tabs. The **Welcome** tab provides a brief overview of the P-TACTS system. The additional tabs provide valuable information regarding AIA trials.

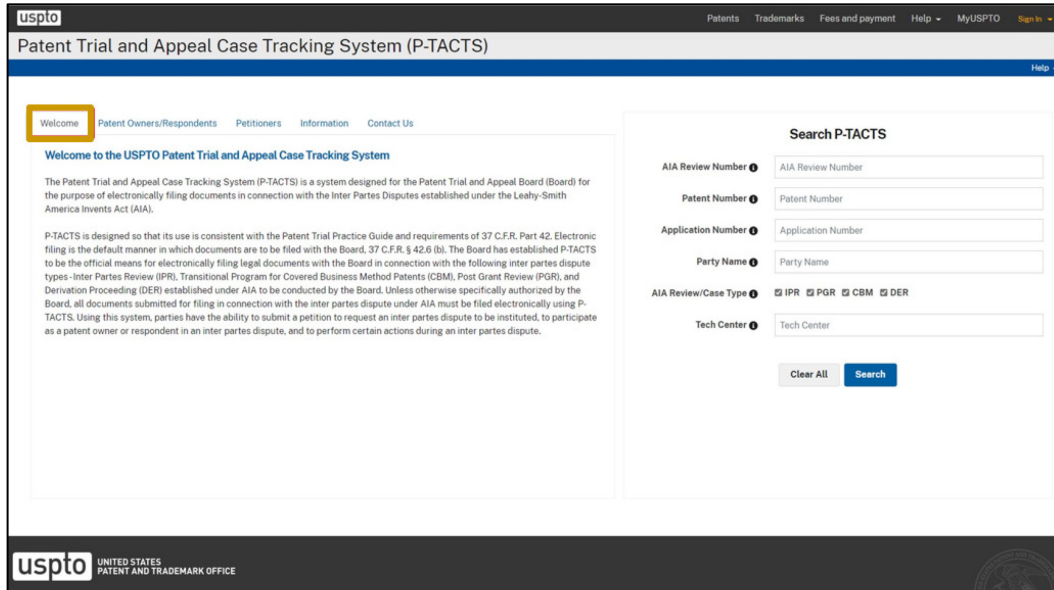


Figure 53: P-TACTS landing page

### 6.2 General Navigation – Anonymous Search P-TACTS

On the right side of the page, you have the option to do anonymous search without signing in to P-TACTS. You can search by typing the full or partial AIA Review number, or by the Patent Number, Application Number, Partial Party Name full or partial or by the tech center. You can also refine your search by unchecking any of the AIA Review Case Type boxes.

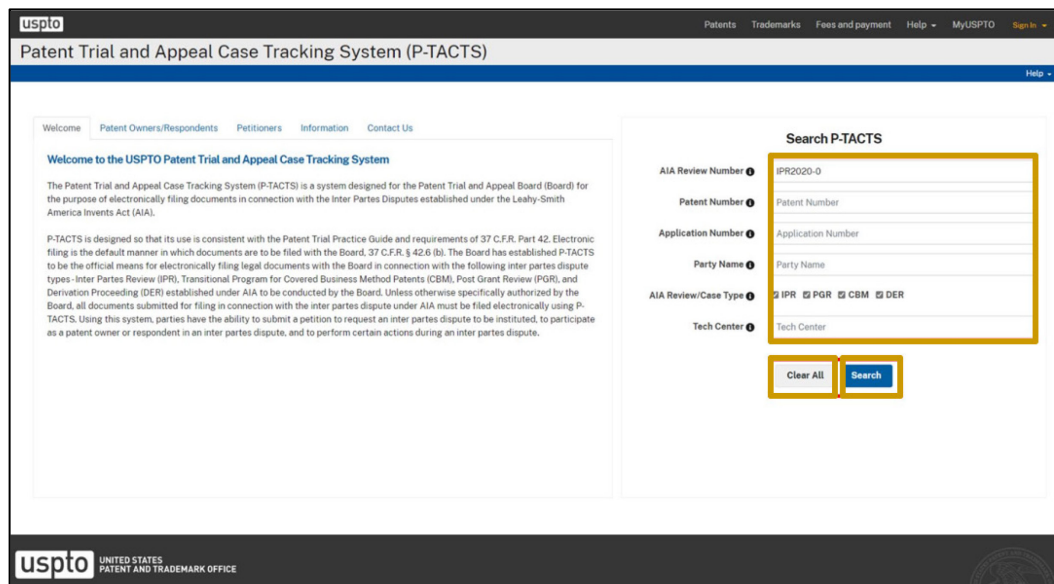


Figure 54: Search options



## 6.3 General Navigation – Sign In

Select the **Sign-In** link in the black bar to access your P-TACTS account and view your docket.

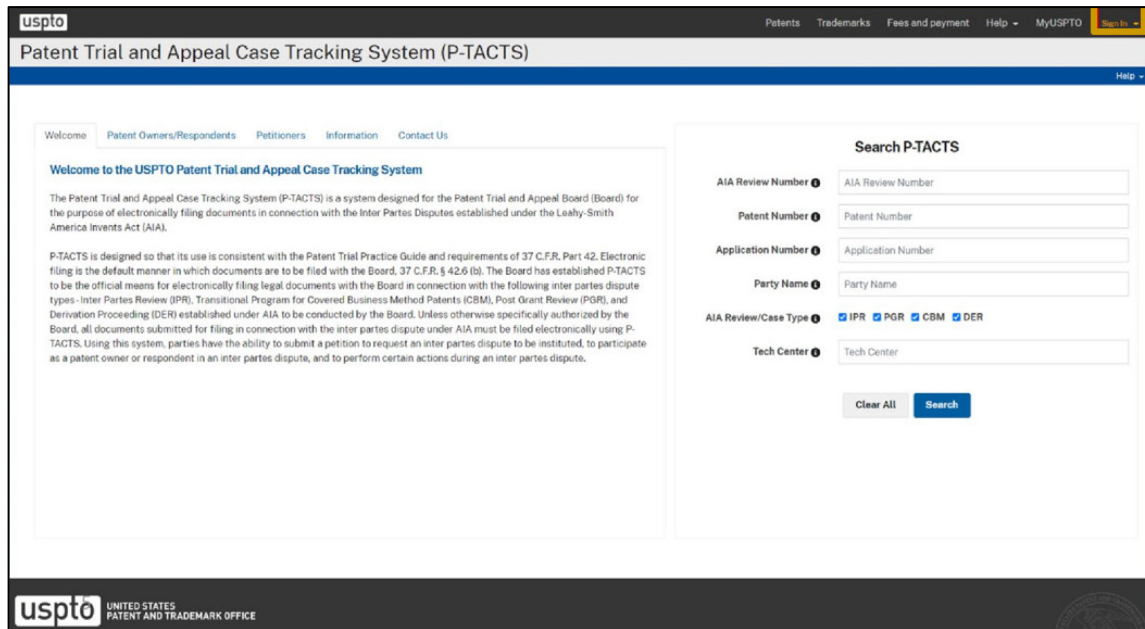


Figure 55: P-TACTS Sign In link

## 6.4 General Navigation – My docket Blue Bar

Upon signing in, you will be taken to **My docket**. This is a dashboard that displays all of your AIA cases in PTAB. Along the blue menu bar, from left to right, you will notice:

**My docket | New submissions dropdown | Search P-TACTS | Help dropdown**

Select the link **Search P-TACTS** located in the blue menu bar at the top right side of the page.

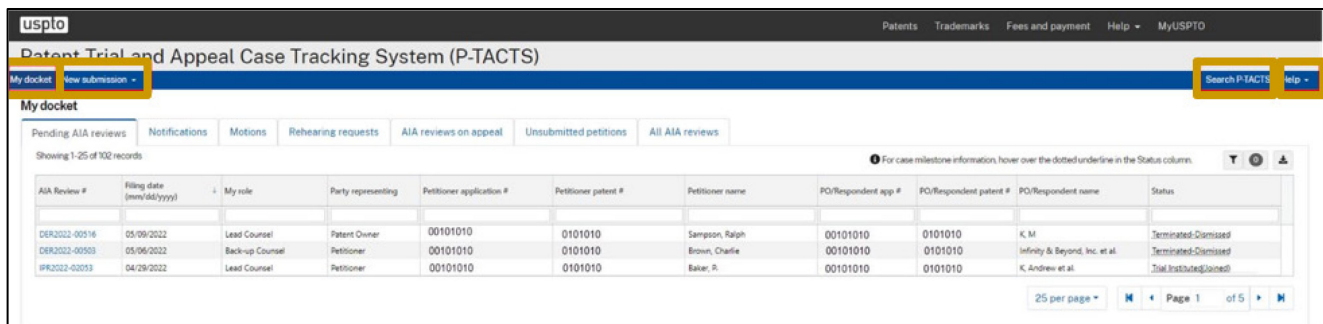


Figure 56: My docket

## 6.5 General Navigation – Search P-TACTS

In the Search P-TACTS section you will have the ability to search for cases while signed into P-TACTS. You will have access to your cases included within your case docket, as well as public documents for cases not within your case docket. You can search by typing the full or partial:

## AIA Review number | Patent Number | Application Number | Party Name full or partial |Tech center

You can also refine your search by unchecking any of the AIA Review Case Type boxes. What's different about this search from the anonymous search is that your search will return more results from cases you were privy to such as (i.e. cases marked parties and board, and filing parties and board).

Figure 57: Logged-in user case search

### 6.6 General Navigation – My docket Table Grid

Select the **My docket** blue menu bar link. The tabs under the **My docket** section will be covered more extensively in the **My docket** section described in the next section of this User Guide. In the table grid below, your docketed cases with your role for each case are listed. The “i” icon is a tool tip that provides additional information when you hover over it with your mouse. The filter icon allows you to filter by specific fields or clear any filters you may have created. You may also use the search boxes for each column to locate a specific case or group of cases associated with your search term. The badge icon which displays a number in it, shows you the number of filters you have. The download icon, shaped like a triangle, allows you to download the table in an Excel (.xlsx) or Comma Separated Delimited (.csv) file format.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
DIR2022-00516	05/09/2022	Lead Counsel	Patent Owner	00101010	0101010	Sampson, Ralph	00101010	0101010	K, M	Terminated-Dismissed
DIR2022-00503	05/06/2022	Back-up Counsel	Petitioner	00101010	0101010	Brown, Charlie	00101010	0101010	Infantry & Recruit, et al	Dismissed-Dismissed
IPR2022-02053	04/29/2022	Lead Counsel	Petitioner	00101010	0101010	Baker, R.	00101010	0101010	Infantry & Recruit, et al	Dismissed-Dismissed

Figure 58: Pending AIA reviews

## 7. My docket View

### 7.1 My docket View – Pending AIA Reviews

The tabs below the **My docket** heading will provide access to the following tabs “Pending AIA reviews, Notifications, Motions, Rehearing's request, AIA reviews on appeal, Unsubmitted petitions, and All AIA reviews.” Selecting any blue text in any table within P-TACTS will hyperlink you to another section. In this example, if you were to select on a blue AIA review number you will be taken to the Case Viewer for that AIA review. The Case Viewer will be shown in more detail in another section. Note that you are currently on the **Pending AIA reviews** tab. This tab consists of the following columns:

**AIA reviews # | Filing date | My role | Party representing | Petitioner application# |  
| Petitioner patent # |Petitioner name | PO/Respondent app# |PO/Respondent name  
| Status**

The lower right corner, contains the number of cases per page, as well as the options to move between pages.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
IPK2022-02209	05/10/2022	Lead Counsel	Petitioner			k, m			--	Petition Filed
IPK2022-02099	05/05/2022	Back-up Counsel	Petitioner			ad, re			. write	Petition Filed

Figure 59: Pending AIA reviews continued

## 7.2 My docket View – Notifications

Note that you are currently on the **Notifications** tab. The **Notifications** tab consists of the following columns:

**AIA Review number | Recipients | Subject | Sent date**

AIA Review #	Recipient(s)	Subject	Sent date (mm/dd/yyyy)
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:38:21 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:34:11 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:31:55 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Petitioner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:30:17 AM ET
DER2022-00488	Bill@gmail.com, Kate@gmail.com	DER2022-00488: Rehearing Request Filed - Month, March v. E, P	05/06/2022 05:05:43 PM ET

Figure 60: Notifications

## 7.3 My docket View – Motions

Note that you are currently on the **Motions** tab. The **Motions** tab consists of all motions filed in any of your cases, but defaults to the list of pending motions, and consists of the following columns:

**Motion submitted date | AIA Review number | Filing party | Party representing | Motion type | Motion status | View motion**

Motion submitted date (mm/dd/yyyy)	AIA review #	Filing party	Party representing	Motion type	Motion status	View motion
> 04/08/2022 02:28 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/07/2022 08:50 PM ET	IPR2022-00763	Patent Owner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/06/2022 10:04 PM ET	IPR2022-00763	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 04/06/2022 02:18 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/06/2022 10:47 AM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion for Additional Discovery	Pending Review	<a href="#">View motion</a>
> 04/05/2022 11:13 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/05/2022 10:52 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/05/2022 04:00 PM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion	Pending Review	<a href="#">View motion</a>
> 04/04/2022 06:31 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/04/2022 06:29 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion for Oral Hearing	Pending Review	<a href="#">View motion</a>
> 03/28/2022 04:00 PM ET	IPR2021-01342	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/28/2022 03:11 PM ET	IPR2022-01670	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 04:10 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 03:52 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 03:33 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 02:30 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>

Figure 61: Motions

## 7.4 My docket View – Rehearing Request

Note that you are currently on the **Rehearing requests** tab. The **Rehearing requests** tab shows all of your cases for which a rehearing request has been filed and consists of the following columns:

**Rehearing submitted date | AIA Review number | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing request**

Rehearing submitted date (mm/dd/yyyy)	AIA review #	Filing party	Party representing	Rehearing request type	Rehearing request status	View rehearing request
> 03/28/2022	IPR2021-01342	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/16/2022	IPR2022-01142	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/15/2022	IPR2021-01295	Patent Owner	Patent Owner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01117	Patent Owner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01105	Patent Owner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01292	Patent Owner	Patent Owner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01292	Patent Owner	Patent Owner	Others	Pending Review	<a href="#">View rehearing</a>
> 02/15/2022	IPR2022-00188	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 02/11/2022	IPR2021-01336	Petitioner	Petitioner	Final Written Decision	Pending Review	<a href="#">View rehearing</a>
> 02/07/2022	IPR2021-01300	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 02/02/2022	IPR2022-00188	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2021-01300	Petitioner	Petitioner	Final Written Decision	Pending Review	<a href="#">View rehearing</a>

Figure 62: Rehearing requests

### 7.5 My docket View – AIA Reviews on Appeal

Note that you are currently on the **AIA reviews on appeal** tab. The AIA reviews on appeals tab shows all of your cases that have been appealed and consists of the following columns:

**Date appeal filed | AIA Review number | Filing party | My role | Party representing | Appeal status | View appeal**

Date appeal filed (mm/dd/yyyy)	AIA review #	Filing party	My role	Party representing	Appeal status	View appeal
> 07/13/2015	IPR2013-00601	Patent Owner	Back-up Counsel	Petitioner	Awaiting Decision	<a href="#">View appeal</a>
> 03/21/2022	IPR2021-01295	Patent Owner	Lead Counsel	Patent Owner	Awaiting Decision	<a href="#">View appeal</a>
> 03/21/2022	IPR2013-00601	Petitioner	Back-up Counsel	Petitioner	Awaiting Decision	<a href="#">View appeal</a>

Figure 63: AIA reviews on appeal

### 7.6 My docket View – Pending Unsubmitted Petitions

Note that you are currently on the **Unsubmitted petitions** tab. The **Unsubmitted petitions** tab consists of all petitions that you have initiated, but not submitted, and consists of the following columns:

**AIA Review number | Initiated date | My role | Petitioner application #**



**|Petitioner patent # |Petitioner name |PO/Respondent app#  
|PO/Respondent patent# |PO/Respondent name |Last updated date |Action**

AIA Review #	Initiated date (mm/dd/yyyy)	My role	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Last updated date (mm/dd/yyyy)	Action
IPR2022-02182	05-09-2022	Pro se			Taylor, D	--		--	05-10-2022 09:07:38 AM ET	Continue
IPR2022-02179	05-09-2022				Rappas, Steven	--		--	05-09-2022 11:41:27 AM ET	Continue
IPR2022-02069	05-02-2022				--	--		--	05-02-2022 08:08:33 AM ET	Continue

Figure 64: Unsubmitted petitions

## 7.7 My docket View – All AIA Reviews

Note that you are currently on the **All AIA reviews** tab. The **All AIA reviews** tab may consist of all of your cases, including closed cases. Historical cases may no longer be available within your active case docket because the closed case records have been archived. Column included within the All AIA reviews tab include:

**AIA Review number | Filing date | My role | Party representing | Petitioner application # | Petitioner patent # | Petitioner name | PO/Respondent app # | PO/Respondent patent # | PO/Respondent name | Status**

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
IPR2022-04776	08/13/2022	Back-up Counsel	Petitioner			Smith, Fred	07530220	123456	James, LeBron	PO preliminary response filed
IPR2022-00838	08/07/2022	Lead Counsel	Petitioner			Chemical Corporation et al.	13156041	9712859	--	Petition filed
IPR2022-04357	08/07/2022	Back-up Counsel	Petitioner			Moore, Roger et al.	11152835	8640520	--	Petition filed
DER2022-00908	08/02/2022	Lead Counsel	Petitioner	14417709	9645321	Sawyer, Tom et al.	14751422	9586442	Big corp. et al.	Final Written Decision - Appealed
IPR2022-04837	08/31/2022	Lead Counsel	Patent Owner			Taylor, Test	15328505	10101010	Myset, Iva	Petition filed
IPR2022-04395	08/11/2022	Back-up Counsel	Petitioner			ABC corp	00183369	5555555	org 1	Final Written Decision - Appealed
IPR2022-02089	08/01/2022	Lead Counsel	Patent Owner			Apple Inc.	14811856	9277456	Rice, Jerry et al.	Final Written Decision
IPR2022-04011	07/25/2022	Lead Counsel	Patent Owner			Time & Chance, Inc.	09139034	6364970	Charles, Ray et al.	Final Written Decision
DER2022-00816	07/21/2022	Pro se	Petitioner	12121212		Smith, D	13131313	9439823	--	Notice of Filing Date Accepted
IPR2022-04059	07/15/2022	Pro se	Patent Owner			Green Inc et al.	09040171	6064980	Smith, D	Final Institution

Figure 65: All AIA reviews

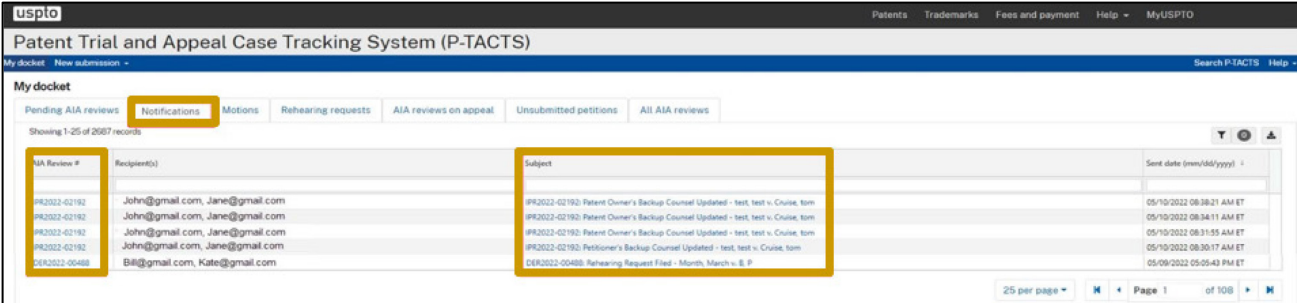
## 8. Notifications

### 8.1 Notifications – Tab

You are currently on the **Notifications** tab. When you submit a document to P-TACTS, your notification information will be shown here. Every notification for each of your cases will be in this tab. You will see the following columns:

#### **AIA Review number | Recipients | Subject | Sent date**

Selecting the blue hyperlink text under the AIA Review column will bring up Case Viewer for that AIA Review. Selecting the blue hyperlink text under the Subject column will bring up a particular notification sent for that AIA Review.



AIA Review #	Recipient(s)	Subject	Sent date (mm/dd/yyyy)
<a href="#">PR2022-02192</a>	John@gmail.com, Jane@gmail.com	<a href="#">PR2022-02192: Patent Owner's Backup Counsel Updated - test, test &lt; Cruise, tom</a>	05/10/2022 08:38:21 AM ET
<a href="#">PR2022-02192</a>	John@gmail.com, Jane@gmail.com	<a href="#">PR2022-02192: Patent Owner's Backup Counsel Updated - test, test &lt; Cruise, tom</a>	05/10/2022 08:34:11 AM ET
<a href="#">PR2022-02192</a>	John@gmail.com, Jane@gmail.com	<a href="#">PR2022-02192: Patent Owner's Backup Counsel Updated - test, test &lt; Cruise, tom</a>	05/10/2022 08:31:55 AM ET
<a href="#">PR2022-02192</a>	John@gmail.com, Jane@gmail.com	<a href="#">PR2022-02192: Petitioner's Backup Counsel Updated - test, test &lt; Cruise, tom</a>	05/10/2022 08:30:17 AM ET
<a href="#">DPR2022-00488</a>	Bill@gmail.com, Kate@gmail.com	<a href="#">DPR2022-00488: Rehearing Request Filed - Month, March &lt; B, P</a>	05/09/2022 05:05:43 PM ET

Figure 66: Notifications

### 8.2 Notifications – Notice

In this example, a motion was filed, and the P-TACTS system generated notification was sent to the user who submitted the motion and all parties were notified via cc. The subject line indicates the AIA Review number, the type of document filed and the Parties involved in the case. The body of the notification contains the following:

- AIA Review number
- Petitioner
- Patent Owner
- Patent No
- Motion Filing Party
- Motion Type
- Motion Filing Date
- Submitted By
- Document List

**uspto** Patent Trial and Appeal Board

My docket New submission

**My docket**


Pending AIA reviews Notifications Motion

Showing 1-25 of 2687 records

AIA Review #	Recipient(s)
IPR2022-02192	To: emdonlaw@gmail.com, moh905
IPR2022-02192	To: emdonlaw@gmail.com, moh905
IPR2022-02192	To: emdonlaw@gmail.com, moh905
DER2022-00488	To: lawfirm@gmail.com, hmondon

**Email**

Sent date: 05/09/2022 09:58:22 PM ET  
 From: PTABEZE Systems/USPTO.GOV  
 To: John@gmail.com  
 Cc: Jane@gmail.com  
 Subject: IPR2022-00028: Motion Filed-Finkel, Evan v. E. Sreeni



**UNITED STATES PATENT AND TRADEMARK OFFICE  
 PATENT TRIAL AND APPEAL BOARD**

Motion Filed Notice

**AIA Review No.:** IPR2022-00028  
**Petitioner:** Finkel, Evan of Tuesday, GA  
**Patent Owner:** E. Sreeni of AL  
**Patent No.:** 81403  
**Motion Filing Party:** Patent Owner  
**Motion Type:** Motion for Additional Discovery  
**Motion Filing Date:** 05/09/2022  
**Submitted By:** John Doe, John@gmail.com

The motion and related document(s), if any, have been filed.

The following document(s) has/have been filed.

**Document(s) List**

No.	Document No.	Document Type	Document Name	Filing Party	Availability
1	18	Motion	Other - Test Audit Paper-Motion	Patent owner	Available for everyone.

Questions regarding this receipt should be directed to the Patent Trial and Appeal Board at 571-272-7822 or e-mail to [Trials@uspto.gov](mailto:Trials@uspto.gov).

This e-mail is computer-generated. Do not reply to this e-mail because the e-mail box is not monitored.

Close

Sent date (mm/dd/yyyy) 1

05/10/2022 08:38:21 AM ET  
 05/10/2022 08:34:11 AM ET  
 05/10/2022 08:31:55 AM ET  
 05/09/2022 05:05:43 PM ET

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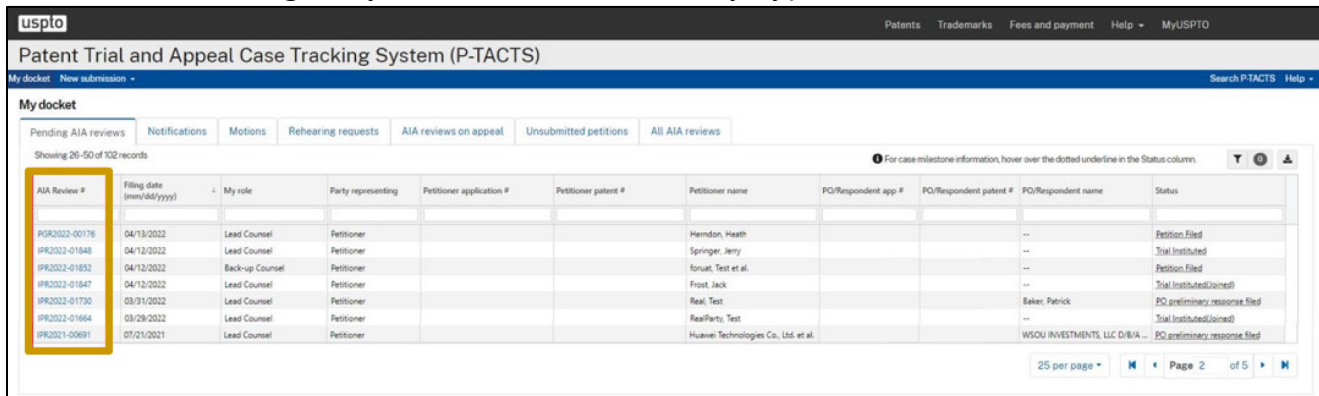
Figure 67: Notification Email example



## 9. Case Viewer

### 9.1 Case Viewer – My docket

To access **Case Viewer**, go to your docket and select any hyperlinked **AIA Review case number**.



Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket - New submission - Search P-TACTS Help -

My docket

Pending AIA reviews Notifications Motions Rehearing requests AIA reviews on appeal Unsubmitted petitions All AIA reviews

Showing 26-50 of 102 records

For case milestone information, hover over the dotted underline in the Status column.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
<a href="#">PR2022-00176</a>	04/13/2022	Lead Counsel	Petitioner			Herndon, Heath			--	Petition Filed
<a href="#">PR2022-01648</a>	04/12/2022	Lead Counsel	Petitioner			Springer, Jerry			--	Trial Instituted
<a href="#">PR2022-01852</a>	04/12/2022	Back-up Counsel	Petitioner			fonuat, Test et al.			--	Petition Filed
<a href="#">PR2022-01847</a>	04/12/2022	Lead Counsel	Petitioner			Frost, Jack			--	Trial Instituted(Joined)
<a href="#">PR2022-01730</a>	03/31/2022	Lead Counsel	Petitioner			Raei, Test			Baker, Patrick	PO preliminary response filed
<a href="#">PR2022-01664</a>	03/29/2022	Lead Counsel	Petitioner			Raei/Parto, Test			--	Trial Instituted(Joined)
<a href="#">PR2021-00691</a>	07/21/2021	Lead Counsel	Petitioner			Huawei Technologies Co., Ltd. et al.			WSOU INVESTMENTS, LLC D/B/A --	PO preliminary response filed

25 per page Page 2 of 5

Figure 68: Blue hyperlinked case number in My docket

### 9.2 Case Viewer

After selection of a hyperlinked AIA Review case number, the **Case Viewer** screen will open in a new Internet browser tab. Just below the blue menu bar you will see a gray header with the following sections:

- Case number
- Small Icon – (indicating if your case is joined with another case or not)
- Case status – (for this one the status shows that the Trial is Instituted and it is Joined with another case)
- Patent number
- Parties
- Tech center
- Art unit

Below the gray header you will see 4 tabs (AIA review Information, Motions, Rehearing request and Notice of appeal). We start by examining the first tab **AIA review information**. Note that there is a Documents tab and a Claims tab, and on the next line to the right there is a refresh button to update your data, an export to csv button, and a button for adding additional papers and exhibits.

Let's start with Documents tab which consists of papers and exhibits. For papers, note the indicator to the right alerting you about the next available paper number. Note the badge numbers indicated in All, Board, Petitioner, Patent Owner/Respondent, and Active filters indicating the number of records for each of those categories. If there were any filters in this example you could clear them by pressing gray **Clear all**. Exhibits are sortable by All, 1000 series (petitioner), 2000 series (patent owner), and 3000 series (Board), each with badge numbers indicating the number of exhibits for each category.

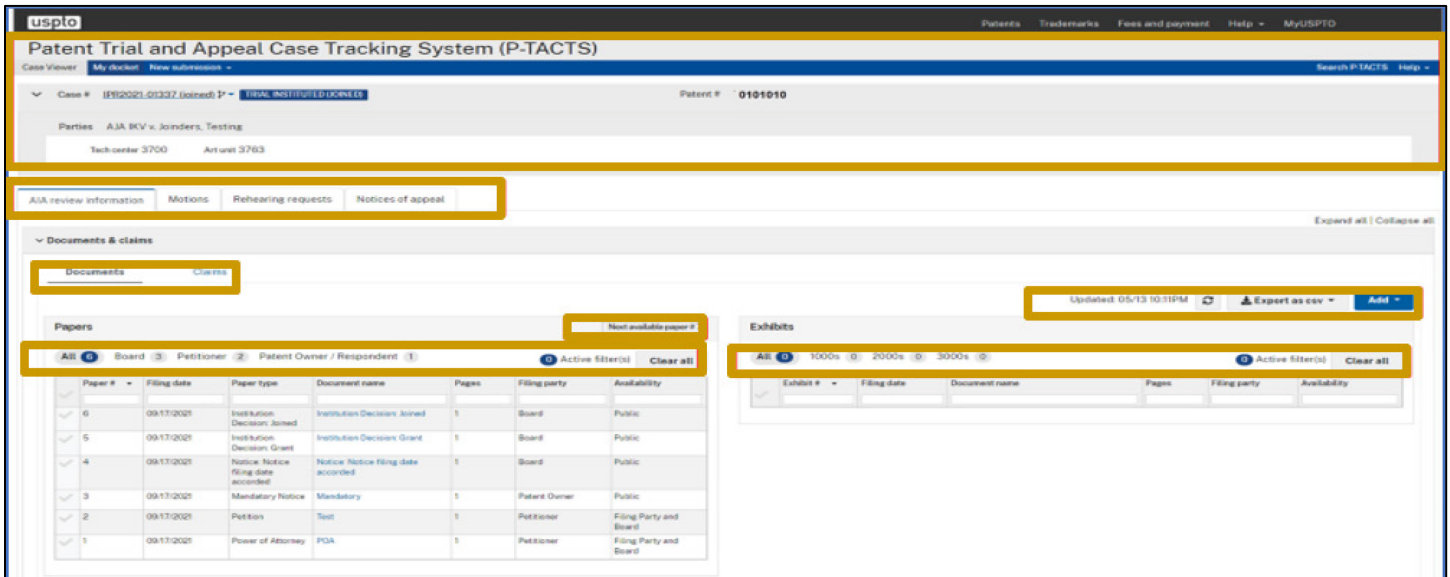


Figure 69: Case Viewer

### 9.3 Case Viewer – Header/Tabs

- Just below **Documents and claims** section you will see a gray header for **Real party** with the following sections:
  - Petitioner side
  - Patent Owner/Respondent side
  - Refresh data button
- Just below the **Real party** section you will see a gray header for **Counsel** with the following sections:
  - Petitioner side
  - Patent Owner/Respondent side
  - Refresh data button

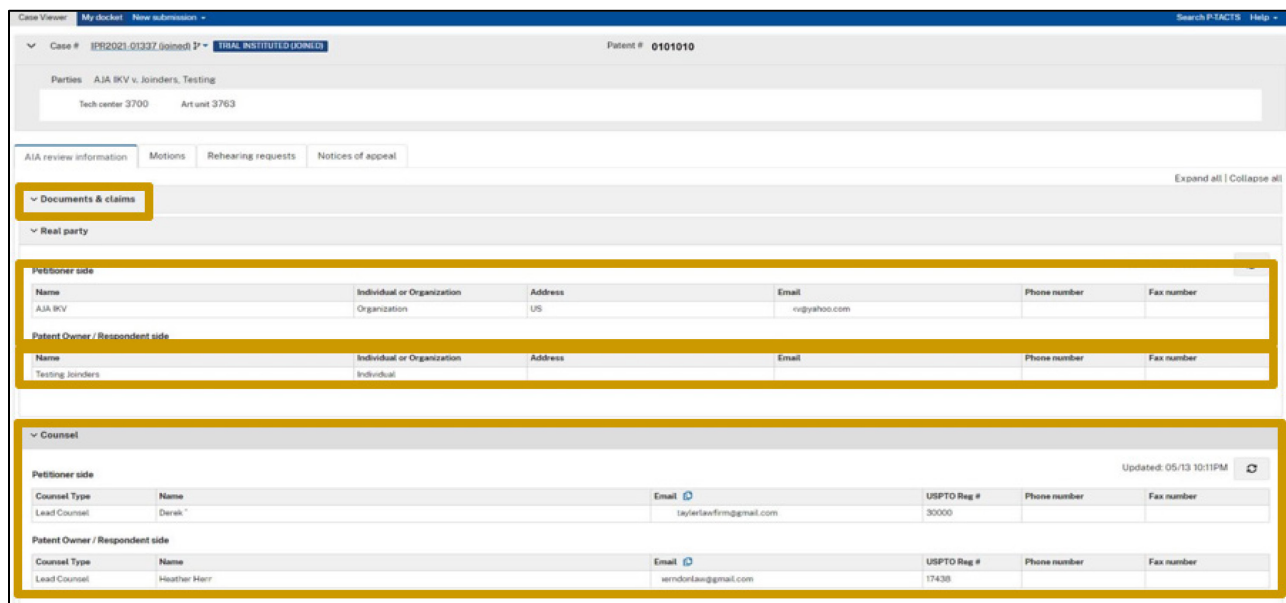


Figure 70: Case Viewer continued

3. Just below the **Counsel** section you will see a gray header for only your **Payments** with the following columns:
- Party
  - Transaction date
  - Payment method
  - Description
  - Fee code
  - Quantity
  - Fee amount
  - Fee total
  - Refresh data button

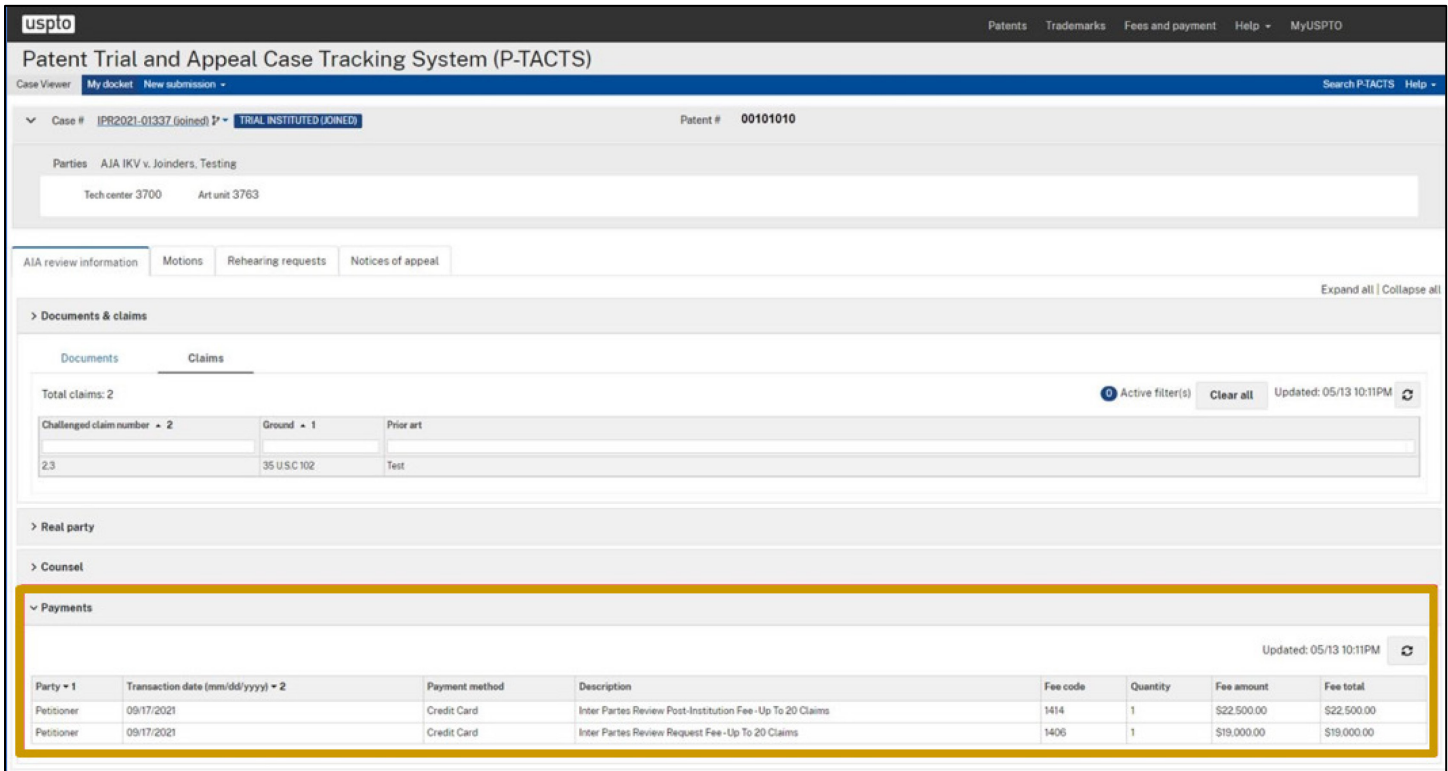


Figure 71: Case Viewer - payments

## 9.4 Case Viewer – Claims

You are now on the **Claims** tab. The total number of claims is shown just above the claims table grid, and to the right shows the number of active filters, Clear all button, and refresh data button. The table grid shows the following:

**Challenged claim number |Ground |Prior art**

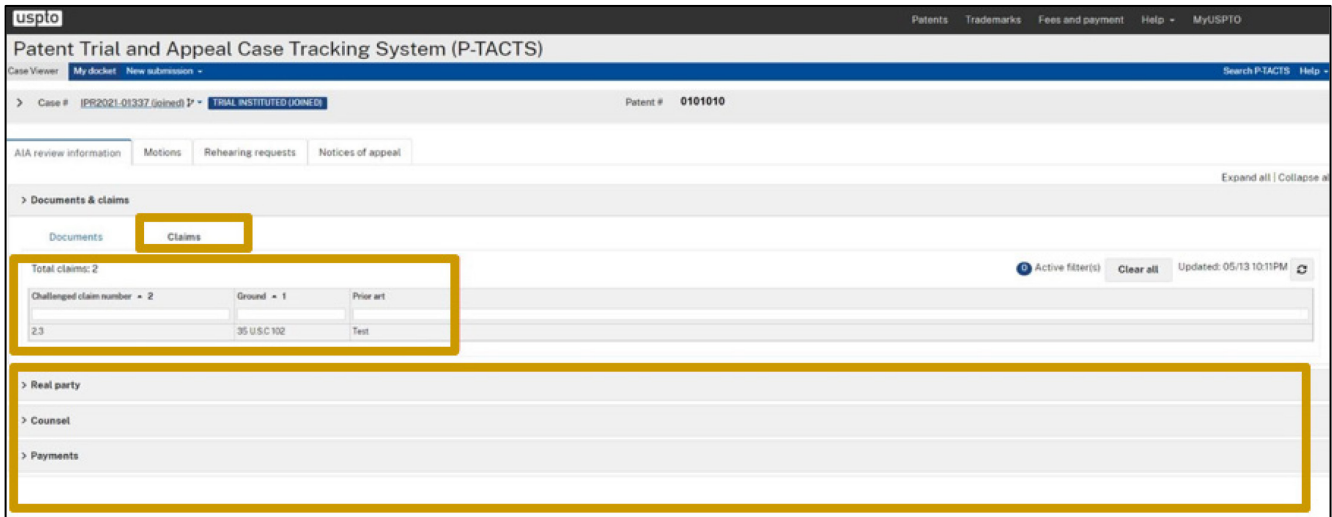


Figure 72: Case Viewer - claims

## 9.5 Case Viewer – Motions

You are now on the **Motions** tab. You will have the ability to Expand or Collapse all motions, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You'll have the ability to Clear filters, see badge numbers for filters, and download your motions. Below you will see a table with the following columns:

- Motions submitted date
- Filing party
- Party representing
- Motion type
- Motion status
- View motion

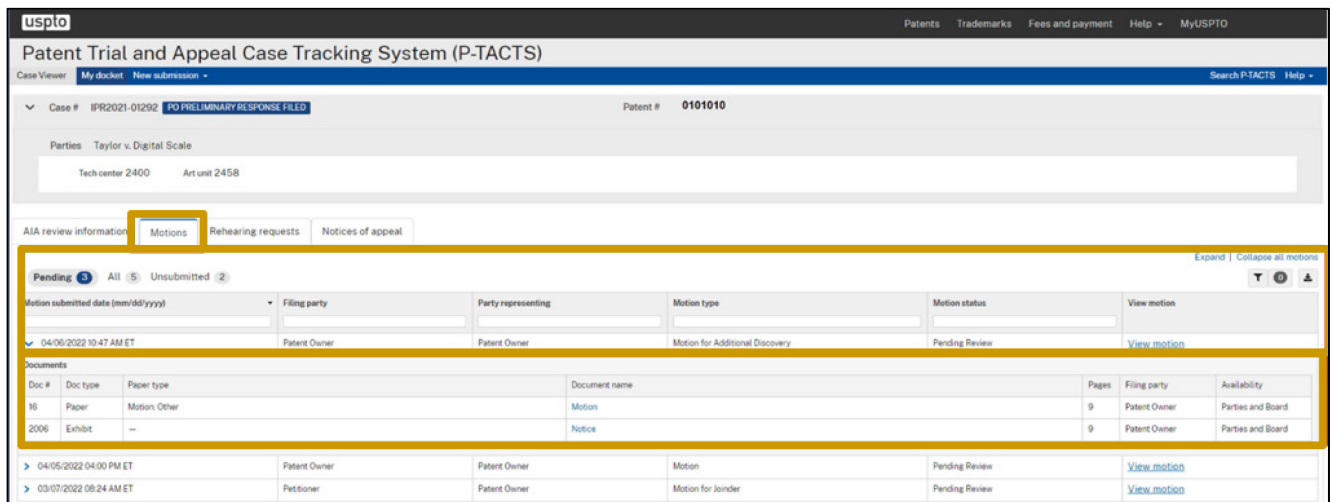


Figure 73: Case Viewer - motions

## 9.6 Case Viewer – Rehearing Request

You are now on the **Rehearing request** tab. You will have the ability Expand or Collapse all rehearing requests, badge numbers are shown for the number of Pending, All, and Unsubmitted

motions. You'll have the ability to Clear filters, see badge numbers for filters, and download your rehearing requests. Below you will see a table with the following columns:

**Rehearing submitted date | Filing party | Party representing  
| Rehearing request type | Rehearing request status | View rehearing**

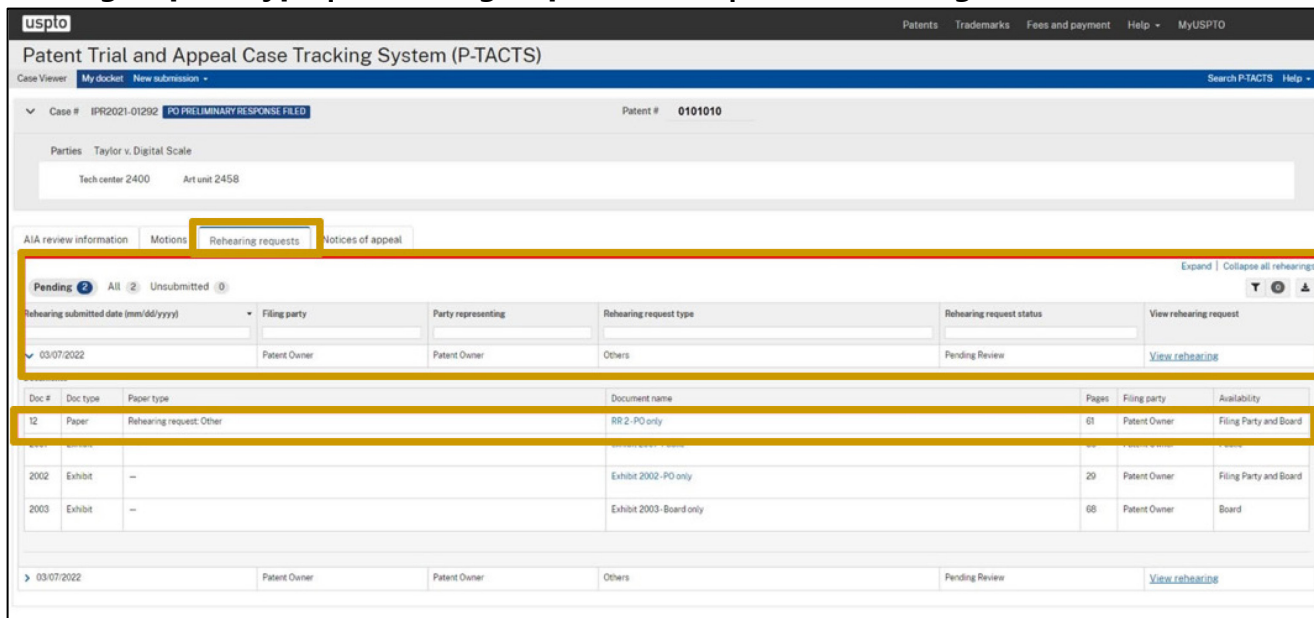


Figure 74: Case Viewer rehearing request

### 9.7 Case Viewer – Notice of Appeal

You are now on the **Notices of appeal** tab. You will have the ability to Expand or Collapse all Notice of appeal badge numbers are shown for the number of Pending, All, and Unsubmitted Notice of appeal. You'll have the ability to Clear filters, see badge numbers for filters, and download your notice of appeal. Below you will see a table with the following columns:

**Filing date | Date appeal filed | Filing party | Appeal status | Court decision date  
| Decision by Court mandate date | View appeal**

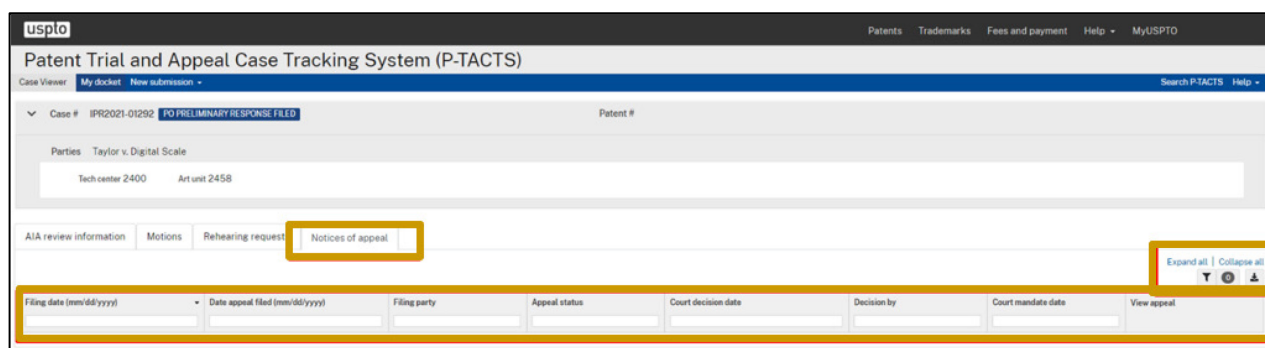


Figure 75: Case Viewer Notice of appeal

# 10. Filing Documents for Your Docketed Case

1. To file a document within your docketed case, open Case Viewer for the AIA Review case number by clicking on the hyperlinked case number from any of the tables in My Docket or from the Search P-TACTS results table. From the Case Viewer, select the blue **Add** button. The document types displayed from the Add document menu drop-down provide simplified document groupings. Selecting the proper document type is important to ensure that the resulting case actions are recognized by the P-TACTS system and that your responses are recognized as timely.

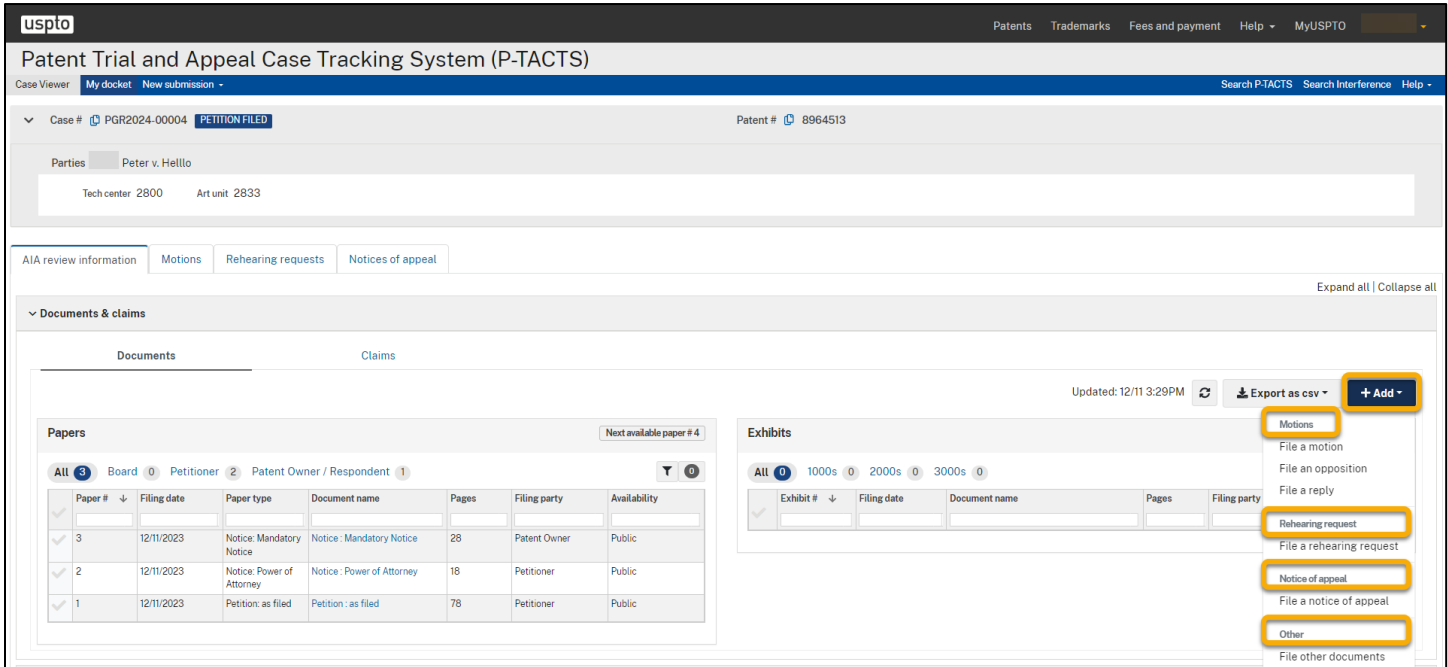


Figure 76: Case Viewer Add document button selected with menu drop-down options displayed

2. After selection of a document type, a popup window will be displayed with input fields to allow the user to select or enter required information to complete the filing. All required fields are marked with a red asterisk (\*). Both paper and exhibit options are available for filing documents.

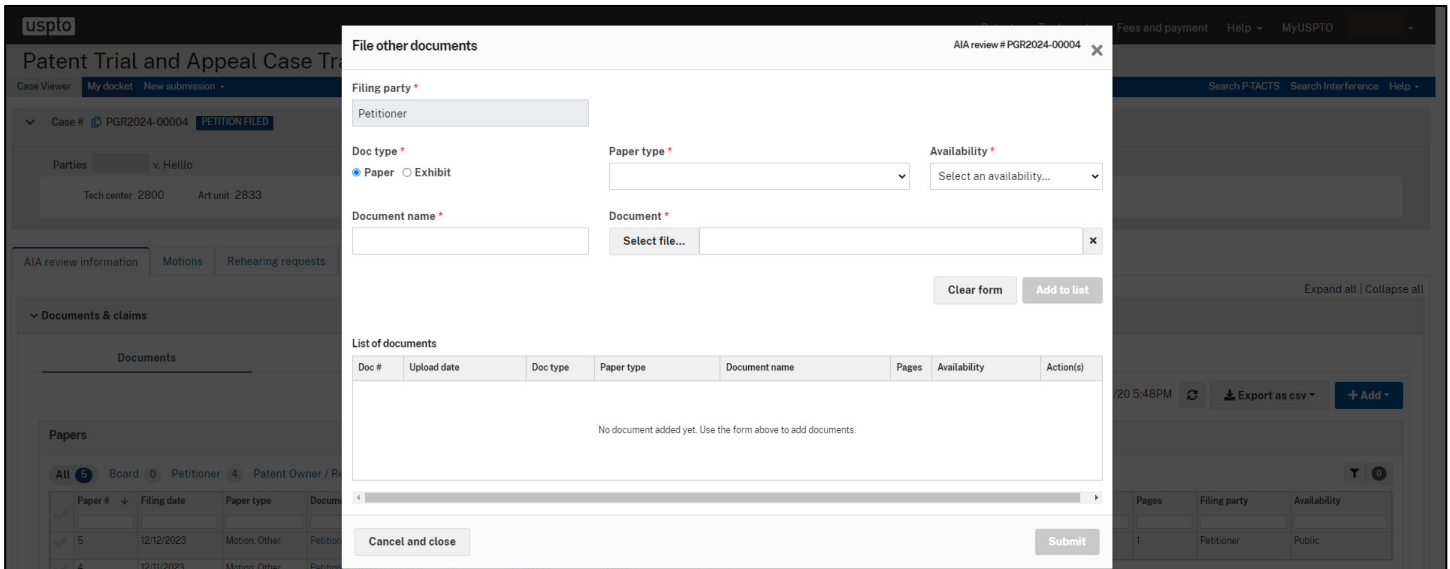


Figure 77: Case Viewer Add document popup window with mandatory information fields

- After at least all required fields have been completed and a document has been selected for upload, select the blue **Add to list** button. A table, titled List of documents, provides a preview of the document(s) before they are filed to P-TACTS.

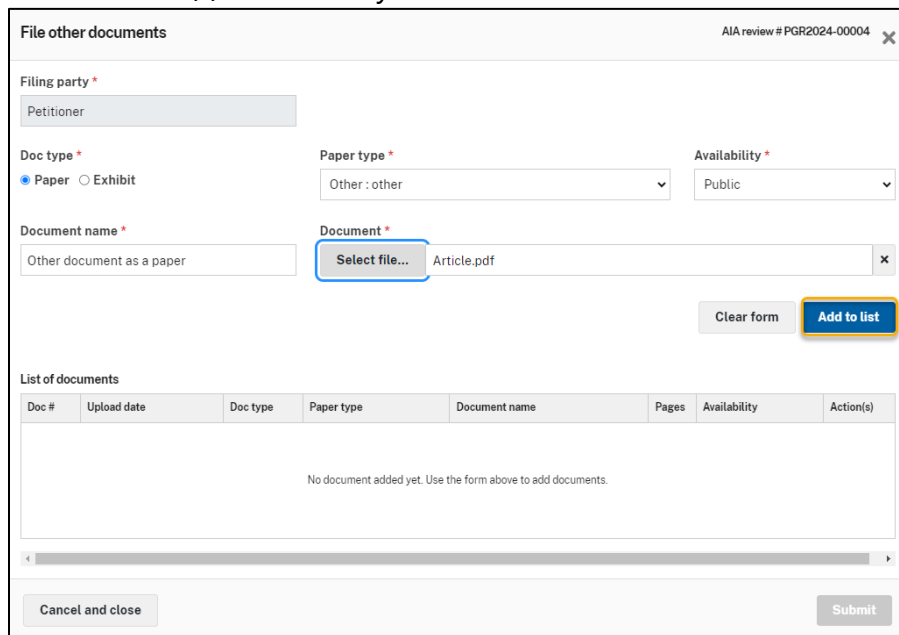


Figure 78: Case Viewer popup window with a user's selected file and enabled Add to list button

- A window will be displayed for confirming the document availability. When "Public" availability is selected, a confirmation window will always be displayed before the document will be added to the List of documents table. Select the blue confirmation button to accept public availability, or the gray "No, change availability" button to return to the main popup window.



Figure 79: Document availability confirmation

- If you confirmed the document availability, then the popup window is displayed with your document included in the List of documents table. The document name is hyperlinked and when selected, will open the document in a new browser tab.

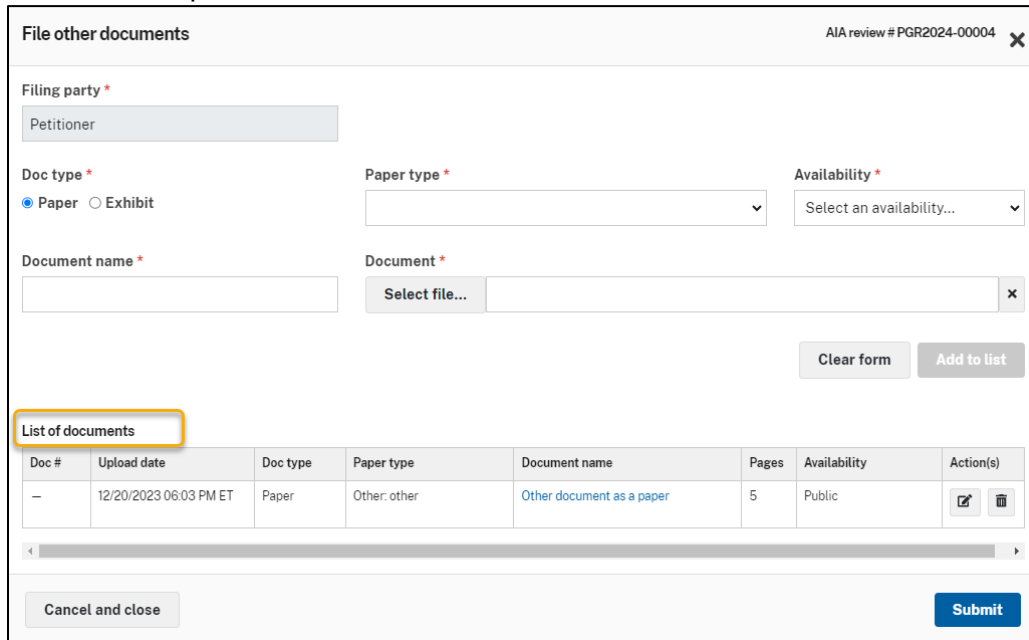


Figure 80: Case Viewer popup window with List of documents populated

- Additional documents may be filed with your document submission. To file an exhibit document, select "Exhibit" under the Doc Type. Exhibit series numbering is assigned according to your party representation for the case. The 1000 series is restricted to petitioners, and the 2000 series is restricted to patent owners. The Exhibit number is editable and may be reused if the same Exhibit number is associated to multiple documents within the filing.



**File other documents** AIA review # PGR2024-00004

Filing party \*  
Petitioner

Doc type \*  
 Paper  Exhibit

Exhibit number \*  
1002

Availability \*  
Public

Document name \*  
Other document as an exhibit

Document \*  
Select file... Exhibit 1002.pdf

Clear form **Add to list**

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
-	12/20/2023 06:03 PM ET	Paper	Other: other	Other document as a paper	5	Public	

Cancel and close **Submit**

Figure 81: Case Viewer popup window with Exhibit document option selected

- After all required fields are complete, select the blue **Add to list** button. The availability popup window is displayed and once confirmed, the Exhibit document is included in the List of documents table. When you are ready to file your documents and no further changes or modifications are required, select the blue **Submit** button.

**File other documents** AIA review # PGR2024-00004

Filing party \*  
Petitioner

Doc type \*  
 Paper  Exhibit

Paper type \*

Availability \*  
Select an availability...

Document name \*

Document \*  
Select file...

Clear form **Add to list**

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
-	12/20/2023 06:03 PM ET	Paper	Other: other	Other document as a paper	5	Public	
1002	12/20/2023 06:09 PM ET	Exhibit	-	Other document as an exhibit	5	Public	

Cancel and close **Submit**

Figure 82: List of documents updated to include the added Exhibit document

- After selection of the blue Submit button in the popup window, the files are uploaded to P-TACTS with the submitted date and time according to the Submit button selection. If the filed document was a paper, the document will be assigned the next available paper number.

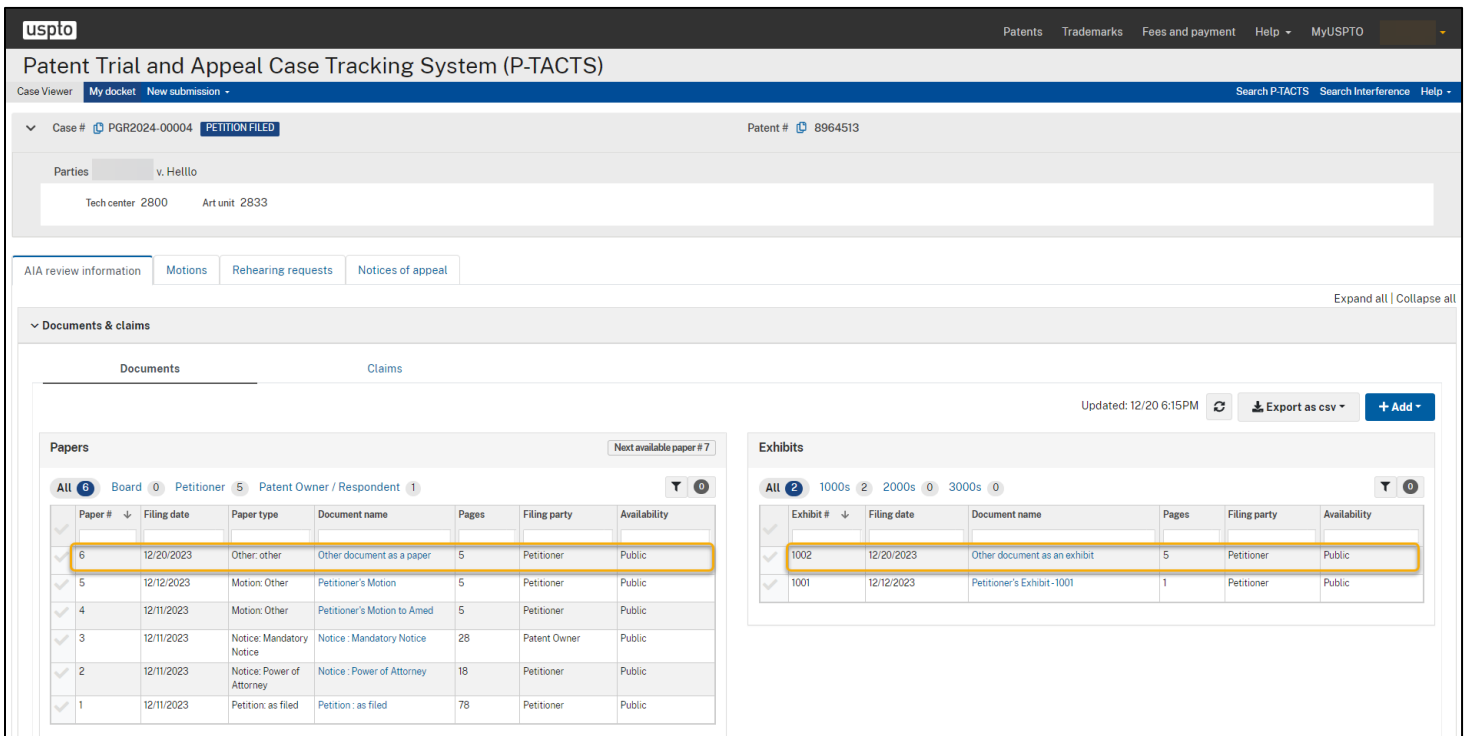


Figure 83: Case Viewer filed documents

## 10.1 Filing a Motion

To file a motion, open Case Viewer of an AIA Review case number and select the blue **Add** button. Select the **File a motion** from the menu options.

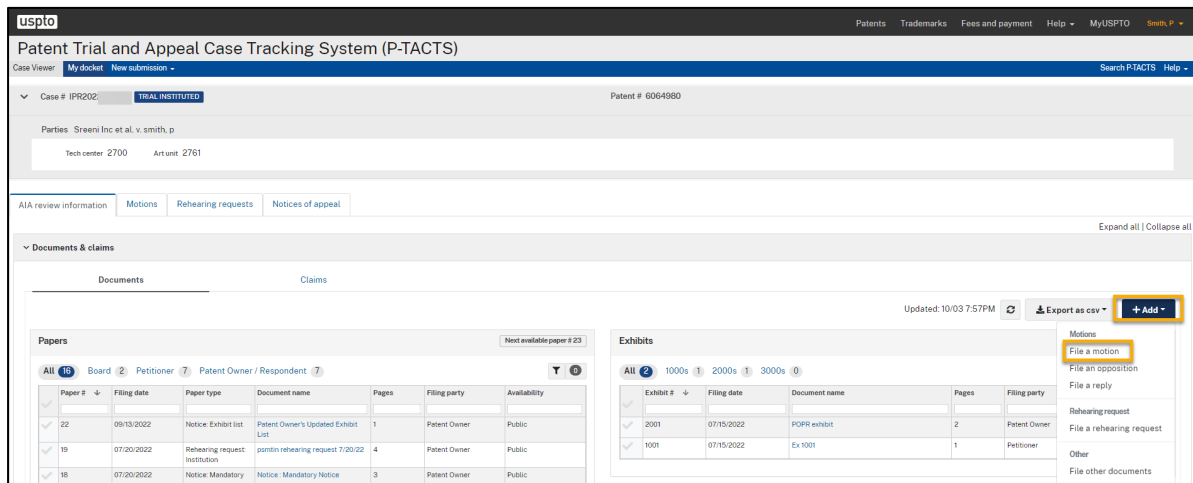


Figure 84: Case Viewer popup window – File a motion

## 10.2 Filing a Motion – Motion Types

1. The File a motion popup window is displayed with mandatory fields marked with red (\*) asterisks. Both paper and exhibit options are available for filing documents. The following fields are displayed in the File a motion popup window:

- Filing party – (Select filing party)
- Motion type (Select motion type)
- Doc type paper (Pre-selected)

- Paper type – (Pre-selected once Motion type is selected)
- Availability – (Select an availability)
- Document name - (Provide name)
  - Select file- (Select file from your computer and upload your Document)

Figure 85: Case Viewer popup window – File a motion

2. When selecting the **Motion type**, select the drop-down field and a scrollable list of motion types are displayed. Select the type of motion you will file. An example listing of available motions is provided below. For this example, the Motion type for a general type of **Motion** is selected. Exhibit documents may be submitted in addition to a motion. When all required information has been entered, select the blue Add to list button and then the blue **Submit** button to complete the add document process as previously described.

**File a motion** AIA review # PGR2024-00004 ✕

**Filing party \***  
 Select a filing party... ▼

**Doc type \***  
 Paper  Exhibit

**Document name \***

**Motion type \***  
 Select a motion type... ▼  
 Select a motion type...  
 Motion  
 Motion for Additional Discovery  
 Motion for Adverse Judgment  
 Motion for Compelling Testimony Outside US Testimony  
 Motion for Joinder  
 Motion for Judgment Based on Supplemental Information  
 Motion for Non-Electronic Filing  
 Motion for Observations on Cross Examination  
 Motion for Oral Hearing  
 Motion to Amend the Claims  
 Motion to Appear Pro Hac Vice  
 Motion to Compel Testimony  
 Motion to Dismiss (Settlement) - Before Institution  
 Motion to Exclude Evidence  
 Motion to Expunge Information  
 Motion to File Supplemental Evidence  
 Motion to File Supplemental Information  
 Motion to Seal  
 Motion to Terminate (Settlement) - After Institution

**List of documents**

Doc #	Upload date	Doc type	Pa
No document added yet. Use the form above to add documents.			

Figure 86: Motion types

### 10.3 Filing a Motion – File an Opposition

- To file an **Opposition**, from the Case Viewer Add document menu, select the blue the **Add** button, and then select the **File an opposition** menu option.

uspto Patents Trademarks Fees and payment Help MyUSPTO Smith, P. ▼

**Patent Trial and Appeal Case Tracking System (P-TACTS)**

Case Viewer My docket New submission Search P-TACTS Help ▼

Case # IPR202: TRIAL INSTITUTED Patent # 6064980

Parties Sreeni Inc et al. v. smith, p  
 Tech center 2700 Art unit 2761

AIA review information Motions Rehearing requests Notices of appeal

Expand all | Collapse all

**Documents & claims**

**Documents** Claims

Updated: 10/03 7:57PM ↻ Export as csv + Add

**Papers** Next available paper # 23

All 16 Board 2 Petitioner 7 Patent Owner / Respondent 7

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
22	09/13/2022	Notice: Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public
19	07/20/2022	Rehearing request: Institution	psmtin rehearing request 7/20/22	4	Patent Owner	Public
18	07/20/2022	Notice: Mandatory Notice	Notice: Mandatory Notice	3	Patent Owner	Public

**Exhibits**

All 2 1000s 1 2000s 1 3000s 0

Exhibit #	Filing date	Document name	Pages	Filing party
2001	07/15/2022	POPR exhibit	2	Patent Owner
1001	07/15/2022	Ex 1001	1	Petitioner

**Motions**  
 File a motion  
 File an opposition  
 File a reply  
 Rehearing request  
 File a rehearing request  
 Other  
 File other documents

Figure 87: Case Viewer – File an opposition

2. Select a motion that you are responding to in the drop-down motion list field. The paper type of Opposition is auto-populated and not changeable within the File an opposition popup window. When all required information has been entered, select the blue Add to list button and then the blue **Submit** button.

Figure 88: File an opposition – Select motion to respond to

## 10.4 Filing a Motion – File a Reply to an Opposition

1. To file a **Reply**, from the Case Viewer Add document menu, select the blue **Add** button, and then select the **File a reply** menu option.

Figure 89: File a reply

2. Select an opposition that you are responding to in the drop-down motion list field. The paper type of Reply to Opposition is auto-populated and not changeable within the File a reply

popup window. When all required information has been entered, select the blue **Add to list** button and then the blue **Submit** button.

### 10.5 Submitting a Motion to Appear Pro Hac Vice

Notes: If you intend to file a **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel**, see section **15.2 Submitting a Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel**.

1. To file a Pro Hac Vice motion, select the Motion to Appear Pro Hac Vice from the drop-down menu. The popup window is displayed including alerts to remind you that a separate motion must be filed for each pro hac vice attorney, and the fee for each pro hac vice motion is payable upon submission. Enter remaining information required by the popup window, and then select the blue **Add to list** button.

**File a motion** AIA review # IPR202 ✕

⚠ A separate motion must be filed for each pro hac vice attorney.

⚠ The fee for pro hac vice motion is payable upon submission.

**Filing party \***  ▼      **Motion type \***  ▼

**Doc type \***  Paper  Exhibit      **Paper type \***       **Availability \***  ▼

**Document name \***       **Document \***   ✕

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 90: File a motion popup window – Add a Pro Hac Vice motion document to the List of documents

2. Once your Pro Hac Vice motion has been added to your List of documents table, select the blue **Pay and submit** button. Please note that you will have the option to Cancel and close or Save documents in addition to the Pay and submit option.

**File a motion**
AIA review # IPR2022-04637 ✕

⚠ A separate motion must be filed for each pro hac vice attorney.

⚠ The fee for pro hac vice motion is payable upon submission.

**Filing party \***

**Motion type \***

**Doc type \***

Paper  Exhibit

**Paper type \***

**Availability \***

**Document name \***

**Document \***

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	10/03/2022 09:46 PM ET	Paper	Motion: PHV	<a href="#">PHV</a>	21	Public	

**Payment information**

Quantity	Type of fee	Unit cost	Subtotal
1	Pro Hac Vice admission fee	\$250.00	\$250.00

Total due: \$250.00

Figure 91: File a motion popup window – File a Pro Hac Vice motion with Pay and submit button

- After selecting the Pay and submit button, you will be taken to the **Make Payment** page. Continue filling out the payment information.

Figure 92: Pro Hac Vice motion payment entry screen

- In the Payment window, you can verify your information, add any missing information, and select the payment option and method. To submit your payment and complete the motion filing process, select the blue **Submit payment** button. Upon receiving a success message, your Pro Hac Vice motion will be displayed within the Case Viewer document listing

Transaction Date	Payment Method	Description	Fee Code	Quantity	Fee Amount	Fee Total
10/03/2022 20:02:20	CARD	Pro Hac Vice admission fee	1418	1	\$250.00	\$250.00
					<b>Total Fees</b>	<b>\$250.00</b>

Figure 93: Pro Hac Vice motion payment confirmation



# 11. Filing PO Preliminary Response

1. This section describes how to file a Patent Owner Preliminary Response (POPR). After logging into P-TACTS, it displays the **My docket** page. Under the **Pending AIA reviews** tab, find the appropriate IPR or PGR case that you want to file a POPR. Select the appropriate case via the case number hyperlink in the **AIA Review #** column to open the case in Case Viewer.
2. As a Patent Owner to the case, when you select the blue **+Add** button, you will see a **Preliminary response** section with the following two options:
  - File a preliminary response
  - Waive a preliminary response
- Select the **File a preliminary response** menu option from the dropdown list.

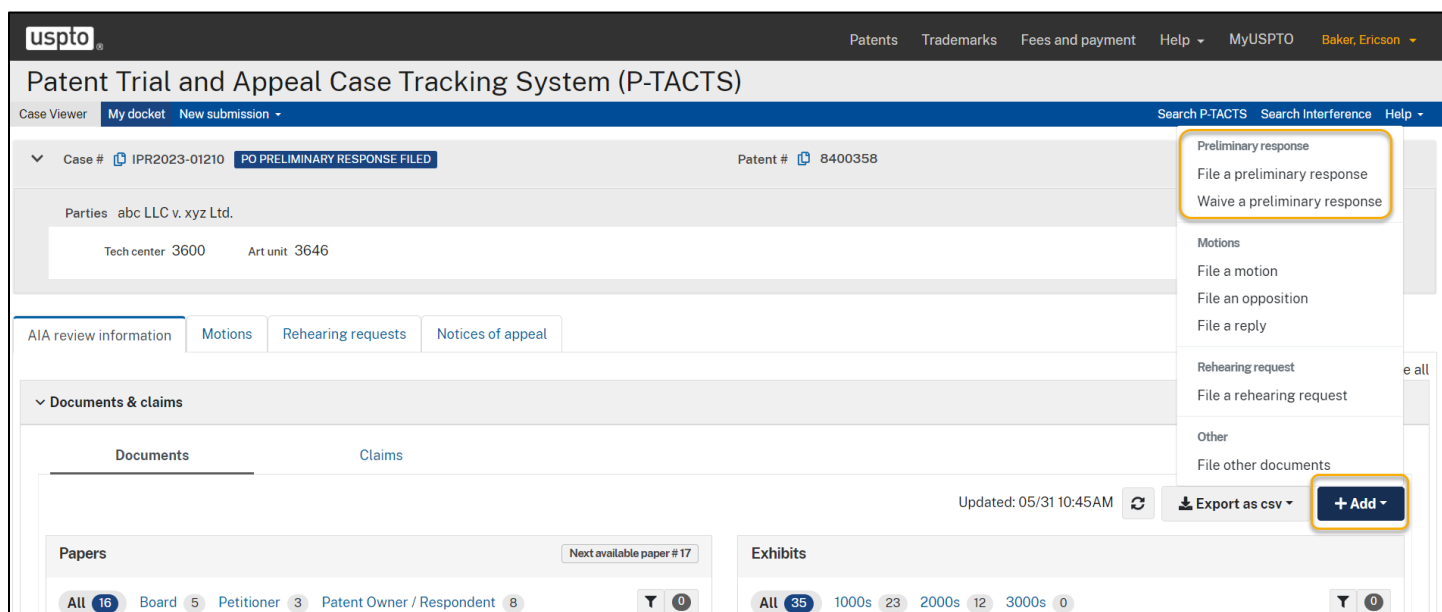


Figure 94: Preliminary response dropdown

3. You will see the File a preliminary response popup window with mandatory fields marked with red \* asterisks. For this example, we are filing a POPR. You will see the following:
  - Filing party – (Pre-selected)
  - Preliminary response type (Pre-selected)
  - Doc type (Pre-selected)
  - Paper type – (Pre-selected)
  - Availability – (Select an availability)
  - Document name - (Provide name)
  - Document Select file - (Select file from your computer and upload your Document)
4. Complete all of the required fields, and select the blue **Add to list** button. Repeat these steps for each document that will be submitted within this filing request and then select the blue **Submit** button when complete to file all documents listed within the List of documents table.

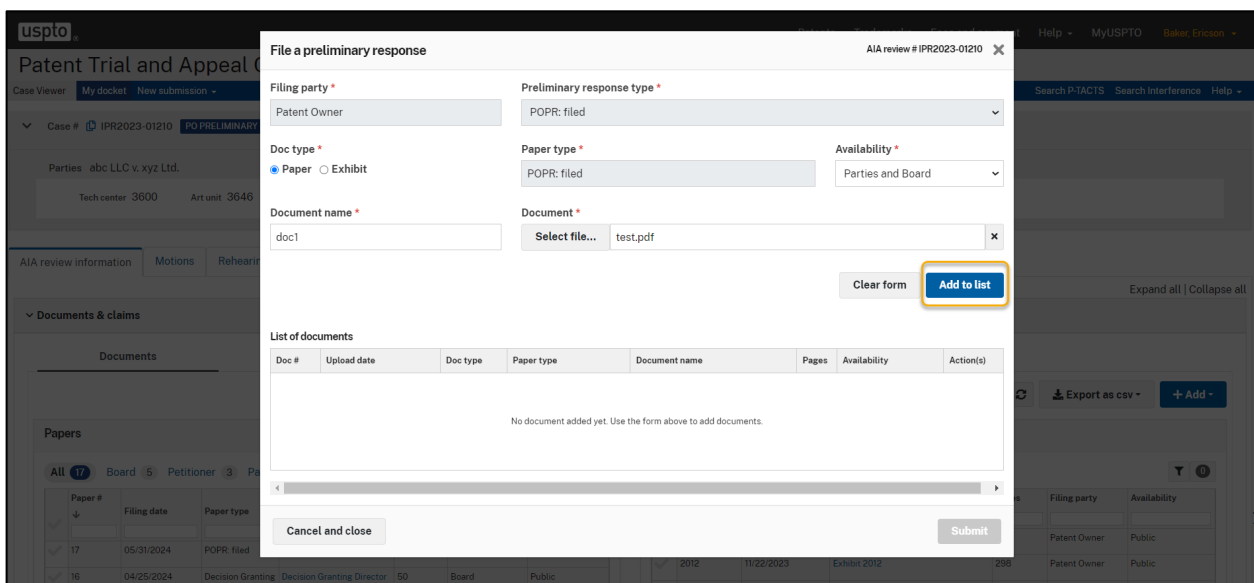
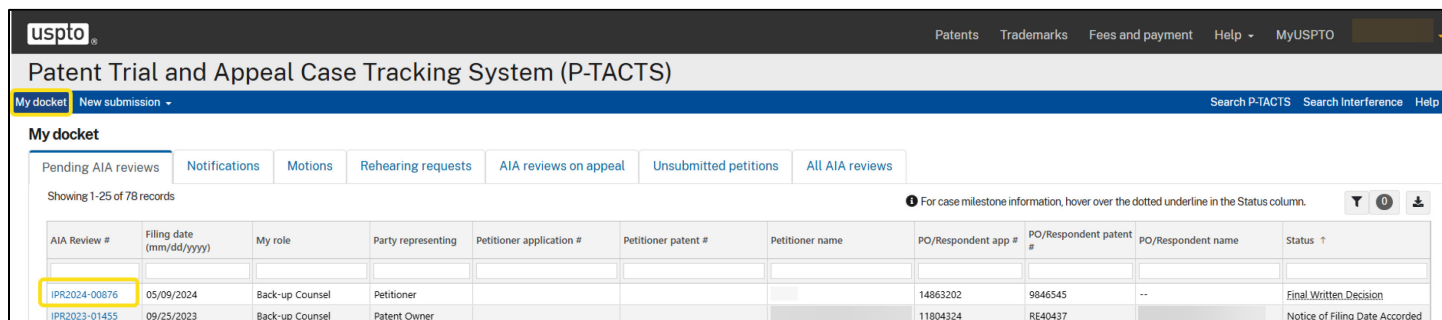


Figure 95: Preliminary response popup window

## 12. Filing Request for Director Review

1. Navigate to P-TACTS landing page (<https://ptacts.uspto.gov/ptacts/ui/home>) from the link in the black menu bar at the top of the page after signing in to your MyUSPTO account. See Section 2.3, paragraph 6.
2. Select the desired AIA review case hyperlink to file a Director Review request.

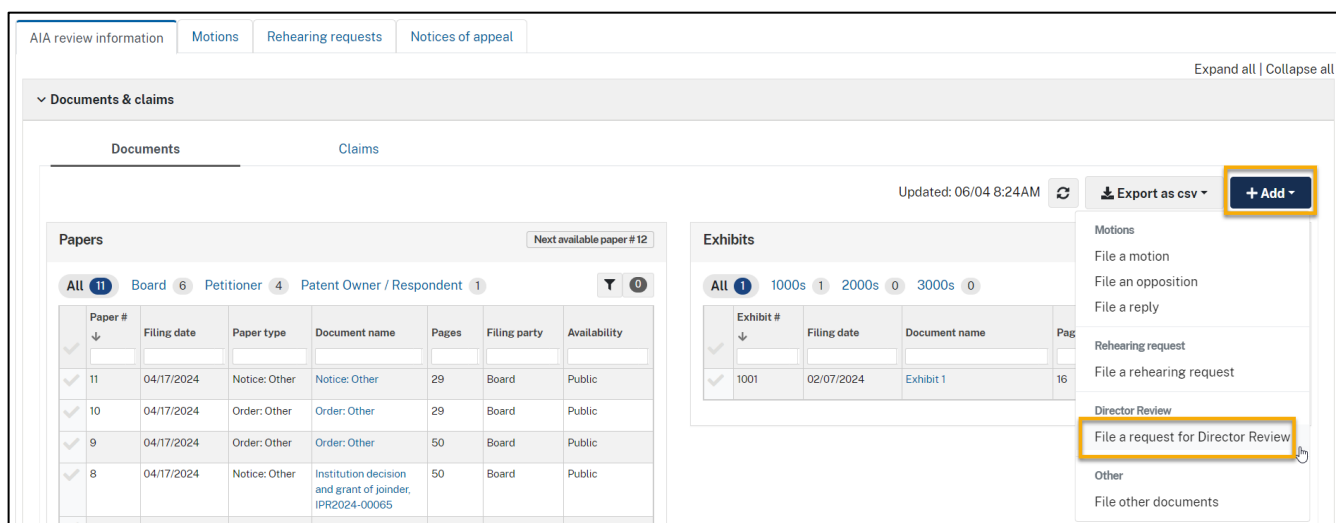


The screenshot shows the 'My docket' page in the Patent Trial and Appeal Case Tracking System (P-TACTS). The page displays a table of pending AIA reviews. The first row is highlighted with a yellow box, indicating the selected case.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
IPR2024-00876	05/09/2024	Back-up Counsel	Petitioner				14863202	9846545	--	Final Written Decision
IPR2023-01455	09/25/2023	Back-up Counsel	Patent Owner				11804324	RE40437		Notice of Filing Date Accorded

Figure 96: My docket pending AIA reviews

3. Select "+ Add", then select "File a request for Director Review".



The screenshot shows the 'Documents & claims' page in the P-TACTS system. The page displays a table of documents and exhibits. The '+ Add' button is highlighted with a yellow box, and a dropdown menu is open, showing the option 'File a request for Director Review' selected.

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
11	04/17/2024	Notice: Other	Notice: Other	29	Board	Public
10	04/17/2024	Order: Other	Order: Other	29	Board	Public
9	04/17/2024	Order: Other	Order: Other	50	Board	Public
8	04/17/2024	Notice: Other	Institution decision and grant of joinder, IPR2024-00065	50	Board	Public
7	04/17/2024	Institution	Institution Decision	88	Board	Public

Figure 97: + Add dropdown

4. A popup window is displayed including an alert to remind you that a fee is payable upon submission. Enter the appropriate Director Review request information and select the **Add to list** button.

Figure 98: File a request for Director Review popup window

- If Public is selected, confirm public availability by selecting “Yes, make it public”.

Figure 99: Make document public popup window

- Review submission (confirm “Request for Director Review” with the decision type to be reviewed is provided in the paper type of your document). The below example displays a request for Director’s Review of an Institution decision with an example fee that has not yet been submitted and paid.

**File a request for Director Review for Institution Decision** AIA review # IPR2025-00101

**▲** The fee for request for Director Review is payable upon submission.

Filing party \*

Doc type \*  Paper  Exhibit

Paper type \*  
 Request for Director Review - Institution Decision

Availability \*  
 Select an availability...

Document name \*

Document \*

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	01/10/2025 12:46 PM ET	Paper	Request for Director Review - Institution Decision	Request for Director Review - Institution Decision	1	Public	

**Payment information**

Quantity	Type of fee	Unit cost	Subtotal
1	REQUEST FOR DIRECTOR REVIEW OF AN INSTITUTION DECISION	\$452.00	\$452.00

Total due: \$452.00

Figure 100: File a Director's Review of an Institution decision request with Pay and submit button

7. Select the blue **Pay and submit** button to continue with filing the request for Director Review.
8. After selecting the Pay and submit button, you will be taken to the **Make Payment** page. Continue filling out the payment information.

**uspto** About Us Careers Contact Us

**Make Payment** Help

Payment

Order Details ⓘ

TOTAL  
\$452.00

Sale Item Reference #	Sale Item Reference #2	Attorney Docket #	Fee Code ⓘ	Fee Amount	Qty	Item Total
IPR2025-00101	IPR2025-00101		1419	\$452.00	1	\$452.00

Payment Information

Required fields \*

Payment Options ⓘ  Stored Payment Method  Credit/Debit Card

Stored Payment Methods \*

Figure 101: Request for Director Review of an Institution decision payment entry screen

9. In the Payment window, you can verify your information, add any missing information, and select the payment option and method.
10. To submit your payment and complete the request for Director Review filing process, select the blue **Submit payment** button. If payment and document were successfully submitted, a confirmation message is displayed for the AIA Review case number.

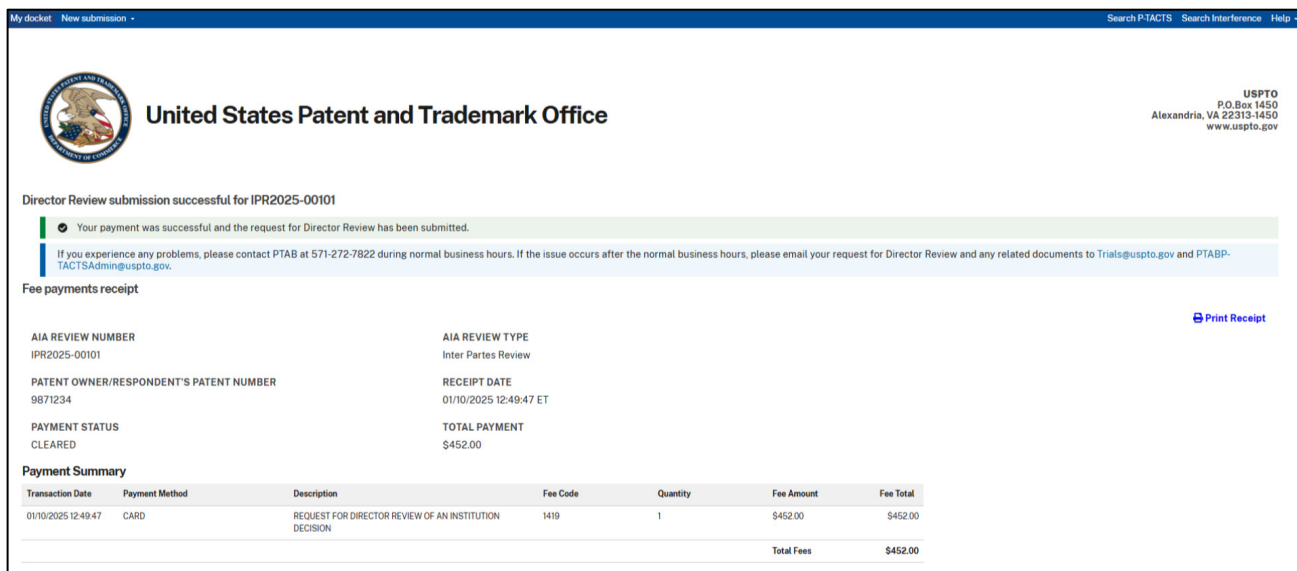


Figure 102: Request for Director Review payment and document filing confirmation

11. Upon receiving a success message, your request for Director Review document will be displayed within the Case Viewer papers document listing.
12. Confirm paper and document information has been added accurately to the case file.

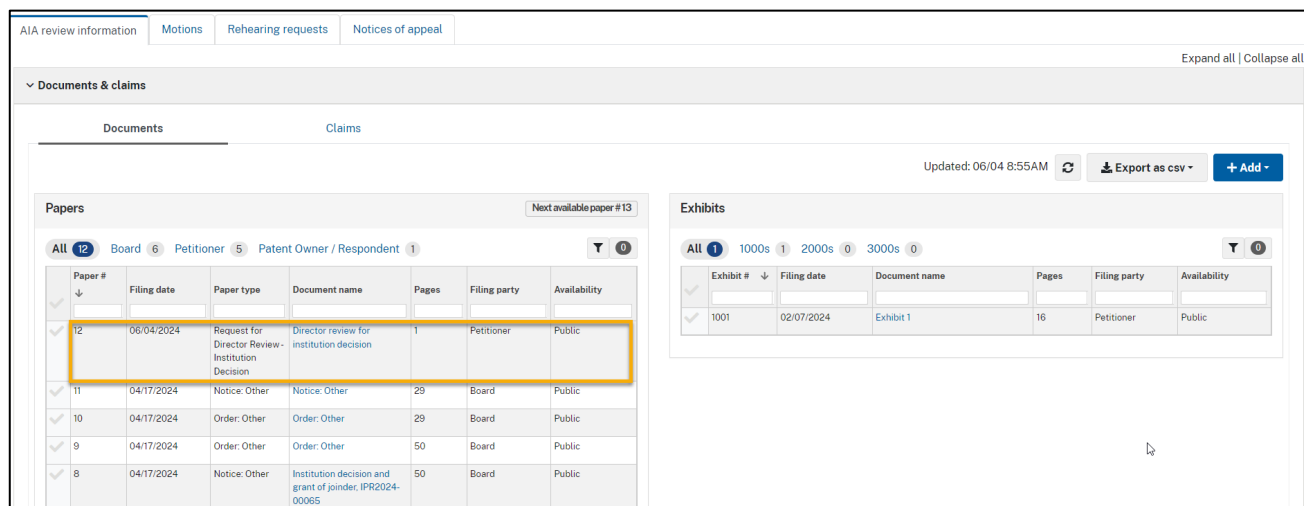


Figure 103: Request for Director Review document added to the case

13. Director Review requests are compiled and provided within a downloadable spreadsheet from the PTAB website at URL (<https://www.uspto.gov/patents/patent-trial-and-appeal-board/status-director-review-requests>). The request for Director Review filing is typically available in the downloadable file within a week of the request receipt date.

uspto.gov/patents/patent-trial-and-appeal-board/status-director-review-requests

NWOW Rally

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

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Home > Patents > PTAB > Status of Director Review requests

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## Status of Director Review requests

Director Review requests are uploaded into the corresponding case as Exhibit 3100 and are available on the Patent Trial and Appeal Case Tracking System (P-TACTS) for processing America Invents Act (AIA) reviews typically within a week of the receipt of the request. Director Review requests are also compiled in the spreadsheet below. The spreadsheet includes the date the Director Review request was received, the case number of the proceeding, the requesting party, the involved parties, the status of the request, and the date of the most recent status. This spreadsheet will be updated monthly.

- [Director Review requests spreadsheet \(May 15, 2024\)](#)

### Director Review granted – proceedings

Below are the proceedings in which Director Review has been granted, either based on a party's request or sua sponte.

Figure 104: Status of Director Review requests

## 13. Filing Rehearing

1. To file a Rehearing request, in Case Viewer, select the blue **Add** button, and you will see a list of documents. In this particular AIA Review case, the case status is **Final Written Decision**. Therefore, your options are as follows:
  - File a motion
  - File a rehearing request
  - File a notice of appeal
  - File other documents

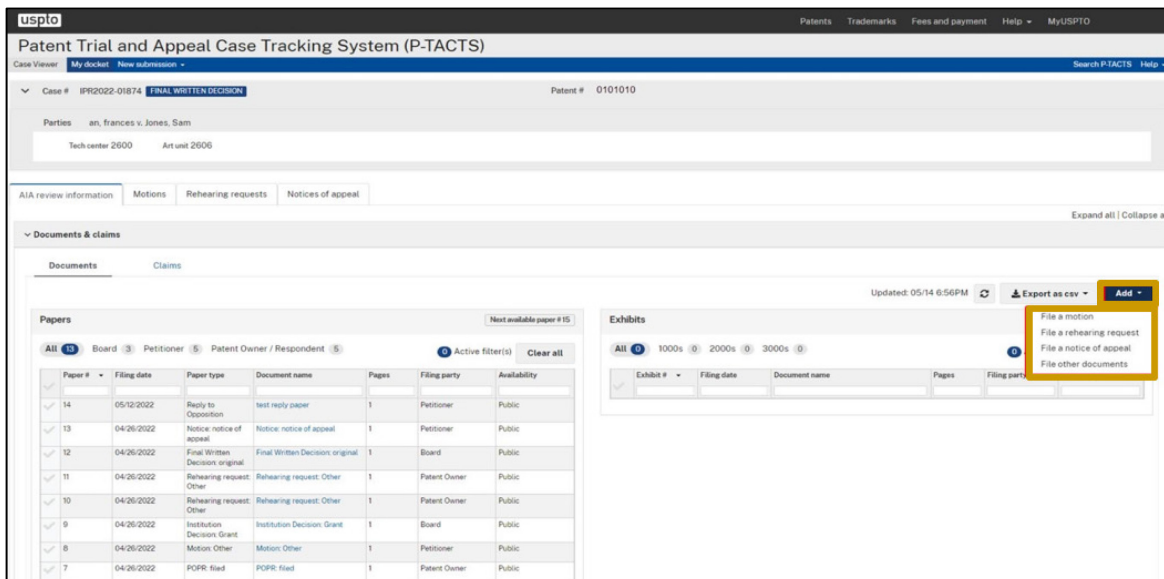


Figure 105: Rehearing

2. You will see the File a rehearing request popup window with mandatory fields marked with red \* asterisks. For this example, we are filing a rehearing request. You will see the following:
  - Filing party – (Pre-selected)
  - Rehearing type\* – (Final Written Decision, Institution Decision, Other) • Doc type paper (Pre-selected)
  - Paper type – (Pre-selected)
  - Availability – (Select an availability)
  - Document name - (Provide name)
  - Select file- (Select file from your computer and upload your Document)
3. Complete all of the required sections, and notice that the **Add to list** button is now blue and active. Note that you can add the motion paper as well as exhibits to the list of documents to be submitted. You'll have the opportunity to **Clear form** or **Add to list**. Select the blue **Add to list** button and when all documents are listed within the List of documents table and no more changes are required, select the blue **Submit** button.



**File a rehearing request**

Filing party \*  
Petitioner

Rehearing type \*  
Final Written Decision

Doc type \*  
 Paper  Exhibit

Paper type \*  
Rehearing request: FWD

Availability \*  
Parties and Board

Document name \*  
FWD

Document \*  
Select file... PO.pdf

Clear form **Add to list**

List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Cancel and close Save documents Submit

**Patent Trial and Appeal Case Tr**

Case # IPR2022-01874 FINAL WRITTEN DECISION

Parties an, frances v. Jones, Sam

Tech center 2600 Art unit 2606

AIA review information Motions Rehearing requests

Documents & claims

Documents Claims

Papers

All 15 Board 3 Petitioner 8 Patent Owner / 1

Paper #	Filing date	Paper type	Doc type	Pages	Availability
15	05/14/2022	Notice notice of appeal	Appeal	1	Parties and Board
14	05/12/2022	Reply to Opposition	test reply paper	1	Patitioner
13	04/26/2022	Notice notice of appeal	Notice notice of appeal	1	Patitioner
12	04/26/2022	Final Written Decision original	Final Written Decision original	1	Board
11	04/26/2022	Rehearing request Other	Rehearing request Other	1	Patent Owner
10	04/26/2022	Rehearing request Other	Rehearing request Other	1	Patent Owner
9	04/26/2022	Institution Decision Grant	Institution Decision Grant	1	Board

Figure 106: Rehearing popup window

## 14. Filing Appeal to Federal Circuit

1. In this example, you will be filing an **Appeal to Federal Circuit**. In the Case Viewer, select the blue **Add** button, and you will see a list of documents. In this particular case, the status is **Final Written Decision**. Your options are as follows:
  - File a motion
  - File a rehearing request
  - File a notice of appeal

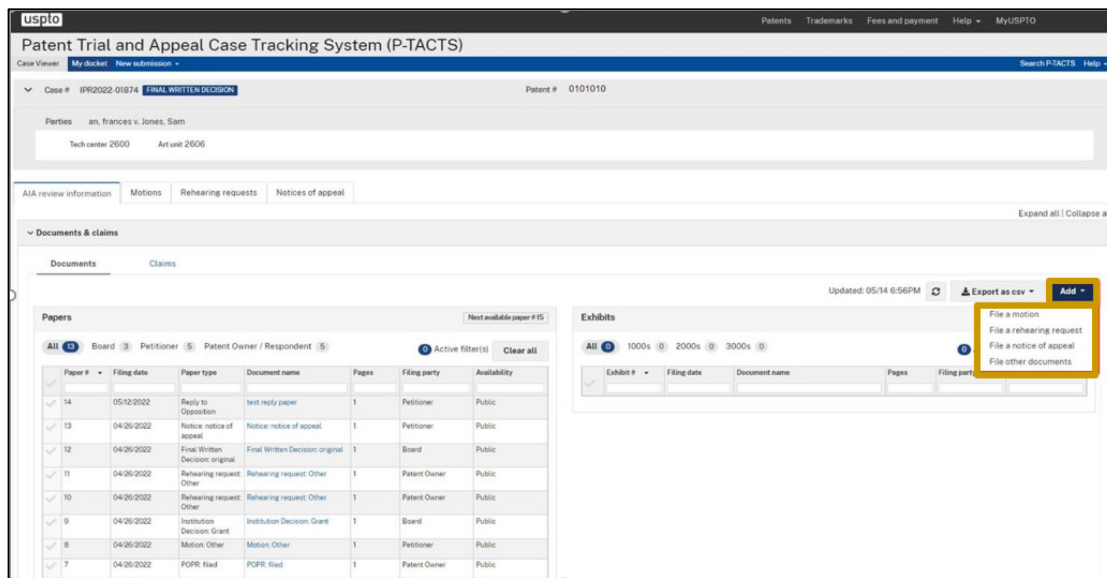


Figure 107: Federal circuit dropdown

2. You will see the File notice of appeal popup window with mandatory fields marked with red \* asterisks. For this example, we are filing an Appeal to United States Court of Appeals for the Federal Circuit. You will see the following:
  - Filing party – (Pre-selected)
  - Date appeal filed – (Select mm/dd/yyyy)
  - Doc type paper – (Pre-selected)
  - Paper type – (Pre-selected)
  - Availability – (Select an availability)
  - Document name – (Provide name)
  - Select file – (Select file from your computer and upload your Document)

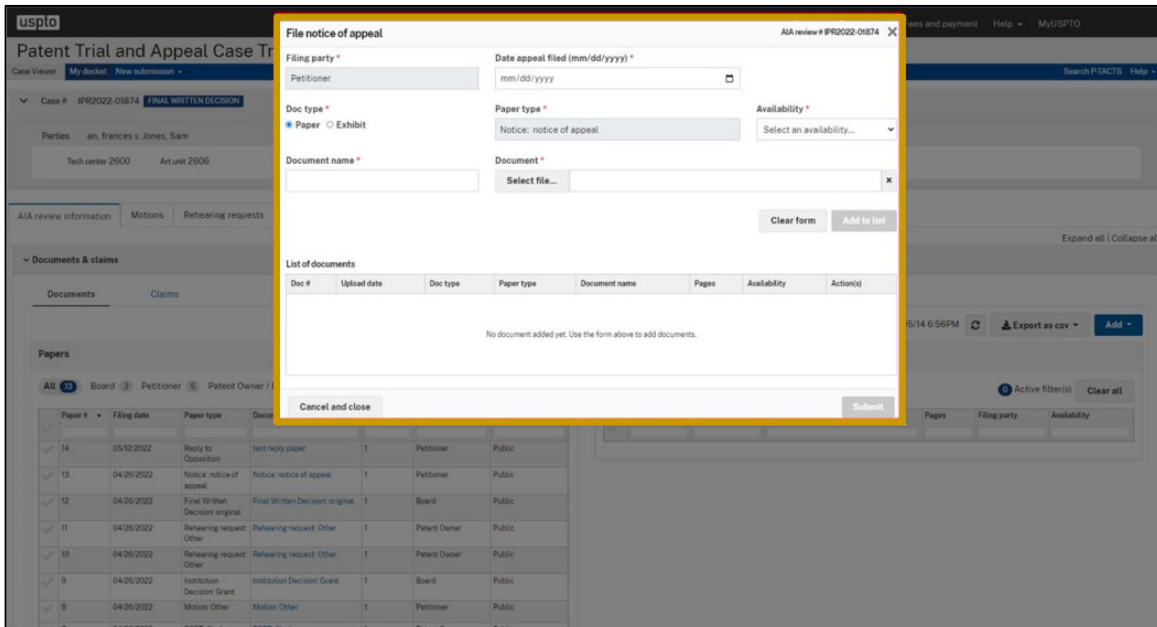


Figure 108: File notice of appeal popup window

- Complete all of the required sections, and notice that the **Add to list** button is now blue and active. You'll have the opportunity to **Clear form** or **Add to list**. Select the blue **Add to list** button and when your document is listed within the List of documents table and no more changes are required, select the blue **Submit** button.

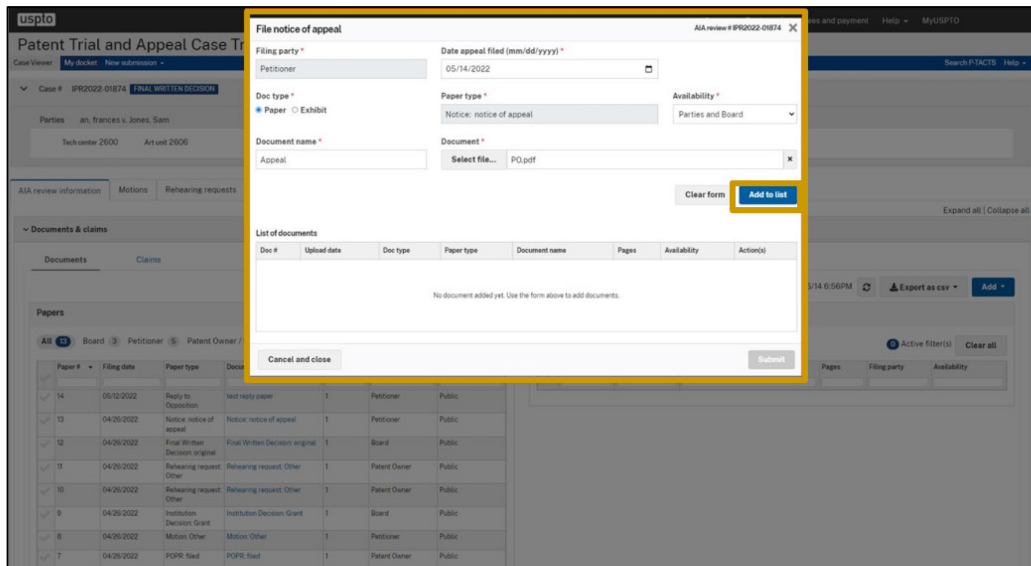


Figure 109: File notice of appeal popup window – Add to list button

# 15. Filing Other Documents

## 15.1 Filing Other Documents

1. Filing other documents in P-TACTS consists of the following choices:

- Notice: Exhibit list
- Notice: Mandatory Notice
- Notice: Notice of deposition
- Notice: Other
- Notice: Power of Attorney
- Other: Fed. Cir. Mandate
- Other: Refund request
- Petition Reply to: PO Resp
- Petition: Corrected

As with other submissions, you have the choice of adding the other document as a paper or an exhibit in the 1000 or 2000 series depending on whether you are a petitioner (1000 series) or patent owner (2000 series).

2. In the Case Viewer, select the blue **Add** button to see a list of documents and select the last option in the list, **File Other Documents**.

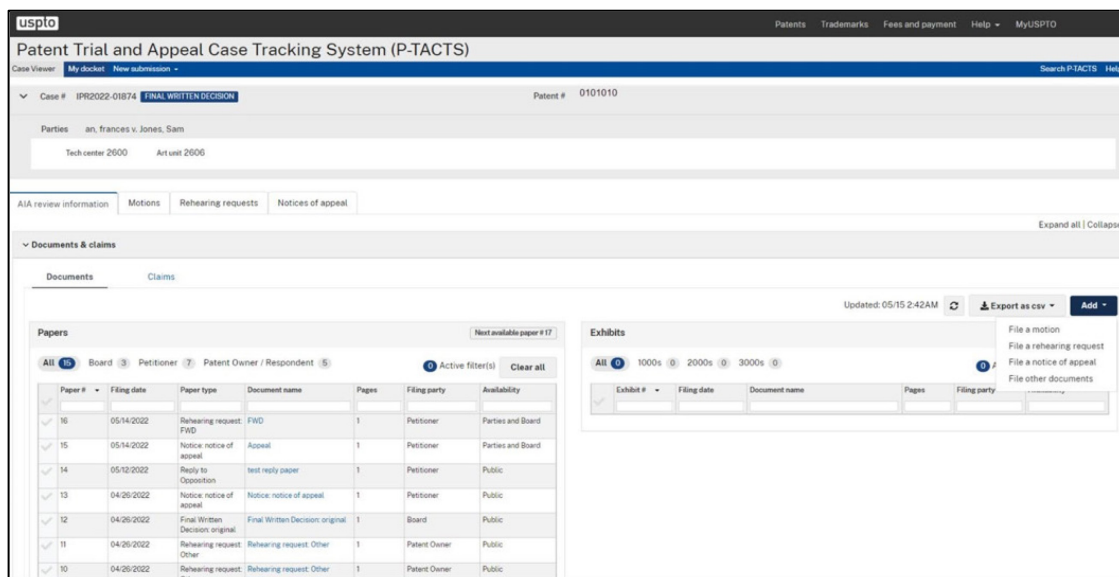


Figure 110: Add documents dropdown

3. You will see the File other documents popup window with mandatory fields marked with red \* asterisks. For this example, we are filing other documents. You will see the following:

- Filing party – (Pre-selected)
- Doc type paper – (Pre-selected/Editable)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name – (Provide name)

- Select file – (Select file from your computer and upload your Document)

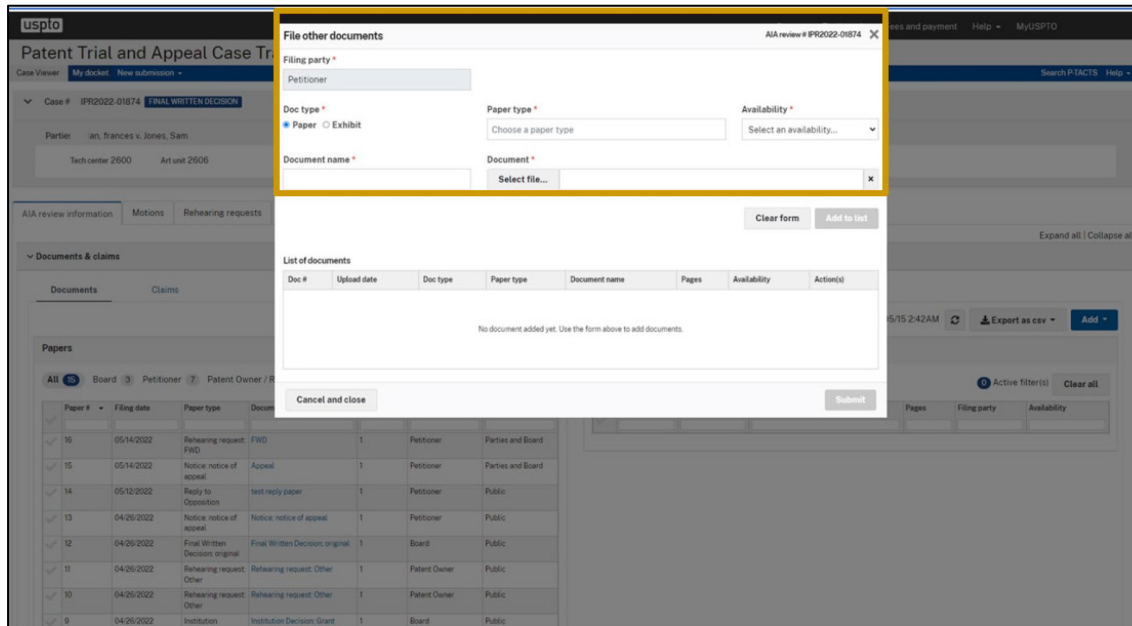


Figure 111: File other documents popup window

4. Complete all of the required sections, and notice that the **Add to list** button is now blue and active. You'll have the opportunity to **Clear form** if the information is incorrect or **Add to list**. Select **Add to list** button and when all documents are listed within the List of documents table and no more changes are required, select the blue **Submit** button.

## 15.2 Submitting a Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel

You may only submit a **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel** under 37 CFR § 42.10(c)(2) if you meet the qualifications. Otherwise, you must file a motion to appear Pro Hac Vice and pay the fee. See section **10.5 Submitting a Motion to Appear Pro Hac Vice**.

1. From the Case Viewer, select the blue + **Add** button. When you select the blue +**Add** button, you will see an **Other** section with the **File other documents** option. Select the **File other documents** menu option from the dropdown list.

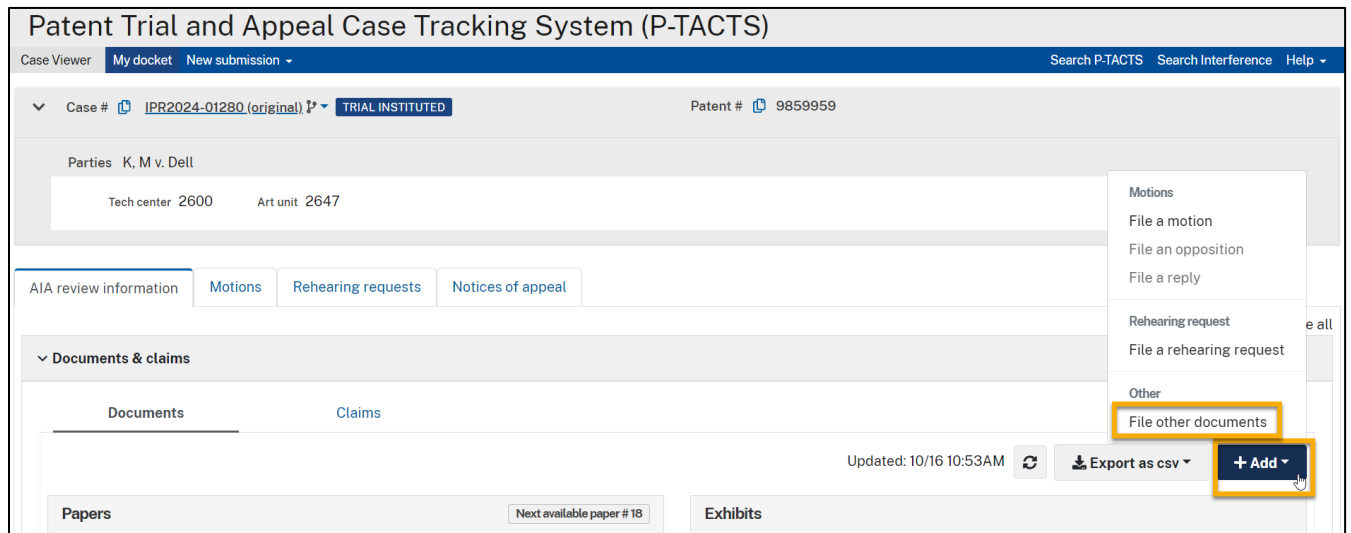


Figure 112: Add documents dropdown

2. Select the **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel** menu option from the **Paper Type** dropdown list.

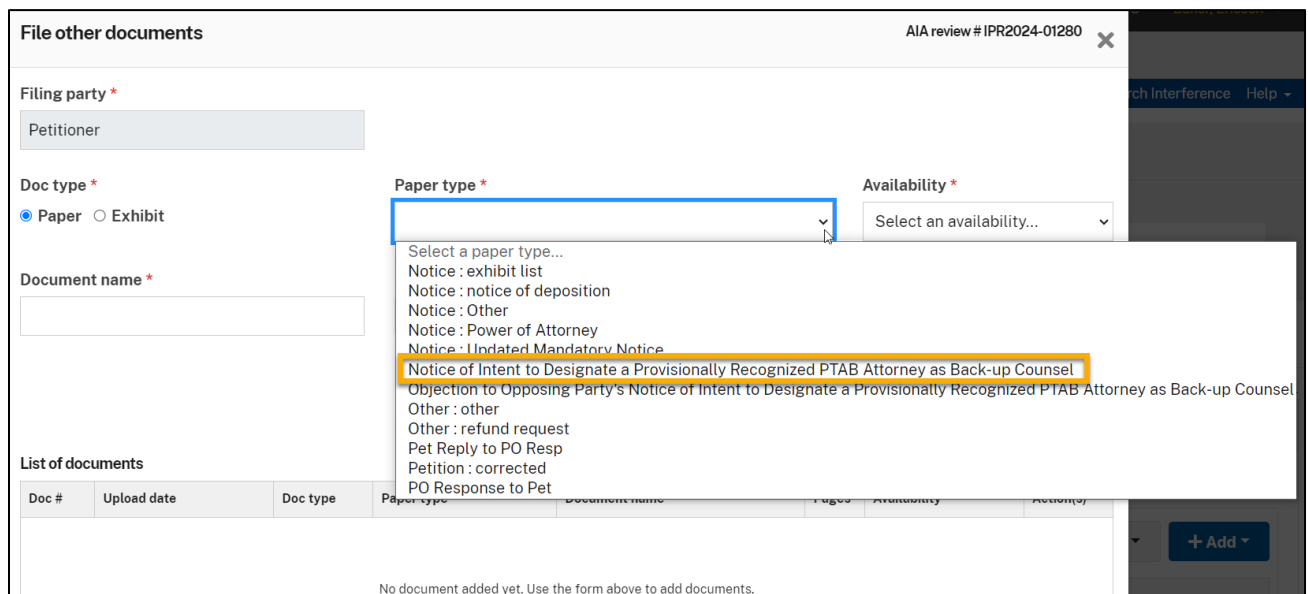


Figure 113: File other documents popup window

3. You will see the following warning message reminding you to verify that you qualify to file a **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel**:

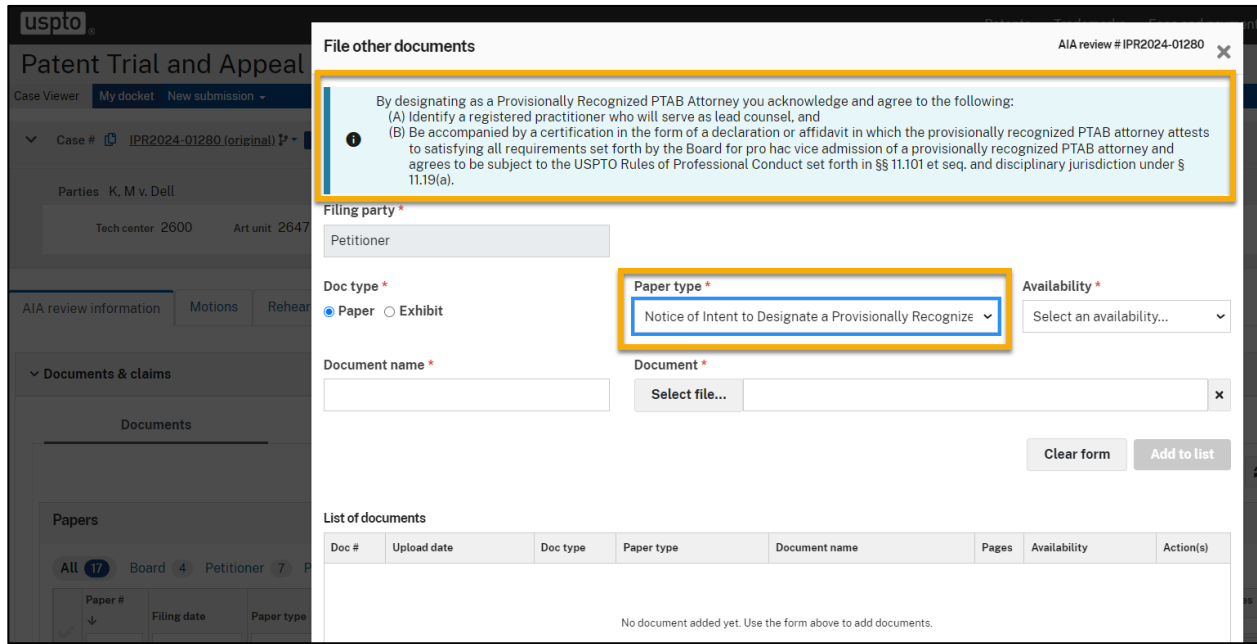


Figure 114: File other documents popup window – warning message

- Complete all of the required fields, and select the blue **Add to list** button. Select the blue **Submit** button to file the document listed within the List of documents table.

### 15.3 Submitting an Objection to Opposing Party's Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel

- From the Case Viewer, select the blue **+ Add** button. When you select the blue **+Add** button, you will see an **Other** section with the **File other documents** option. Select **File other documents** menu option from the dropdown list.

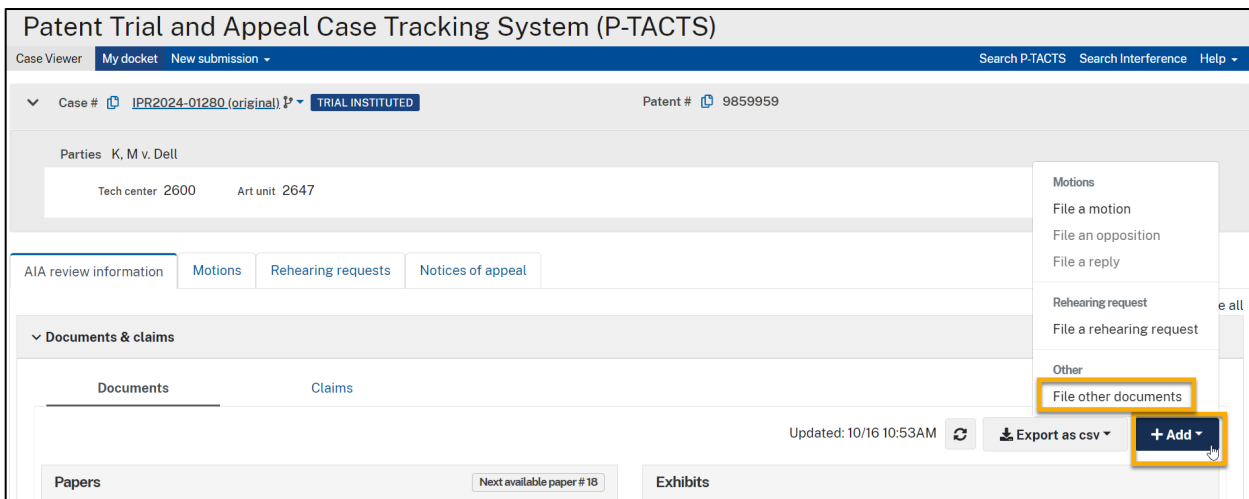


Figure 115: Add documents dropdown

- Select the **Objection to Opposing Party's Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel** menu option from the **Paper Type** dropdown list.

Notes:

- The paper type **Objection to Opposing Party's Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel** is available only after the paper type **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel** has been filed by the opposing party.
- Only one (1) objection may be filed for each **Notice of Intent to Designate a Provisionally Recognized PTAB Attorney as Back-up Counsel**.

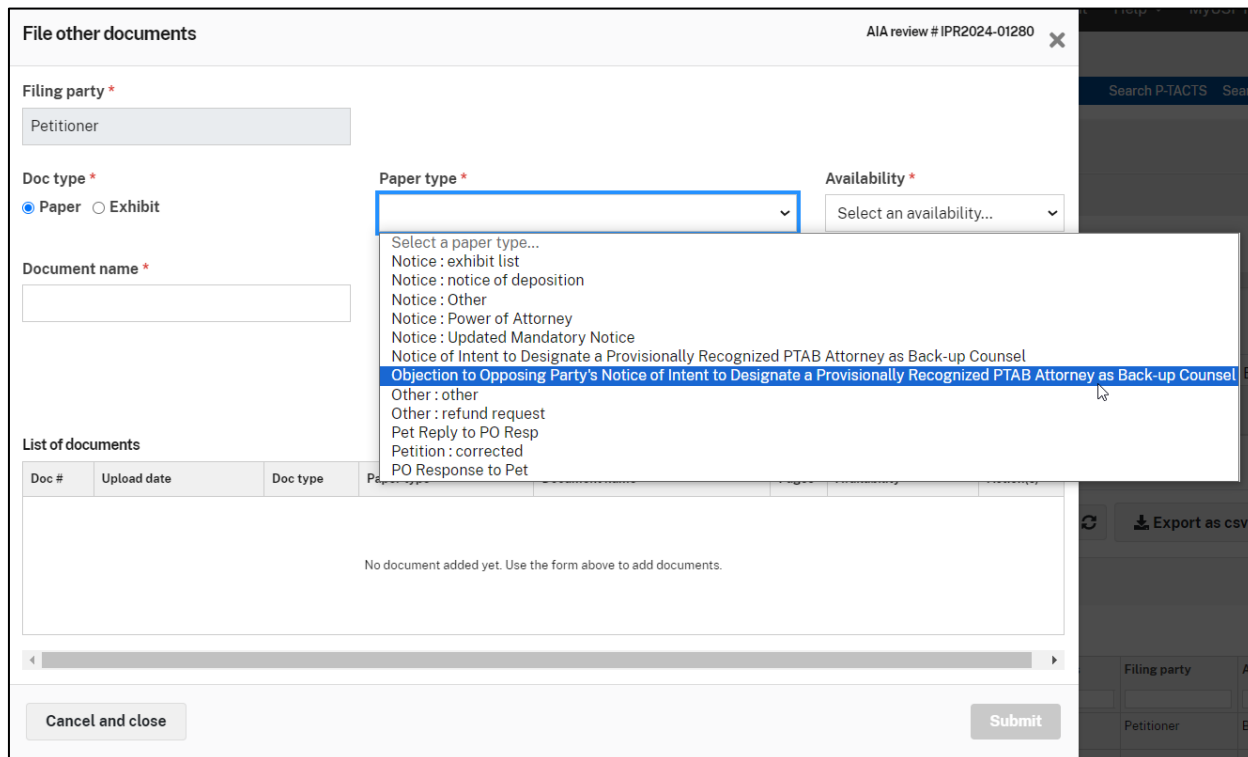


Figure 116: File other documents popup window

3. Complete all of the required fields, and select the blue **Add to list** button. Select the blue **Submit** button to file the document listed within the List of documents table.



# 16. Add/Edit Staff Role

## 16.1 Add Staff Role

1. A Lead Counsel user can add up to 3 staff users. Back-up counsel may not add or delete staff users. The **Add staff** button will be disabled once the user adds the third staff user until the Lead Counsel deletes one or more of the staff users. Petitioner's counsel cannot view patent owner's staff users and vice versa.

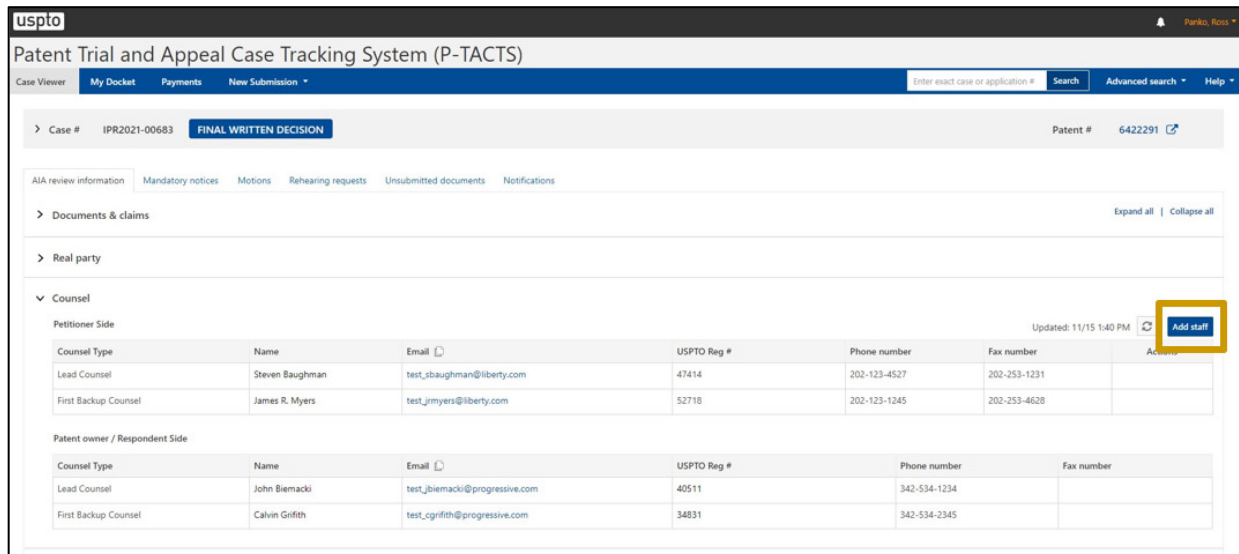


Figure 117: Counsel section showing add Staff button

2. A pop-up dialog box will appear to search for Staff Member by email address.

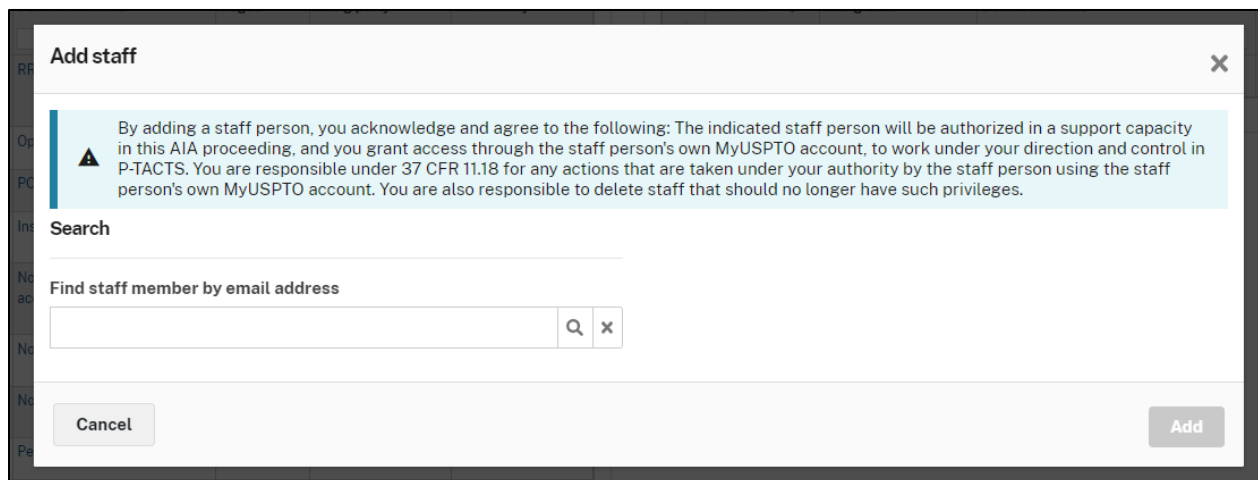


Figure 118: Dialog box showing find Staff by email

3. If the system cannot locate the staff user (e.g. the user may not be registered with MyUSPTO), the system will display an error message as shown. The message should also provide a link for the staff user to register for MyUSPTO account.

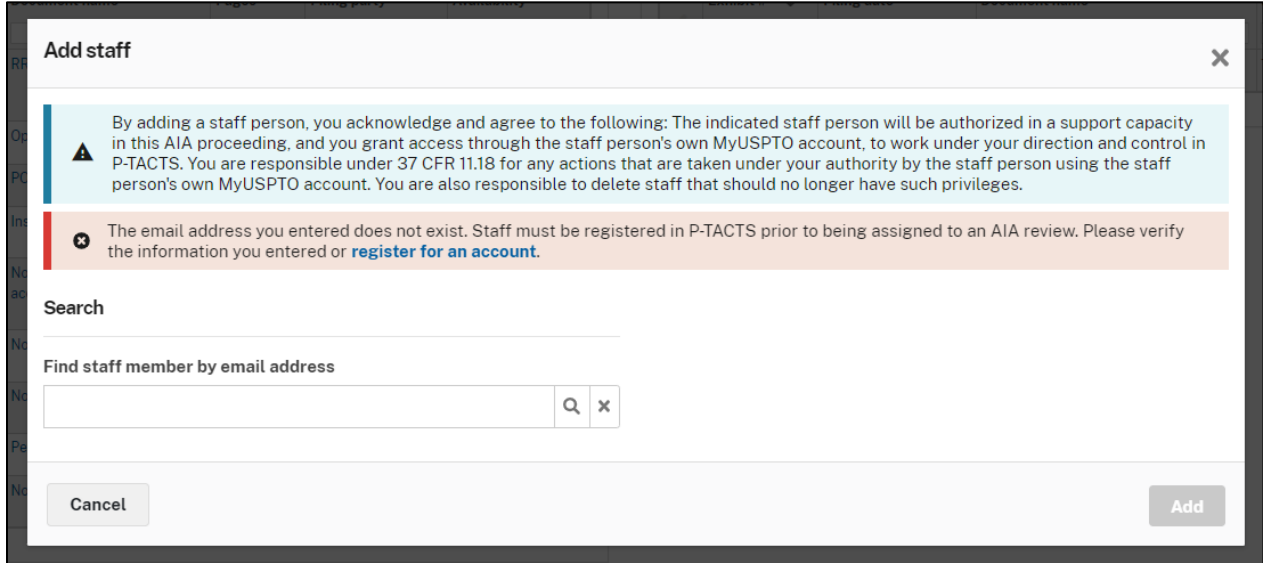


Figure 119: Dialog box showing email error

4. The **Add** button is disabled until the user's search returns data for an account matching the search criteria from MyUSPTO.

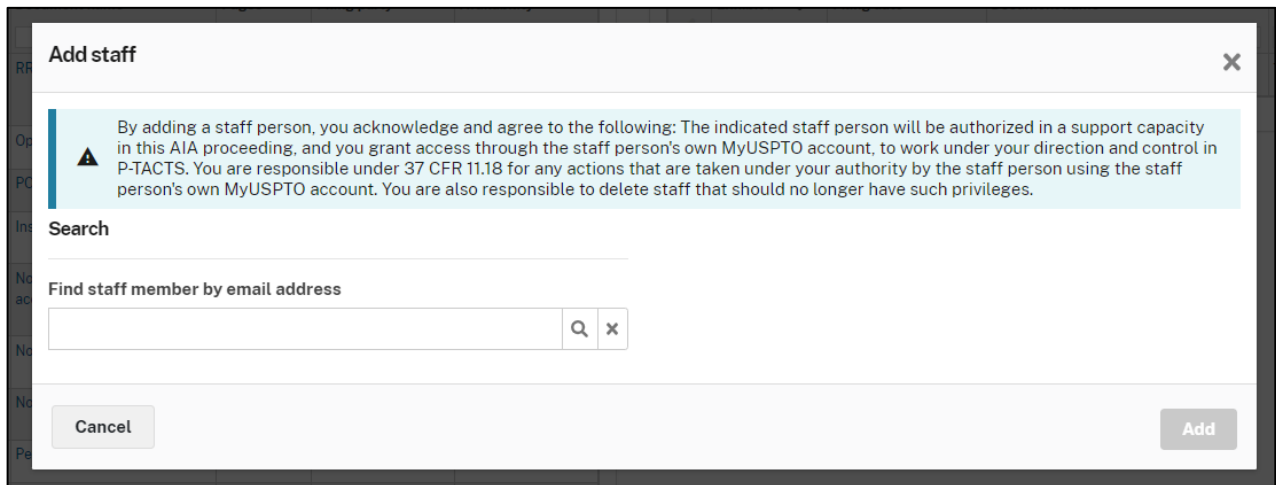


Figure 120: Add button disabled until email is entered

- Country field is always required. State field is required only for specific countries, e.g. USA, UK, Canada (Select **Add Counsel** feature for complete list). The rest of the address fields are optional.

**Add staff**

By adding a staff person, you acknowledge and agree to the following: The indicated staff person will be authorized in a support capacity in this AIA proceeding, and you grant access through the staff person's own MyUSPTO account, to work under your direction and control in P-TACTS. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the staff person using the staff person's own MyUSPTO account. You are also responsible to delete staff that should no longer have such privileges.

**Search**

Find staff member by email address

Psmith103process@gmail.com

**Name**

P Smith

psmith103process@gmail.com

**Phone number \***

7035551111

**Fax number**

**Address**

**Country \***

UNITED STATES

**Address 1**

**Address 2**

**City**

**State/Province \***

Select a state...

**Zip**

Cancel Add

Figure 121: Dialog box showing required fields

## 16.2 Edit Staff Role

Lead counsel has an option to **Edit** the staff member's information or **Remove** the staff member by selecting respective action buttons (icons) next to the staff user's listing.

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

Case # IPR2021-00683 FINAL WRITTEN DECISION Patient # 6422291

**Counsel**

Counsel Type	Name	Email	USPTO Reg #	Phone number	Fax number	Actions
Lead Counsel	Steven Baughman	test_sbaughman@liberty.com	47414	202-123-4527	202-255-1231	
First Backup Counsel	James R. Myers	test_jmyers@liberty.com	52718	202-123-1245	202-253-4628	
Staff	John Doe	john_doe@liberty.com	--	212-655-9909		

Figure 122: Counsel section showing that Staff was entered

# 17. Search Interference

1. Select **Search Interference** in the blue bar located at the top right of the page.

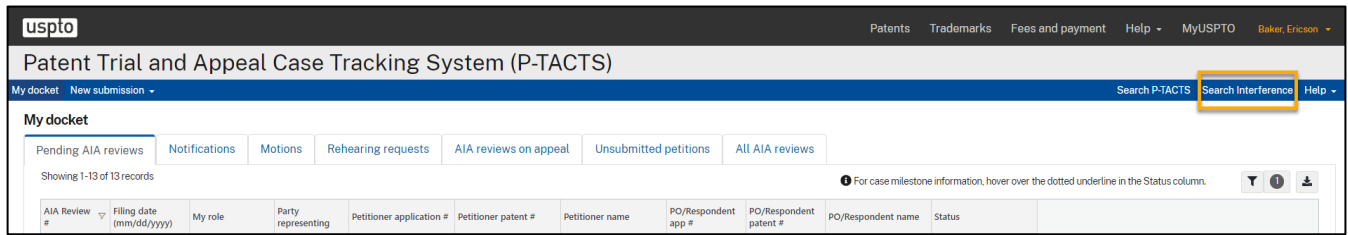


Figure 123: Search Interference – from My docket

2. You can search by application number, interference number, patent number, or party name. Select a value from the drop-down options, enter a value to search, and either hit Enter or select the magnifying glass search button. The search criteria

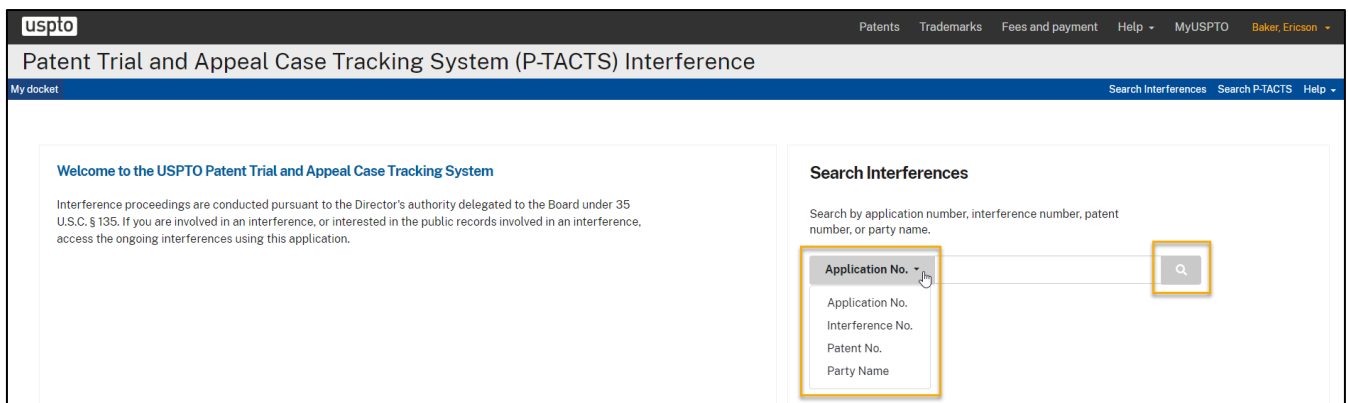


Figure 124: Search Interference – selecting search criteria