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## 501 Papers Received by Correspondence and Mail Division

*37 CFR 1.1. All communications to be addressed to the Commissioner of Patents and Trademarks.* (a) All letters and other communications intended for the Patent and Trademark Office must be addressed to "Commissioner of Patents and Trademarks," Washington, D.C. 20231. When appropriate, a letter should also be marked for the attention of a particular officer or individual.

(b) Letters and other communications relating to international applications during the international stage and prior to the assignment of a national serial number should be additionally marked "Box PCT."

(c) Requests for reexamination should be additionally marked "Box Reexam."

**NOTE.**—§§ 1.1 to 1.26 are applicable to trademark cases as well as to national and international patent cases except for provisions specifically directed to patent cases. See § 1.9 for definitions of "national application" and "international application."

*37 CFR 1.4. Nature of correspondence.* (a) Correspondence with the Patent and Trademark Office comprises (1) correspondence relating to services and facilities of the Office, such as general inquiries, requests for publications supplied by the Office, orders for printed copies of patents or trademark registrations, orders for copies of records, transmission of assignments for recording, and the like, and (2) correspondence in and relating to a particular application or other proceeding in the Office. See particularly the rules relating to the filing, processing, or other proceedings of national applications in Subpart B, §§ 1.31 to 1.352; of international applications in Subpart C, §§ 1.401 to 1.482; of reexamination of patents in Subpart D, §§ 1.501 to 1.570; and of Trademark applications §§ 2.11 to 2.189.

(b) Since each application file should be complete in itself, a separate copy of every paper to be filed in an application should be furnished for each application to which the paper pertains, even though the contents of the papers filed in two or more applications may be identical.

(c) Since different matters may be considered by different branches or sections of the Patent and Trademark Office, each distinct subject, inquiry or order should be contained in a separate letter to avoid confusion and delay in answering letters dealing with different subjects.

The official mailing address for all communications sent to the Patent and Trademark Office is:

Commissioner of Patents and Trademarks  
Washington, D.C. 20231

The physical location of the Office is 2021 Jefferson Davis Highway, Arlington, Virginia. This address

should not be used on mail sent to the Patent and Trademark Office.

All mailed communications are received by the Incoming-Mail Section of the Correspondence and Mail Division, which opens and distributes all official mail.

Section 1.1(b) provides a special box "PCT" for all mail related to applications filed under the Patent Cooperation Treaty in order to expedite internal Office mail handling. Section 1.1(c) provides a special box "Reexam" for reexamination requests only, for similar reasons.

File Wrapper Continuing Applications (37 CFR 1.62) should be addressed to "Box FWC."

## 502 Depositing Papers

*37 CFR 1.5. Identification of application, patent or registration.* (a) When a letter concerns an application for patent, it should state the name of the applicant, the title of the invention, the serial number or international application number of the application, the date of filing the same, and, if known, the group art unit and name of the examiner to which it has been assigned (see § 1.55).

(b) When the letter concerns a patent, it should state the number and date of issue of the patent, the name of the patentee, and the title of the invention.

(c) A letter relating to a trademark application should identify it as such and by the name of the applicant and the serial number and filing date of the application. A letter relating to a registered trademark should identify it by the name of the registrant and by the number and date of the certificate.

(d) A letter relating to a reexamination proceeding should identify it as such by the number of the patent undergoing reexamination, the reexamination request control number assigned to such proceeding and, if known, the group art unit and name of the examiner to which it been assigned.

*37 CFR 1.6. Receipt of letters and papers.* (a) Letters and other papers received in the Patent and Trademark Office are stamped with the date of receipt. No papers are received in the Patent and Trademark Office on Saturdays, Sundays or federal holidays within the District of Columbia.

(b) Mail placed in the Patent and Trademark Office pouch up to midnight on weekdays, excepting Saturdays and federal holidays, by the post office at Washington, D.C., serving the Patent and Trademark Office, is considered as having been received in the Patent and Trademark Office on the day it was so placed in the pouch.

(c) In addition to being mailed or delivered by hand during office hours, letters and other papers may be deposited up to midnight in a box provided at the guard's desk at the lobby of building 3 of the Patent and Trademark Office at Crystal Plaza, Arlington, Virginia and at the main entrance (14th Street) of the Department of Commerce Building, Washington, D.C., on weekdays except Saturdays and federal holidays, and all papers deposited therein are considered as received in the Patent and Trademark Office on the day of deposit.

(d) If interruptions or emergencies in the United States Postal Service which have been so designated by the Commissioner occur, the Patent and Trademark Office will consider as filed on a particular date in the Office any paper or fee which is: (1) Promptly filed after the ending of the designated interruption or emergency; and (2) Accompanied by a statement indicating that such paper or fee would have been filed on that particular date if it were not for the designated interruption or emergency in the United States Postal Service. Such statement must be a verified statement if made by a person not registered to practice before the Patent and Trademark Office.

Applications, amendments and other papers may be sent to the Patent and Trademark Office by mail, or

they may be deposited in the Correspondence and Mail Division or in a box which is kept in the lobby of building 3 of the Patent and Trademark Office for this purpose.

The Patent and Trademark Office ZIP Code designation "20231" should be used when writing the Patent and Trademark Office for any matter. In addition, the sender's own ZIP Code designation should be given.

The Office often experiences difficulty in matching incoming papers with the application file to which they pertain because insufficient or erroneous information is given. This applies especially to amendments, powers of attorney, changes of address, status letters, petitions for extension of time, and other petitions.

Frequently, there are errors in the serial number or in the group art unit number, or the incoming paper uses the old group art unit number where an application has been transferred and acted on by a different examining group.

Where the group art unit number is entirely omitted, the routine operations of the Application Division must be interrupted solely for the purpose of determining the location of the application so that the communication can be properly routed. Under these circumstances the efficiency of the Application Division is impaired and the incoming paper is delayed in reaching its proper destination. Where such papers are not essential to compliance with a statutory period or time limit for response, they may be returned for completion to identify the location of the files.

It would be of great assistance to the Office if *all* incoming papers pertaining to a filed application carried the following items:

1. Serial number (checked for accuracy).
2. Group art unit number (copied from filing receipt or most recent Office Action).
3. Filing date.
4. Name of the examiner who prepared the most recent Office Action.
5. Title of invention.

Applicants may be reminded of this provision by including Form Paragraph 5.01.

#### 5.01 Proper Heading for Incoming Papers.

It would be of great assistance to the Office if all incoming papers pertaining to a filed application carried the following items:

1. Serial number (checked for accuracy).
2. Group art unit number (copied from filing receipt or most recent Office Action).
3. Filing date.
4. Name of the examiner who prepared the most recent Office Action.
5. Title of invention.

Except for the later filing of the oath or declaration and/or filing fee accompanied by the surcharge, under § 1.16(e), which must be filed within the time set in the request therefor, it is requested that the submission of additional or supplemental papers on a newly filed application be deferred until a filing receipt has been received. It also would be appreciated if the filing of additional papers relative to an allowed

application were deferred until a notice of allowance (PTOL-85) is received.

All letters relating to a reexamination proceeding should identify the proceeding involved by patent number and reexamination request control number.

#### ISSUE BATCH NUMBER

All papers filed by applicant in the Office after receiving the Notice of Allowance and before the time the Issue Fee Receipt is received should include the Issue Batch Number. The Issue Batch Number is printed on the Notice of Allowance form under the heading "Batch No.". The Issue Batch Number consists of a capital letter followed by two digits, for example; "AO3", "D18", "F42", "J79". Use of the Issue Batch Numbers is important since the allowed applications are filed by these numbers.

Any paper filed after receiving the Issue Fee Receipt should include the indicated patent number rather than the Issue Batch Number. At this time in the processing, the Issue Batch Number is no longer useful since the application has been removed from the batch at the time the patent number was assigned.

If the above suggestions are adopted the processing of both new and allowed applications could proceed more efficiently and promptly through the Patent and Trademark Office.

#### HAND DELIVERY OF PAPERS

Any paper which relates to a pending application may be personally delivered to an examining group. However, the examining group will accept the paper only if: (1) the paper is accompanied by some form of receipt which can be handed back to the person delivering the paper; and (2) the examining group being asked to receive the paper is responsible for acting on the paper. Patent applications, including those filed under §§ 1.60 and 1.62, may be delivered in person to the Mail Room, but not to the examining groups.

The receipt accompanying a hand delivered paper may take the form of a card identifying the paper. The identifying data on the card should be so complete as to leave no uncertainty as to the paper filed. For example, the card should contain the applicant's name(s), Serial No., the filing date and a description of the paper being filed. If more than one paper is being filed for the same application, the card should contain a description of each paper or item.

Under this procedure, the paper and receipt will be date stamped with the group date stamp. Group personnel receiving a paper will check it against the receipt to make sure that the paper is accurately described on the receipt and that the receipt does not list papers which are not being filed. The receipt will be handed back to the person hand delivering the paper. The paper will be correlated with the application and made an official paper in the file, thereby avoiding the necessity of processing and forwarding the paper to the examining group via the Mail Room.

If duplicate copies of a request for an extension of time under § 1.136(b) are hand delivered to an exam-

ining group, both copies are dated, either stamped approved or indicated as being denied, and signed. The duplicate copy is returned to the delivering person regardless of whether the request was signed by a registered attorney or agent, either of record or acting in a representative capacity, the applicant or the assignee of record of the entire interest.

The examining group will accept and date stamp a paper, other than an application, even though the paper is accompanied by a check or the paper contains an authorization to charge a Deposit Account. However, in such an instance, the paper will be hand carried by group personnel to the Office of Finance for processing and then made an official paper in the file.

All such papers, together with the cash, checks, or money orders, shall be hand carried to the Cashier's Window, Room 2-1B01, between the hours of 3:00 p.m. and 4:00 p.m.

The papers shall be processed by the accounting clerk, Office of Finance, for pickup at the Cashier's Window by 3:00 p.m. the following work day. Upon return to the group, the papers will be entered in the application file wrappers.

#### EXPRESS MAIL SERVICE

There are two types of Express Mail delivery offered by the U.S. Postal Service—"Post Office to Addressee" and "Post Office to Post Office." The only type of service which can be used for Express Mail directed to the Patent and Trademark Office is "Post Office to Addressee." This service provides for the use of a mailing label which clearly indicates the date on which a particular paper or fee was deposited.

The only address that should be used for Express Mail sent to the Patent and Trademark Office is:

"Commissioner of Patents and Trademarks  
Washington, D.C. 20231."

"Post Office to Post Office" Express Mail *does not* provide for delivery but instead is retained at the postal facility of the addressee for pickup. The Postal Service *does not* notify the addressee that this type of Express Mail has been received and is awaiting pickup. If not picked up, this mail is held for 15 days and then returned to the sender.

Therefore, since the Patent and Trademark Office does not have resources for picking up any mail, including Express Mail, the "Post Office to Post Office" Express Mail will not reach the Patent and Trademark Office.

See § 513 for the use of Express Mail under the Certificate of Mailing procedure of 37 CFR 1.10.

### 503 Serial Number and Filing Receipt

*37 CFR 1.54 Parts of application to be filed together; filing receipt.*

(a) It is desirable that all parts of the complete application be deposited in the Office together; otherwise a letter must accompany each part, accurately and clearly connecting it with the other parts of the application. See § 1.53 with regard to completion of an application.

(b) Applicant will be informed of the application serial number and filing date by a filing receipt.

Serial Numbers are assigned in the Correspondence and Mail Division immediately after mail has been opened.

If a self-addressed post card is submitted with a patent application, that post card will be stamped with both the receipt date and serial number prior to returning it to the addressee.

The identifying data on the post card should include: (1) applicant's name(s); (2) title of invention; (3) number of pages of specification, claims, and sheets of drawing; (4) whether oath or declaration included; and (5) amount and manner of paying the fee.

A return post card should be attached to *each* patent application for which a receipt is desired.

It is important that the return post card itemize all of the components of the application. If the post card does not itemize each of the components of the application, it will not serve as evidence that any component which was not itemized was received by the Office.

It should be recognized that the identification of an application by Serial Number does not necessarily signify that the Patent and Trademark Office has accepted the application as complete (1.53(a)).

An application is entitled to a filing date as of the date of the identification of all of the inventors and receipt of the specification, including claims, and any required drawing. However, the filing receipt will not be mailed until the oath or declaration and basic filing fee have also been received. The oath or declaration and filing fee may be filed later than the remaining application papers, but if so, they must be accompanied by the required surcharge. If the oath or declaration, and/or filing fee, and appropriate surcharge are not timely filed, the application will be abandoned and no filing receipt will be mailed. Otherwise, the filing receipt will be mailed upon the timely receipt of the oath or declaration, and/or filing fee and surcharge.

In the Application Division each application which meets the requirements is given a filing date. It is important, when referring to application files, to identify them by their filing dates as well as by serial numbers.

The Application Division mails a filing receipt to the attorney or agent, if any, otherwise to the applicant, for each complete application filed, giving the serial number, filing date, and group to which assigned. See § 506.

In the Application Division the application papers are placed in a file wrapper and certain data placed thereon.

#### RETURN POST CARD

If a receipt of any paper filed in the Patent and Trademark Office is desired, it may be obtained by enclosing with the paper a self-addressed post card identifying the paper. The Patent and Trademark Office will stamp the receipt date on the card and place it in the outgoing mail.

The identifying data on the card should be so complete as to clearly identify the paper for which receipt

is requested. For example, the card should identify the applicant's name(s), serial number, filing date, interference number, etc., and the paper(s) should be identified by specifying the type thereof, namely affidavit, amendment, appeal, components of applications, brief, drawings, fees, motions, supplemental oath or declaration, petition, etc.

The person receiving the paper(s) in the Patent and Trademark Office should check the listing on the post card against the papers being filed to be sure they are properly identified and that all the items listed are present. If any of the items listed are not being filed those items should be crossed off and the card initialed by the person receiving the papers.

A post card receipt which itemizes and properly identifies the papers which are being filed serves as prima facie evidence of receipt in the PTO of all the items listed thereon on the date stamped thereon by the PTO.

When papers for more than one document are filed under a single cover a return addressed post card should be attached to the paper for *each* document for which a receipt is desired.

#### 504 Assignment of Applications for Examination

The Application Division assigns the application to the examining group to which it appears to belong.

#### 505 "Office Date" Stamp of Receipt

The Office stamps papers and fees with the date of their receipt in the Patent and Trademark Office or the date of their deposit in accordance with 37 CFR 1.19 except when the date of deposit in accordance with § 1.10 is a Saturday, Sunday, or federal holiday within the District of Columbia. Papers and fees filed in accordance with § 1.10 on a Saturday, Sunday, or a federal holiday within the District of Columbia are date stamped with the date of the next succeeding day which is not a Saturday, Sunday, or federal holiday within the District of Columbia. The stamp is referred to as the "Office Date" stamp.

When the last day for taking any action or paying any fee in the U.S. Patent and Trademark Office falls on a Saturday, Sunday, or a federal holiday within the District of Columbia, the action or the fee is considered timely if the action is taken or the fee is paid on the next succeeding business day.

If an application includes the necessary components for a filing date (see 37 CFR 1.41(a) and 1.53(b) and M.P.E.P. § 506), the "Office Date" stamp establishes the "filing date." Applications will not be accepted and stamped in the examining groups. They must be date stamped in the Mail Room.

#### 506 Completeness of Original Application

37 CFR 1.53 Serial number, filing date, and completion of application.

(a) Any application for a patent received in the Patent and Trademark Office will be assigned a serial number for identification purposes.

(b) The filing date of an application for patent is the date on which: (1) A specification containing a description pursuant to § 1.71 and at least one claim pursuant to § 1.75; and (2) Any draw-

ing required by § 1.81(a), are filed in the Patent and Trademark Office. No new matter may be introduced into an application after its filing date (§ 1.118).

(c) If any application is filed without the specification or drawing required by paragraph (b) of this section, applicant will be so notified and given a time period within which to submit the omitted specification or drawing in order to obtain a filing date as of the date of filing of such submission. If the omission is not corrected within the time period set, the application will be returned or otherwise disposed of; the fee, if submitted, will be refunded less a \$50.00 handling fee.

(d) If an application which has been accorded a filing date pursuant to paragraph (b) of this section does not include the appropriate filing fee or an oath or declaration by the applicant, applicant will be so notified and given a period of time within which to file the fee, oath, or declaration and to pay the surcharge as set forth in § 1.16(e) in order to prevent abandonment of the application. The notification pursuant to this paragraph may be made simultaneously with any notification pursuant to paragraph (c) of this section.

(e) An application for a patent will not be placed upon the files for examination until all its required parts, complying with the rules relating thereto, are received, except that certain minor informalities may be waived subject to subsequent correction whenever required.

(f) The filing date of an international application designating the United States of America shall be treated as the filing date in the United States of America under PCT Article 11(3), except as provided in 35 U.S.C. 102(e).

#### INCOMPLETE APPLICATIONS

If the application papers do not identify all the inventors or include at least a specification containing a description and at least one claim and any required drawing, whether prescribed by 35 U.S.C. 113 or because it is described in the specification, or if the submitted application papers are too informal to be given a filing date, the case is held in the Application Division as an *incomplete* application and the applicant is informed of the shortcomings of the papers. No filing date is granted until the incompleteness is corrected.

Form PTO-1123, Notice of Incomplete Application Papers, is prepared and mailed by the Application Division when application papers are deemed incomplete under 35 U.S.C. 111.

Such incompleteness may consist of the omission of any one of the following parts of an application. The component parts of an application necessary to obtain a filing date are:

An identification of the names of all of the inventors.

A specification, 35 U.S.C. 112.

A claim, 35 U.S.C. 112.

A drawing, if required by 35 U.S.C. 113 or if described in the specification.

Filing dates are accorded to applications filed without the basic filing fee and without the oath or declaration. In such cases a notice is mailed by Application Division requiring at least the basic filing fee and the oath or declaration be filed, accompanied by a surcharge (§ 1.16(e)). In those cases where the basic filing fee is paid, but additional fees are required, a notice is mailed by the examining group, requiring that the balance of the fee be paid.

Occasionally applications which have already been signed by the inventors contain informal claims that the attorney or agent feels should not be present in

the application upon filing. However, since alteration after execution by the inventor and before filing is prohibited and could result in the application being stricken from the files, such applications must be filed by the attorney or agent in the form in which they were executed by the inventors. An application may be filed with a preliminary amendment which is limited to the cancellation of claims. This will diminish the number of claims to be considered for calculation of the filing fee. Any other changes to the application should be the subject of a separate amendment which may be entered after the filing fee has been calculated and the filing date granted. If a preliminary amendment which cancels claims does not accompany the application at the time the application is filed, the notification of insufficient fee will inform the inventor, attorney or agent of the possibility of correcting the insufficient payment by either (1) paying the additional required fee amount, or (2) filing an amendment which cancels claims to where the remaining claims are covered by the fee submitted upon filing. However, no refund will be made once the fee for claims is properly paid, even though claims are later cancelled.

Since the oath or declaration may be filed later than the specification, including claims, and drawing, without changing the filing date of the application, no need is seen for the filing of oaths or declarations with facsimile signatures. Unsigned copies of the oath or declaration may of course be filed to provide the names of the inventors. However, a facsimile declaration does not meet the requirements of an executed oath or declaration. Therefore, in those instances where a facsimile oath or declaration has been filed, a new oath or declaration will be required, as well as the payment of the surcharge (§ 1.16(e)).

In the past the Application Division has reviewed the claimed subject matter of newly filed applications to determine whether a filing date should be granted. Such applications included those drawn to perpetual motion devices and methods of doing business and applications for reissue signed by assignees or filed more than two years after the grant of the patent which appear to contain broadened reissue claims.

Under the current practice, a filing date is normally granted in such cases if the application is otherwise sufficient, and then forwarded to the examiner for his consideration and decision during the regular course of examination.

#### INFORMAL APPLICATIONS

An application is informal if it is typed on both sides of the paper, or is not permanent, legible or reproducible. If such informalities are timely corrected, the application is given the filing date on which the original informal papers were filed.

The Application Division accords a filing date, as of the date indicated by the "Office Date" stamp (see § 505), to application papers which include the names of all of the inventors, a specification containing a description and at least one claim, and any drawing required by 35 U.S.C. 113 or described in the specification but are informal because they do not comply

with the rules or notices. In such applications, the Application Division prepares form PTO-152, Notice of Informal Application indicating the informality and places it in the file wrapper. The examining group mails the letter to applicant. Failure to correct the informality within the specified time results in abandonment of the application.

The letter of transmittal accompanying the filing of continuing applications should include such additional information as the identification by serial number of the parent application, its status, and location in the Patent and Trademark Office. The supplying of this information will simplify the processing of these applications.

When a new application is filed with a request to transfer drawings under 37 CFR 1.88, the application papers should include drawing prints to enable the Application Division to process the case before transfer of the formal drawings is effected.

#### 506.01 Return of Incomplete Application

If a request is made, the parts of an incomplete application which has not been assigned a filing date may be returned by the Application Division. They may be used by applicant as part of a later complete application if the missing parts are later supplied. See 37 CFR 1.53.

#### 506.02 Review of Refusal To Accord Filing Date

The filing date of the application is the date of receipt in the Office of the application which identifies the names of all the inventors and includes a specification containing description pursuant to § 1.71 and at least one claim pursuant to § 1.75, and drawings required by § 1.81(a) or which have been described in the specification. See 37 CFR 1.41(a) and 1.53(b).

If any of these items are missing, applicant will be notified to file them and the filing date will be the date of receipt of the missing part(s). See § 601.01.

Any review of the refusal to grant a filing date as of the date of deposit of the application would be by way of petition, accompanied by the petition fee (37 CFR 1.17(h)). Petitioner should provide any arguments that he or she has that the items noted were not missing or that a filing date should be assigned in the absence of such items if they are believed to be unnecessary. If petitioner alleges that no defect exists, a request for refund of the petition fee may be included in the petition.

For applications properly filed under 37 CFR 1.10, the filing date is the date that the application was deposited as "Express Mail" in the U.S. Postal Service, unless it was deposited on a Saturday, Sunday, or federal holiday within the District of Columbia in which case the filing date is the next succeeding day which is not a Saturday, Sunday, or federal holiday within the District of Columbia. If the proper procedures were not followed, the application will receive a filing date as of the date it was received in the Office. Any review of these matters would be by way of petition, accompanied by the petition fee (37 CFR

1.17(h)), providing whatever arguments and evidence petitioner has that the application is entitled to a filing date as of the date it was mailed via "Express Mail".

Any petition under this section should be marked to the attention of the Office of the Assistant Commissioner for Patents.

### 507 Drafting Division

The drawing is inspected by the Drafting Division for formal compliance with the rules. If the drawing is satisfactory, it is stamped "approved". If the drawing contains defects which are not so serious as to warrant holding the application to be incomplete, the Draftsman checks the appropriate notation on the "Notice of Informal Patent Drawing" form PTO-948.

See § 608.02(a) for handling of photoprints filed in lieu of drawings.

### 508 Distribution

The Customer Services Division prepares permanent prints made of the drawings of all complete applications and secures the prints in the file wrappers. The drawings and files are then assembled and forwarded to the examining operation.

When a new or substitute drawing is received, a print is made and forwarded to the group to be placed in the file as an official paper.

As to the procedure to be followed when a model is filed, see §§ 608.03 and 608.03(a).

#### 508.01 Papers Sent to Wrong Group

If drawings, amendments or other papers are delivered to the wrong group, the current group assignment should be obtained from PALM and be placed on the paper and then forwarded to the appropriate group. The assignment indicated by PALM may be verified by calling the group indicated before forwarding the paper.

A terminal disclaimer should not be routed directly to an examining group. If such a paper (without the file) is received, it should be promptly forwarded *without the file* to the Patent Issue Division. In some situations the Patent Issue Division may be holding a terminal disclaimer. This may be checked by calling the Chief of the Patent Issue Division by telephone.

#### 508.02 Papers Received After Patenting or Abandonment

After an application is patented or abandoned, any incoming communication which is not to become part of the record is sent to the Correspondence and Mail Division for handling with the status of the application indicated thereon.

#### 508.03 Unmatched Papers

Unmatched papers within a group should be frequently reviewed to determine which should be sent to the Paper Correlating Office (PCO).

Item 1 below treats the papers in the "Serial number too high" category. Items 2-6 below are directed to all other unmatched papers not in the "Serial number too high category."

#### 1. Unmatched papers in the "Serial No. Too High" category

This collection of papers being held by the group should be reviewed at least once a week. Any paper having a serial number which clearly should have already been received by the group should be removed from this collection. Where the group does not have a corresponding application for any of these papers, inquiry should be made of the Application Division to determine the group of record. If another group number is indicated, the paper should be forwarded to that group. If the Application Division does not yield a new group number for the indicated Serial No., the paper should be sent to the PCO.

#### 2. Unmatched papers having a serial number for which no serial register card is present in the group

It can be assumed that either the group number or the serial number on these papers is incorrect. Inquiry should be made of the Application Division and PALM to determine the group of record and the procedure set out in item 1 above followed. An exception to this practice should be made where the paper has thereon the name of an examiner in the group. In these situations a careful check of the group records and files as well as consultation with the indicated examiner should be made to determine the correct serial number. If this does not yield a new serial number the paper should be sent to the PCO.

#### 3. Unmatched papers relating to cases abandoned from group

The file should be ordered from Abandoned Files. If the file is not received therefrom, the paper should be forwarded to the PCO. Charge Card, PTO-125, returned by Abandoned Files should be stapled to the paper when it is sent to the PCO.

#### 4. Papers for applications which have been sent to the Patent Issue Division

All papers for applications which PALM indicates to be located in any of the locations 730 through 765 should be forwarded to the Query and Correspondence Section of the Allowed Files Branch of the Patent Issue Division, room 2-10C28 via the Office of Publications messenger. Such papers may be left for pickup by the messenger in the "Allowed Files Pickup/Delivery" boxes which are located in each examining group.

The instructions of this section (4) apply to all files in Issue including those which have been assigned a Patent Number and Issue Date. Papers requiring examiner review and action will be returned to the examining group after the Patent Issue Division personnel have matched the paper to the appropriate file.

#### 5. Papers for applications which have been sent to the Record Room

If PALM indicates that the application for a paper is in the Record Room (location code 810 or 820), the paper should be forwarded to the Paper Correlating Office for response.

#### 6. Unmatched papers for cases which are known to be pending in the group but cannot be located

Generally these are applications for which a serial register card is present in the group, but the file is not immediately available. These papers should be retained in the group for processing.

Each paper sent to the PCO must have a PCO Transmittal Form stapled thereto. Each form attached to a paper should be filled out as completely as possible. Transmittal Forms attached to papers in categories 1 and 2 must have an indication of the information obtained from both Application Division and PALM. The PALM information should be inserted in the large space at the bottom of the Form. This will help eliminate duplication of effort by PCO personnel. Papers received without transmittal forms or with incompletely filled out transmittal forms may be returned to the originating group.

### 509 Payment of Fees

#### 37 CFR 1.16 National application filing fees.

(a) Basic fee for filing each application for an original patent, except design or plant cases:	
By a small entity (§ 1.9(f)).....	\$150.00
By other than a small entity.....	300.00

(b)	In addition to the basic filing fee in an original application, for filing or later presentation of each independent claim in excess of 3:	
	By a small entity (§ 1.9(f)).....	\$15.00
	By other than a small entity.....	30.00
(c)	In addition to the basic filing fee in an original application, for filing or later presentation of each claim (whether independent or dependent) in excess of 20 (Note that § 1.75(c) indicates how multiple dependent claims are considered for fee calculation purposes):	
	By a small entity (§ 1.9(f)).....	5.00
	By other than a small entity.....	10.00
(d)	In addition to the basic filing fee in an original application, if the application contains, or is amended to contain, a multiple dependent claim(s), per application:	
	By a small entity (§ 1.9(f)).....	50.00
	By other than a small entity.....	100.00
	(If the additional fees required by paragraphs (b), (c) and (d) are not paid on filing or on later presentation of the claims for which the additional fees are due, they must be paid or the claims cancelled by amendment prior to the expiration of the time period set for response by the Office in any notice of fee deficiency.)	
(e)	Surcharge for filing the basic filing fee or oath or declaration on a date later than the filing date of the application:	
	By a small entity (§ 1.9(f)).....	50.00
	By other than a small entity.....	100.00
(f)	For filing each design application:	
	By a small entity (§ 1.9(f)).....	62.50
	By other than a small entity.....	125.00
(g)	Basic fee for filing each plant application:	
	By a small entity (§ 1.9(f)).....	100.00
	By other than a small entity.....	200.00
(h)	Basic fee for filing each reissue application:	
	By a small entity (§ 1.9(f)).....	150.00
	By other than a small entity.....	300.00
(i)	In addition to the basic filing fee in a reissue application, for filing or later presentation of each independent claim which is in excess of the number of independent claims in the original patent:	
	By a small entity (§ 1.9(f)).....	15.00
	By other than a small entity.....	30.00
(j)	In addition to the basic filing fee in a reissue application for filing or later presentation of each claim (whether independent or dependent) in excess of 20 and also in excess of the number of claims in the original patent. (Note that § 1.75(c) indicates how multiple dependent claims are considered for fee purposes.):.....	
	By a small entity (§ 1.9(f)).....	5.00
	By other than a small entity.....	10.00
	(Note, see § 1.445 for international application filing and processing fees.)	

**37 CFR 1.17 Patent application processing fees.**

(a)	Extension fee for response within first month pursuant to § 1.136(a):	
	By a small entity (§ 1.9(f)).....	25.00
	By other than a small entity.....	50.00
(b)	Extension fee for response within second month pursuant to § 1.136(a):	
	By a small entity (§ 1.9(f)).....	75.00
	By other than a small entity.....	150.00
(c)	Extension fee for response within third month pursuant to § 1.136(a):	

	By a small entity (§ 1.9(f)).....	\$175.00
	By other than a small entity.....	350.00
(d)	Extension fee for response within fourth month pursuant to § 1.136(a):	
	By a small entity (§ 1.9(f)).....	275.00
	By other than a small entity.....	550.00
(e)	For filing a notice of appeal from the examiner to the Board of Appeals:	
	By a small entity (§ 1.9(f)).....	57.50
	By other than a small entity.....	115.00
(f)	In addition to the fee for filing notice of appeal, for filing brief in support of an appeal:	
	By a small entity (§ 1.9(f)).....	57.50
	By other than a small entity.....	115.00
(g)	For filing a request for an oral hearing before the Board of Appeals:	
	By a small entity (§ 1.9(f)).....	50.00
	By other than a small entity.....	100.00
(h)	For filing a petition to the Commissioner under a section of this part listed below which refers to this paragraph.....	120.00
	§ 1.47—for filing by other than all the inventors or a person not the inventor	
	§ 1.48—for correction of inventorship	
	§ 1.182—for decision on questions not specifically provided for	
	§ 1.183—to suspend the rules	
	§ 1.268—for late filing of interference settlement agreement	
(i)	For filing a petition to the Commissioner under a section of this part listed below which refers to this paragraph.....	60.00
	§ 1.12—for access to an assignment record	
	§ 1.14—for access to an application	
	§ 1.55—for entry of late priority papers	
	§ 1.102—to make application special	
	§ 1.103—to suspend action in application	
	§ 1.177—for divisional reissues to issue separately	
	§ 1.266—for access to interference settlement agreement	
	§ 1.312—for amendment after payment of issue fee	
	§ 1.313—to withdraw an application from issue	
	§ 1.314—to defer issuance of a patent	
	§ 1.334—for patent to issue to assignee, assignment recorded late	
(j)	for filing a petition to institute a public use proceeding under § 1.292.....	750.00
(k)	For processing an application filed with a specification in a non-English language (§ 1.52(d))....	20.00
(l)	For filing a petition (1) for the revival of an abandoned application under 35 U.S.C. 133, or (2) for delayed payment of the issue fee under 35 U.S.C. 151:	
	By a small entity (§ 1.9(f)).....	25.00
	By other than a small entity.....	50.00
(m)	For filing a petition (1) for revival of an unintentionally abandoned application or (2) for the unintentionally delayed payment of the fee for issuing a patent:	
	By a small entity (§ 1.9(f)).....	250.00
	By other than a small entity.....	500.00

**37 CFR 1.18 Patent issue fees.**

(a)	Issue fee for issuing each original or reissue patent, except a design or plant patent:	
	By a small entity (§ 1.9(f)).....	250.00
	By other than a small entity.....	500.00
(b)	Issue fee for issuing a design patent:	
	By a small entity (§ 1.9(f)).....	87.50
	By other than a small entity.....	175.00

- (c) Issue fee for issuing a plant patent:  
 By a small entity (§ 1.9(f))..... 125.00  
 By other than a small entity..... 250.00

**37 CFR 1.19 Document supply fees.** The Patent and Trademark Office will supply copies of the following documents upon payment of the fees indicated:

- (a) Uncertified copies of Office documents:  
 (1) Printed copy of a patent, including a design patent, or defensive publication document, except color plant patent..... \$1.00  
 (2) Printed copy of a plant patent in color..... 8.00  
 (3) Copy of patent application as filed, each 50 pages or fraction thereof..... 18.00  
 (4) Copy of patent file wrapper and contents, each 100 pages or fraction thereof..... 30.00  
 (5) Copy of Office records, except as provided in paragraphs (a)(1) through (4) of this section, per page..... .30  
 (6) Microfiche copy of microfiche, per microfiche..... 2.00  
 (b) Certified copies of Office documents:  
 (1) For certifying Office records, per certificate.... 3.50  
 (2) For a search of assignment records, abstract of title and certification per patent..... 12.00  
 (3) For comparing copies not prepared by the Office with the original, prior to certification of the copies, per page..... .10  
 (c) Subscription services:  
 (1) Subscription orders for printed copies of patents as issued, annual service charge for entry of order and one subclass..... 4.00  
 (2) For annual subscription to each additional subclass in addition to the one covered by the fee under paragraph (c)(1) of this section, per subclass..... .40  
 (d) Library service (35 U.S.C. 13): For providing to libraries copies of all patents issued annually, per annum..... 50.00  
 (e) Lists of patents in subclass:  
 (1) For list of all United States patents in a subclass, per 100 patent numbers or fraction thereof..... 2.00  
 (2) For list of United States patents in a subclass limited by date or patent number, per 50 patent numbers or fraction thereof..... 2.00

**37 CFR 1.20 Post-issuance fees.**

- (a) For providing a certificate or correction of applicant's mistake (§ 1.323)..... 40.00  
 (b) Petition for correction of inventorship in patent (§ 1.324)..... 120.00  
 (c) For filing a request for reexamination (§ 1.510(a))..... 1,500.00  
 (d) For filing each statutory disclaimer (§ 1.321):  
 By a small entity (§ 1.9(f))..... 25.00  
 By other than a small entity..... 50.00  
 (e) For maintaining an original or reissue patent, except a design patent, based on an application filed on or after December 12, 1980 and before August 27, 1982, in force beyond 4 years; the fee is due by three years and six months after the original grant..... 200.00  
 (f) For maintaining an original or reissue patent, except a design patent, based on an application filed on or after December 12, 1980 and before August 27, 1982, in force beyond 8 years; the fee is due by seven years and six months after the original grant..... \$400.00

- (g) For maintaining an original or reissue patent, except a design patent, based on an application filed on or after December 12, 1980 and before August 27, 1982, in force beyond 12 years; the fee is due by eleven years and six months after the original grant..... 600.00  
 (h) For maintaining an original or reissue patent, except a design or plant patent, based on an application filed on or after August 27, 1982, in force beyond 4 years; the fee is due by three years and six months after the original grant:  
 By a small entity (§ 1.9(f))..... 200.00  
 By other than a small entity..... 400.00  
 (i) For maintaining an original or reissue patent, except a design or plant patent, based on an application filed on or after August 27, 1982, in force beyond 8 years; the fee is due by seven years and six months after the original grant:  
 By a small entity (§ 1.9(f))..... 400.00  
 By other than a small entity..... 800.00  
 (j) For maintaining an original or reissue patent, except a design or plant patent, based on an application filed on or after August 27, 1982, in force beyond 12 years; the fee is due by eleven years and six months after the original grant:  
 By a small entity (§ 1.9(f))..... 600.00  
 By other than a small entity..... 1,200.00

**37 CFR 1.21 Miscellaneous fees and charges.** The Patent and Trademark Office has established the following fees for the services indicated:

- (a) Registration of attorneys and agents:  
 (1) For admission to examination for registration to practice, fee payable upon application..... \$75.00  
 (2) On registration to practice..... 50.00  
 (3) For reinstatement to practice..... 25.00  
 (4) For certificate of good standing as an attorney or agent..... 10.00  
 (b) Deposit accounts:  
 (1) For establishing or reinstating a deposit account..... 10.00  
 (2) Service charge for each month when the balance at the end of the month is below \$40.... 2.00  
 (c) Disclosure document: For filing a disclosure document..... 10.00  
 (d) Delivery box: Local delivery box rental, per annum..... 24.00  
 (e) International-type search reports: For preparing an international-type search report of an international-type search made at the time of the first action on the merits in a national patent application..... 25.00  
 (f) Search of Office records: For searching Patent and Trademark Office records for purposes not otherwise specified, per one-half hour or fraction thereof..... 10.00  
 (g) Copy machine tokens: Token for copying machine, each..... .20  
 (h) Recording of documents:  
 (1) For recording each assignment, agreement or other paper relating to the property in a patent or application..... 20.00  
 (2) Where a document to be recorded under paragraph (h)(1) of this section refers to more than one patent or application, for each additional patent or application..... \$5.00



- (i) Publication in *Official Gazette*: For publication in the *Official Gazette* of a notice of the availability of an application or a patent for licensing or sale, each application or patent ..... 6.00
- (j) For a duplicate or replacement of a permanent Office user pass (There is no charge for the first permanent user pass)..... 5.00
- (k) For items and services, that the Commissioner finds may be supplied, for which fees are not specified by statute or by this section, such charges as may be determined by the Commissioner with respect to each such item or service..... actual cost

**37 CFR 1.445 International application filing and processing fees.**

(a) The following fees and charges are established by the Patent and Trademark Office under the authority of 35 U.S.C. 376:

(1) A transmittal fee (see 35 U.S.C. 361(d) and PCT Rule 14)—\$125.00.

(2) A search fee (see 35 U.S.C. 361(d) and PCT Rule 16) where:

(i) No corresponding prior United States national application with fee has been filed—\$500.00

(ii) Corresponding prior United States national application with fee has been filed—\$250.00

(3) A supplemental search fee when required (see PCT Art. 17(3)(a) and PCT Rule 40.2)—\$125.00 per additional invention.

(4) The national fee, that is, the amount set forth as the filing fee under § 1.16 (a) through (d) credited by an amount of \$250 where an international search fee has been paid on the corresponding international application to the United States as an International Searching Authority. Where the amount of the credit is in excess of that required for the national fee, a request for a refund of the excess under § 1.445(b) may be filed at the time of paying the national fee. Only one such credit is permitted based on a single international search fee.

(5) A special fee when required (see 35 U.S.C. 372 (c))—\$10.00 per claim.

(b) The basic fee and designation fee portions of the international fee shall be as prescribed in PCT Rule 15.

**37 CFR 1.22. Fees payable in advance.** (a) Patent and trademark fees and charges payable to the Patent and Trademark Office are required to be paid in advance, that is, at the time of requesting any action of the Office for which a fee or charge is payable with the exception that under § 1.53 application for patent may be assigned a filing date without payment of the basic filing fee.

(b) All patent and trademark fees paid to the Patent and Trademark Office should be itemized in each individual application, patent or other proceeding in such a manner that it is clear for which purpose the fees are paid.

**37 CFR 1.23. Method of payment.** All payments of money required for Patent and Trademark Office fees, including fees for the processing of international applications (§ 1.445), should be made in U.S. specie, Treasury notes, national bank notes, post office money orders, or by certified checks. If sent in any other form, the Office may delay or cancel the credit until collection is made. Money orders and checks must be made payable to the Commissioner of Patents and Trademarks. Remittances from foreign countries must be payable and immediately negotiable in the United States for the full amount of the fee required. Money sent by mail to the Patent and Trademark Office will be at the risk of the sender; letters containing money should be registered.

**37 CFR 1.24. Coupons.** Coupons in denominations of one dollar are sold by the Patent and Trademark Office for the convenience of regular purchasers of U.S. patents and trademark registrations; these coupons may not be used for any other purpose. The one dollar coupons are sold individually and in books of 50 with stubs for record for \$50.00. These coupons are good until used; they may be transferred but cannot be redeemed.

**NOTE:** Public document coupons issued by the Superintendent of Documents cannot be used in the Patent and Trademark Office, nor can the coupons issued by the Patent and Trademark Office be used at the Government Printing Office or elsewhere.

**37 CFR 1.26. Refunds.** (a) Money paid by actual mistake or in excess, such as a payment not required by law, will be refunded,

but a mere change of purpose after the payment of money, as when a party desires to withdraw an application, an appeal, or a request for oral hearing, will not entitle a party to demand such a return. Amounts of one dollar or less will not be returned unless specifically demanded within a reasonable time, nor will the payer be notified of such amount; amounts over one dollar may be returned by check or, if requested, by credit to a deposit account.

(b) [Reserved]

(c) If the Commissioner decides not to institute a reexamination proceeding, a refund of \$ 1,200.00 will be made to the requester of the proceeding. Reexamination requesters should indicate whether any refund should be made by check to a deposit account.

**509.01 Deposit Accounts**

**37 CFR 1.25. Deposit accounts.** (a) For the convenience of attorneys, agents, and the general public in paying any fees due, in ordering services offered by the Office, copies of records, etc. deposit accounts may be established in the Patent and Trademark Office upon payment of the fee for establishing a deposit account (§ 1.21(b)(1)). A minimum deposit of \$50 or more, depending on the activity of the individual account, is required. At the close of each month's business, a statement will be rendered. A remittance must be made promptly upon receipt of the statement to cover the value of items or services charged to the account and thus restore the account to its established normal deposit value. An amount sufficient to cover all services, copies, etc., requested must always be on deposit. A service charge (§ 1.21(b)(2)) will be assessed for each month that the balance at the end of the month is below \$40.00.

(b) Filing issue, appeal, international-type search report, international application processing, petition and post-issuance fees may be charged against these accounts. A general authorization to charge all fees, or only certain fees, set forth in §§ 1.16 to 1.18 to a deposit account may be filed in an individual application, either for the entire pendency of the application or with respect to a particular paper filed. An authorization to charge to a deposit account the fee for a request for reexamination pursuant to § 1.510 and any other fees required in a reexamination proceeding in a patent may also be filed with the request for reexamination.

An overdrawn account will be immediately suspended and no charges will be accepted against it until a proper balance is restored, together with a payment of ten dollars (§ 1.21(b)(1)) to cover the work done by the Patent and Trademark Office incident to suspending and reinstating the account and dealing with charges which may have been made in the meantime.

For applications filed prior to February 27, 1983, if the Office discovers that a filing fee for an application was charged to an account with insufficient funds, or to an overdrawn account, the filing date of the application will be withdrawn.

For applications filed after February 27, 1983, if there is an authorization to charge the filing fee to a deposit account which is overdrawn or has insufficient funds, a surcharge (37 CFR 1.16(e)) is required in addition to payment of the filing fee. Failure to timely pay the filing fee and surcharge will result in abandonment of the application.

It is expected, however, that reasonable precautions will be taken in all cases to avoid overdrafts, and if an account is suspended repeatedly it will be necessary to close it.

Similarly, because of the burden placed on the Patent and Trademark Office incident to the operation of deposit accounts, a charge of ten dollars (§ 1.21(b)(1)) will be made for opening each new account.

## DEPOSIT ACCOUNT AUTHORIZATIONS

The rules of practice were amended effective Oct. 1, 1982, at 37 CFR 1.25(b) to state that: "A general authorization to charge all fees or only certain fees set forth in §§ 1.16 to 1.18 to a deposit account may be filed in an individual application, either for the entire pendency of the application or with respect to a particular paper filed." A general authorization would not apply to document supply fees under § 1.19, such as those required for certified copies, to post-issuance fees under § 1.20, such as those required for maintenance fees; or to miscellaneous fees and charges under § 1.21, such as assignment recording fees.

Many applications filed prior to Oct. 1, 1982, contain broad language authorizing *any* additional fees which might have been due to be charged to a deposit account. The Patent and Trademark Office does not interpret such broad authorizations, filed prior to Oct. 1, 1982, to include authorization to charge to a deposit account the issue fee or other fees in sections 1.16, 1.17 and 1.18 except those associated with the paper containing the broad authorization. However, such a broad authorization filed in an application on or after Oct. 1, 1982, will be interpreted as authorization to charge the issue fee; as well as any other fee set forth in §§ 1.16, 1.17 or 1.18. Fees under sections 1.19, 1.20 and 1.21 will not be charged as a result of a general authorization under section 1.25.

It is recommended that authorizations to charge fees to deposit accounts include reference to the particular fees or fee sections of the rules which applicant intends to authorize. For example, if filing and processing fees under §§ 1.16 and 1.17 only are intended to be included in the authorization, and not the issue fee under § 1.18, the authorization could read: "The Commissioner is hereby authorized to charge any fees under 37 CFR 1.16 and 1.17 which may be required during the entire pendency of the application to Deposit Account No. ———." Such an authorization would clearly exclude issue fees under 37 CFR 1.18 while including all the filing and processing fees listed in 37 CFR 1.16 and 1.17. Similarly, if it were intended to authorize the charging of fees relating only to a specific paper, the authorization could read "The Commissioner is hereby authorized to charge any fees under 37 CFR 1.16 and 1.17 which may be required by this paper to Deposit Account No. ———." Such authorizations would cover situations in which a check to cover a filing and processing fee under 37 CFR 1.16 and 1.17 was omitted or was for an amount less than the amount required.

It is extremely important that the authorization be clear and unambiguous. If applicants file authorizations which are ambiguous and deviate from the usual forms of authorizations, the Office may not interpret the authorizations in the manner applicants intend. In such cases applicants could be subject to further expenses, petitions, etc. in order to correct fees which were not charged as intended due to an ambiguous authorization.

## 509.02 Small Entity Status—Definitions

Public Law 97-247, enacted August 27, 1982, provides that effective October 1, 1982 funds available under the Act to the Patent and Trademark Office "shall be used to reduce by 50 per centum the payment of fees under section 41 (a) and (b) of title 35, United States Code, by independent inventors and nonprofit organizations as defined in regulations established by the Commissioner of Patents and Trademarks, and by small business concerns as defined in Section 3 of the Small Business Act and by regulations established by the Small Business Administration."

The fees which are reduced include patent application filing fees (37 CFR 1.16), extension of time, revival, and appeal fees (37 CFR 1.17), patent issue fees (37 CFR 1.18), statutory disclaimer fee (37 CFR 1.20(d)) and maintenance fees on patents based on applications filed on or after August 27, 1982 (37 CFR 1.20(h)-(j)). Other fees, established under section 41 (c) or (d) of Title 37, United States Code, are not reduced for small entities since such a reduction is not permitted or authorized by Public Law 97-247.

Fees which are not reduced include petition and processing fees (other than revival), 37 CFR 1.17(h)-(k), document supply fees, 37 CFR 1.19, certificate of correction fees, 37 CFR 1.20(a), request for reexamination fees, 37 CFR 1.20(c), maintenance fees under P.L. 96-517, 37 CFR 1.20(e)-(g), miscellaneous fees and charges, 37 CFR 1.21, and international application fees, 37 CFR 1.445.

Public Law 97-247 gave the Commissioner authority to establish regulations defining independent inventors and nonprofit organizations. These definitions have been established as 37 CFR 1.9 (c) and (e). The Small Business Administration was given authority to establish the definition of a small business concern. This definition is published in 37 CFR 1.9(d). A small entity for purposes of paying reduced fees is defined in 37 CFR 1.9(f) as an independent inventor, a small business concern or a nonprofit organization.

## § 1.9 Definitions.

(a) A national application as used in this chapter means a U.S. national application for patent which was either filed in the Office under 35 U.S.C. 111 or which resulted from an international application after compliance with 37 CFR 371.

(b) An international application as used in this chapter means an international application for patent filed under the Patent Cooperation Treaty prior to entering national processing at the Designated Office stage.

(c) An independent inventor as used in this chapter means any inventor who (1) has not assigned, granted, conveyed, or licensed, and (2) is under no obligation under contract or law to assign, grant, convey, or license, any rights in the invention to any person who could not likewise be classified as an independent inventor if that person had made the invention, or to any concern which would not qualify as a small business concern or a nonprofit organization under this section.

(d) A small business concern as used in this chapter means any business concern as defined by the Small Business Administration in 13 CFR 121.3-18, published on September 30, 1982 at 47 FR 43273. For the convenience of the users of these regulations, that definition states:

**§ 121.3-18 Definition of small business for paying reduced patent fees under Title 35, U.S. Code.**

(a) Pursuant to Pub. L. 97-247, a small business concern for purposes of paying reduced fees under 35 U.S. Code 41 (a) and (b) to the Patent and Trademark Office means any business concern (1) whose number of employees, including those of its affiliates, does not exceed 500 persons and (2) which has not assigned, granted, conveyed, or licensed, and is under no obligation under contract or law to assign, grant, convey or license, any rights in the invention to any person who could not be classified as an independent inventor if that person had made the invention, or to any concern which would not qualify as a small business concern or a nonprofit organization under this section. For the purpose of this section concerns are affiliates of each other when either, directly or indirectly, one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both. The number of employees of the business concern is the average over the fiscal year of the persons employed during each of the pay periods of the fiscal year. Employees are those persons employed on a full-time, part-time or temporary basis during the previous fiscal year of the concern.

(b) If the Patent and Trademark Office determines that a concern is not eligible as a small business concern within this section, the concern shall have a right to appeal that determination to the Small Business Administration. The Patent and Trademark Office shall transmit its written decision and the pertinent size determination file to the SBA in the event of such adverse determination and size appeal. Such appeals by concerns should be submitted to the SBA at 1441 L Street, NW., Washington, D.C. 20416 (Attention: SBA Office of General Counsel). The appeal should state the basis upon which it is claimed that the Patent and Trademark Office initial size determination on the concern was in error; and the facts and arguments supporting the concern's claimed status as a small business concern under this section.

(c) A nonprofit organization as used in this chapter means (1) a university or other institution of higher education located in any country; (2) an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)(3)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)); (3) any nonprofit scientific or educational organization qualified under a nonprofit organization statute of a state of this country (35 U.S.C. 201(i)); or (4) any nonprofit organization located in a foreign country which would qualify as a nonprofit organization under paragraphs (e) (2) or (3) of this section if it were located in this country.

(f) A small entity as used in this chapter means an independent inventor, a small business concern or a nonprofit organization.

#### INDEPENDENT INVENTOR

Section 1.9(c) of 37 CFR defines an independent inventor as any inventor who (1) has not assigned, granted, conveyed, or licensed, and (2) is under no obligation under contract or law to assign, grant, convey, or license, any rights in the invention to any person who could not likewise be classified as an independent inventor if that person had made the invention, or to any concern which would not qualify as a small business concern or a nonprofit organization. Once an individual sole inventor, or one of several joint inventors, has assigned, granted, conveyed, or licensed, or comes under an obligation to assign, grant, convey, or license, any rights to the invention to anyone who could not likewise obtain status as a small entity, the inventor(s) will no longer be entitled to pay fees in the amounts established for an independent inventor (§ 1.9(c)).

Rights in the invention include the right to make, use or sell the invention or the right to exclude others from making, using or selling the invention. Therefore, for example, status as a small entity is lost by an

inventor who has transferred or has an obligation to transfer a shop right to an employer who could not qualify as a small entity.

Section 1.9(c) permits an individual inventor to make an assignment, grant, conveyance, or license of partial rights in the invention to another individual or individuals who could qualify as an independent inventor or inventors if they had made the invention. In addition, § 1.9(c) permits an individual inventor to make an assignment, grant, conveyance, or license of partial rights in the invention to a small business concern or nonprofit organization. Under the circumstances described in the previous two sentences the individual inventor could still qualify as an independent inventor. However, if the independent inventor assigned, granted, conveyed, or licensed, or came under an obligation to assign, grant, convey, or license, any rights to the invention to any individual or organization which could not qualify as a small entity (§ 1.9(f)), then the inventor would no longer qualify as an independent inventor.

#### SMALL BUSINESS CONCERN

Section 1.9(d) of 37 CFR provides that, in order to be a small business, the number of employees of the concern, including those of its affiliates, may not exceed 500 persons. Concerns are affiliates of each other when either, directly or indirectly, one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both. For discussion and example of what constitutes "control" see the regulations of the Small Business Administration (13 CFR 121.3-2). The number of employees of a business concern is determined by counting the number of persons of the concern and its affiliates employed on a full-time, part-time or temporary basis during the previous fiscal year of the concern and of its affiliates. The number of employees is the average over the fiscal year of the persons employed during each of the pay periods of the fiscal year.

The definition also requires a small business for this purpose to be one "which has not assigned, granted, conveyed, or licensed, and is under no obligation under contract or law to assign, grant, convey, or license, any rights in the invention to any person who could not be classified as an independent inventor if that person had made the invention, or to any concern which would not qualify as a small business concern or a nonprofit organization under this section."

#### NONPROFIT ORGANIZATIONS

Section 1.9(e) of 37 CFR defines a nonprofit organization by utilizing and broadening the definition contained in 35 U.S.C. 201(i). The term "university or other institution of higher education" as used in § 1.9(e) means an educational institution which (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, (2) is legally authorized within the jurisdic-

tion in which it operates to provide a program of education beyond secondary education, (3) provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program which is acceptable for full credit toward such a degree, (4) is a public or other nonprofit institution, and (5) is accredited by a nationally recognized accrediting agency or association. The definition of "university or other institution of higher education" as set forth herein essentially follows the definition of "institution of higher education" contained in 20 U.S.C. 1141(a). Institutions which are strictly research facilities, manufacturing facilities, service organizations, etc., are not intended to be included within the term "other institution of higher education" even though such institutions may perform an educational function or publish the results of their work.

Nonprofit organizations also include organizations of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)(3)) and which are exempt from taxation under 26 U.S.C. 501(a). Organizations described in 26 U.S.C. 501(c)(3) include corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

#### LOCATION OF SMALL ENTITY

Small entities may claim reduced fees regardless of the country in which they are located. There is no restriction requiring that the independent inventor, small business concern or nonprofit organization be located in the United States. The same definitions apply to all applicants equally in accordance with the Paris Convention for the Protection of Industrial Property.

#### TRANSFER OF RIGHTS

With regard to transfer of rights in the invention, the rights in question are those in the United States to be covered by the application or patent. Transfer of rights to a Japanese patent, for example, would not affect small entity status if no rights in the United States patent were likewise transferred.

The payment of reduced fees under section 41 (a) and (b) of Title 35, United States Code, is limited to those situations in which all of the rights in the invention are owned by small entities, i.e., independent inventors, small business concerns, or nonprofit organizations. To do otherwise would be clearly contrary to

the intended purpose of the legislation which contains no indication that fees are to be reduced in circumstances where rights are owned by non-small entities. For example, a non-small entity is not permitted to transfer patent rights to a small business concern which would pay the reduced fees and grant an exclusive license to the non-small entity.

If rights transferred to a non-small entity are later returned to a small entity so that all rights are held by small entities, reduced fees may be claimed.

The term "license" in the definitions includes non-exclusive as well as exclusive licenses and royalty free as well as royalty generating licenses. Implied licenses to use and resell patented articles purchased from a small entity, however, will not preclude the proper claiming of small entity status. Likewise, an order by an applicant to a firm to build a prototype machine or product for the applicant's own use is not considered to constitute a license for purposes of the definitions.

#### RIGHTS HELD BY GOVERNMENT ORGANIZATIONS

Also, although the Federal government agencies do not qualify as nonprofit organizations for paying reduced fees under the rules, a license to a Federal agency resulting from a funding agreement with the agency pursuant to 35 U.S.C. 202(c)(4) will not preclude the proper claiming of small entity status.

Public Law 96-517 added a new chapter 38 of Title 35 of the United States Code entitled "Patent Rights in Inventions Made With Federal Assistance." Under the provisions of the statute, each funding agreement between a Federal agency and an individual, small business firm or nonprofit organization must provide, inter alia, that ". . . the Federal agency shall have a nonexclusive, nontransferable, irrevocable, paid up license to practice or have practiced for or on behalf of the United States any subject invention . . ." See 35 U.S.C. 202(c)(4).

Under the provisions of 37 CFR 1.9 and 1.27, an independent inventor, small business concern or nonprofit organization cannot qualify for reduced patent fees if it has assigned, granted, conveyed or licensed or is under an obligation under contract or law to assign, grant, convey or license any rights in the invention to other than an individual who could be classified as an independent inventor if that person had made the invention, a small business concern or a nonprofit organization. The Federal agencies do not qualify as nonprofit organizations for paying reduced patent fees under the rules. Applying this construction to the licensing of an invention to a Federal agency by an independent inventor, small business concern or nonprofit organization pursuant to a funding agreement under 35 U.S.C. 202(c)(4) would preclude their qualifying for paying reduced fees. This, however, would frustrate the intent of Public Law 97-247 and Public Law 96-517 when taken together.

Government organizations as such, whether domestic or foreign, cannot qualify as nonprofit organizations as defined in § 1.9(e). Thus, for example, a government research facility or other government-owned

corporation could not qualify. Section 1.9(e) was based upon 35 U.S.C. 201(i), as established by Public Law 96-517. The limitation to "an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)(3)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a))" would by its nature exclude the U.S. government and its agencies and facilities, including research facilities and government corporations. State and foreign governments and governmental agencies and facilities would be similarly excluded. Section 1.9(e) of 37 CFR is not intended to include within the definition of a nonprofit organization government organizations of any kind located in any country. A university or other institution of higher education located in any country would qualify, however, as a "nonprofit organization" under § 1.9(e) even though it has some government affiliation since such institutions are specifically included.

A wholly owned subsidiary of a nonprofit organization or of a university is considered a part of the nonprofit organization or university and is not precluded from qualifying for small entity status.

### 509.03 Claiming Small Entity Status

#### 37 CFR 1.27 Statement of status as small entity.

(a) Any person seeking to establish status as a small entity (§ 1.9(f) of this part) for purposes of paying fees in an application or a patent must file a verified statement in the application or patent prior to or with the first fee paid as a small entity. Such a verified statement need only be filed once in an application or patent and remains in effect until changed.

(b) Any verified statement filed pursuant to paragraph (a) of this section on behalf of an independent inventor must be signed by the independent inventor except as provided in §§ 1.42, 1.43, or 1.47 of this part, and must aver that the inventor qualifies as an independent inventor in accordance with § 1.9(c) of this part. Where there are joint inventors in an application, each inventor must file a verified statement establishing status as an independent inventor in order to qualify as a small entity. Where any rights have been assigned, granted, conveyed, or licensed, or there is an obligation to assign, grant, convey, or license, any rights to a small business concern, a nonprofit organization, or any other individual, a verified statement must be filed by the individual, the owner of the small business concern, or an official of the small business concern or nonprofit organization empowered to act on behalf of the small business concern or nonprofit organization averring to their status.

(c) Any verified statement filed pursuant to paragraph (a) of this section on behalf of a small business concern must (1) be signed by the owner or an official of the small business concern empowered to act on behalf of the concern; (2) aver that the concern qualifies as a small business concern as defined in § 1.9(d); and (3) aver that exclusive rights to the invention have been conveyed to and remain with the small business concern, or if the rights are not exclusive, that all other rights belong to small entities as defined in § 1.9. Where the rights of the small business concern as a small entity are not exclusive, a verified statement must also be filed by the other small entities having rights averring to their status as such.

(d) Any verified statement filed pursuant to paragraph (a) of this section on behalf of a nonprofit organization must (1) be signed by an official of the nonprofit organization empowered to act on behalf of the organization; (2) aver that the organization qualifies as a nonprofit organization as defined in § 1.9(e) of this part specifying under which one of § 1.9(e)(1), (e)(2), (e)(3), or (e)(4) of this part the organization qualifies; and (3) aver that exclusive rights to the invention have been conveyed to and remain with the organization or if the rights are not exclusive, that all other rights belong to small entities as defined in § 1.9 of this part. Where the rights of the nonprofit organization as a small entity are not exclusive, a verified

statement must also be filed by the other small entities having rights averring to their status as such.

37 CFR 1.27 provides in paragraph (a) that any person seeking to establish status as a small entity, as defined in § 1.9(f) for the purpose of paying reduced fees, must file a statement to that effect prior to or with the payment of the first fee paid as a small entity. Paragraph 1.27(b) provides specifically for inventors filing statements claiming status as independent inventors.

Paragraph 1.27(c) provides for claiming status as a small business concern.

Paragraph 1.27(d) provides for claiming status as a nonprofit organization. Under 37 CFR 1.27, as long as all of the rights remain in small entities, the fees established for a small entity can be paid. This includes circumstances where the rights were divided between an independent inventor, a small business concern and a nonprofit organization or any combination thereof.

The statement claiming small entity status must be a verified statement, i.e., an oath or declaration. It is not required that a new verified statement be filed with each fee paid, but rather, once a statement is filed in an application or patent, small entity status remains in the application or patent until the Office is notified of a change in status. Notification of change in status is required by 37 CFR 1.28(b).

A verified statement is required to be filed in each application or patent in which it is desired to pay reduced fees except for those filed under 37 CFR 1.60. Applications filed under § 1.60 may include reference to a verified statement in a parent application if status as a small entity is still proper and desired.

The rules do not authorize a patent attorney to sign a verified statement establishing status as a small entity on behalf of a client. The client has to sign the verified statement. Paragraph (b) of 37 CFR 1.27 requires that any verified statement filed on behalf of an independent inventor must be signed by the independent inventor except as provided in §§ 1.42, 1.43, or 1.47. Paragraphs (c) and (d) of 37 CFR 1.27 require that any verified statement filed on behalf of a small business concern or nonprofit organization must be signed by an official of the concern or nonprofit organization empowered to act on behalf of the concern or organization.

The term "official" is intended to include any officer, employe, or part-owner empowered to act on behalf of a small business concern or nonprofit organization. For example an officer or employee of a corporation empowered to act for the corporation by its board of directors would be qualified to sign such a verified statement. The intent of paragraphs (b)-(d) of 37 CFR 1.27 is that the verified statement be signed by the person in the best position to know the facts as to whether or not status as a small entity can be properly established. Insofar as the attorney's responsibilities and duty to investigate are concerned, these do not differ from those previously owed the Office under 37 CFR 1.56, 1.346, and 1.555.

**37 CFR 1.28** *Effect on fees of failure to establish status, or change status, as a small entity.*

(a) The failure to establish status as a small entity (§§ 1.9(f) and 1.27 of this part) in any application or patent prior to paying, or at the time of paying, any fee (1) precludes payment of the fee in the amount established for small entities; and (2) precludes a refund pursuant to § 1.26 of this part of any portions of fees paid prior to establishing status as a small entity. Status as a small entity is waived for any fee by the failure to establish the status prior to paying, or at the time of paying the fee. Status as a small entity must be specifically established by a verified statement filed in each application or patent in which the status is available and desired, except those applications filed under § 1.60 of this part where the status as a small entity has been established in a parent application and is still proper. Once status as a small entity has been established in an application or patent, the status remains in that application or patent without the filing of a further verified statement pursuant to § 1.27 of this part unless the Office is notified of a change in status. Status as a small entity in one application or patent does not affect any other application or patent, including applications or patents which are directly or indirectly dependent upon the application or patent in which the status has been established, except those filed under § 1.60 of this part. Applications filed under § 1.60 of this part must include a reference to a verified statement in a parent application if status as a small entity is still proper and desired.

(b) Once status as a small entity has been established in an application or patent, fees as a small entity may thereafter be paid in that application or patent without regard to a change in status until the issue fee is due or any maintenance fee is due. Notification of any change in status resulting in loss of entitlement to small entity status must be filed in the application or patent prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate pursuant to § 1.9 of this part. The notification of change in status may be signed by the applicant, any person authorized to sign on behalf of the assignee, or an attorney or agent of record or acting in a representative capacity pursuant to § 1.34(a) of this part.

(c) If status as a small entity is established in good faith, and fees as a small entity are paid in good faith, in any application or patent, and it is later discovered that such status as a small entity was established in error or that through error the Office was not notified of a change in status as required by paragraph (b) of this section, the error will be excused (1) if any deficiency between the amount paid and the amount due is paid within three months after the date the error occurred or (2) if any deficiency between the amount paid and the amount due is paid more than three months after the date the error occurred and the payment is accompanied by a verified statement explaining how the error in good faith occurred and how and when it was discovered.

(d)(1) Any attempt to fraudulently (i) establish status as a small entity or (ii) pay fees as a small entity shall be considered as a fraud practiced or attempted on the Office. (2) Improperly and through gross negligence (i) establishing status as a small entity or (ii) paying fees as a small entity shall be considered as a fraud practiced or attempted on the Office. See §§ 1.56(d) and 1.555 of this part.

Section 1.28 provides guidance to the effect of failure to establish, or notify the Office of any change from small entity status. Paragraph 1.28(a) provides that once status as a small entity has been established in an application or patent, the status remains in that application or patent without the filing of a further verified statement pursuant to 37 CFR 1.27, unless the Office is notified of a change in status. Under paragraph 1.28(a), status as a small entity in one application or patent does not affect any other application or patent except in applications filed under 37 CFR 1.60 where a reference is made to a verified statement in a parent application. Paragraph 1.28(b) requires that notification of any change in status resulting in loss of entitlement to small entity status be filed in the appli-

cation or patent prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate. Notification is not required if rights to an invention are transferred from one small entity to another small entity but small entity status is not lost thereby. This means that only four checks are required during the pendency and term of a patent after initial establishment of small entity status if such establishment was made prior to payment of the issue fee.

The Office will ordinarily require verified statements claiming small entity status only from parties holding rights in the invention. For example, if an independent inventor has transferred all rights in the invention to a small business concern, the Office will not require a verified statement from the inventor as well as from the small business concern. A verified statement from the independent inventor, however, will be required in the situation where all rights in the invention have been transferred to an individual who files the verified statement form entitled "Verified Statement (Declaration) By a Non-inventor Supporting A Claim by Another For Small Entity Status". The language of this latter form clearly shows that it is meant to be filed in addition to another verified statement form.

No confirming statement is required where there has been no change in small entity status. Paragraph (c) of 37 CFR 1.28 requires a verified statement explaining how error in good faith establishing small entity status and paying fees as a small entity occurred only in situations where the error is not corrected within three months of the date on which the error occurred. This will reduce paperwork and provides a three-month grace period to correct errors with no explanations required for correction during that three-month period.

Section 1.28 of 37 CFR also provides guidance as to the effect of improperly establishing status as a small entity. The intent of the reduced fees for small entities is to soften the impact of the fee increases under § 41(a) and (b) of Title 35, United States Code, as such sections are amended by Public Law 97-247, upon those who are least able to absorb the increased fees without overall damage to their ability to participate in the patent system through the filing, issuing and maintaining of patents. Accordingly, any attempt to improperly establish status as a small entity will be viewed as a serious matter by the Office and paragraph 1.28(d) indicates that any attempt to fraudulently establish status as a small entity or pay fees as a small entity will be considered as a fraud practiced or attempted on the Office. In addition, improperly and through gross negligence establishing status as a small entity or paying fees as a small entity will be considered as a fraud practiced or attempted on the Office. Normally, the Office will not question a claim to status as a small entity. However, if the Office must resolve such an issue in a question arising before it, the Office will look to the actual or practical status of

the individual or organization claiming status as a small entity rather than the professed or apparent status.

The requirement for filing verified statements claiming small entity status was modified by the Commissioner in *Official Gazette* Notices published October 26, 1982 at 1023 O.G. 77 and February 15, 1982 at 1027 O.G. 115. These notices waive 37 CFR 1.28(a) to the extent indicated in the notices for an indefinite period pending consideration by the Patent and Trademark Office of the feasibility of implementing via the rulemaking process, a practice similar to that set forth in the notices.

Any verified statement claiming small entity status will be accepted as timely filed if (1) the first fee in a patent application has been paid on or after October 1, 1982 in the amount established for a non-small entity and (2) such verified statement is filed within 3 months of the date of payment of the first fee in a patent application paid on or after October 1, 1982. If such a verified statement is timely filed within three months of the date of payment of the first fee paid on or after October 1, 1982 the statement will be treated as though it were present on the date the fee was paid. The correct amount of the fee will be determined and any excess will be refunded upon request.

This practice applies to the first fee paid on or after October 1, 1982 in a particular application. This first fee may be a filing fee, extension fee, additional claim fee or any other fee. The practice applies to all applications, even those filed prior to October 1, 1982. The payment of the first fee in the non-small entity amount on or after October 1, 1982 in an application serves to start the three month period for filing a verified statement claiming small entity status. There is no provision for filing a small entity reduced fee and then following with the verified statement at a later date.

Request for refunds, along with the verified statements, should be addressed to the Commissioner of Patents and Trademarks, Washington, D.C. 20231, and directed to the attention of the Refund Section,

Accounting Division, Office of Finance. Such requests should refer to the O.G. notices mentioned above.

The Patent and Trademark Office does not give advisory opinions as to whether or not a specific individual or organization qualifies for status as a small entity. In establishing reduced fees for independent inventors, small business concerns and nonprofit organizations, the Congressional consideration of the legislation which became Public Law 97-247 indicated an intent that the Patent and Trademark Office rely exclusively on a self-certification that a patent applicant qualifies as an independent inventor, small business concern, or nonprofit organization. In addition, it was also stated during Congressional consideration of the legislation that no additional resources would be required to administer the system whereby fees would be reduced for small entities.

In view of the intent expressed during Congressional consideration of the legislation it would be inappropriate for the Patent and Trademark Office to give advisory opinions as to entitlement to small entity status. Accordingly, any person seeking to establish status as a small entity for purposes of paying fee in an application or patent must file the verified statement required by 37 CFR 1.27 and in so doing is self-certifying entitlement to small entity status.

Small entity status must not be established unless the person or persons signing the verified statement can unequivocally make the required self-certification. Any appropriately signed and filed verified statement will be considered by the Patent and Trademark Office to be a self-certification.

If a verified statement claiming small entity status is filed in a language other than English, it must be accompanied by a verified English translation. 37 CFR 1.69(b). A non-English language verified statement claiming small entity status will not be given any effect until the verified English translation is filed and the full fees will be due until then.

MANUAL OF PATENT EXAMINING PROCEDURE

Applicant or Patentee: \_\_\_\_\_ Attorney's
Serial or Patent No.: \_\_\_\_\_ Docket No.: \_\_\_\_\_
Filed or Issued: \_\_\_\_\_
For: \_\_\_\_\_

VERIFIED STATEMENT (DECLARATION) CLAIMING SMALL ENTITY
STATUS (37 CFR 1.9(f) and 1.27(b)) - INDEPENDENT INVENTOR

As a below named inventor, I hereby declare that I qualify as an independent inventor
as defined in 37 CFR 1.9(c) for purposes of paying reduced fees under section 41(a)
and (b) of Title 35, United States Code, to the Patent and Trademark Office with
regard to the invention entitled \_\_\_\_\_
described in

- [ ] the specification filed herewith
[ ] application serial no. \_\_\_\_\_, filed \_\_\_\_\_
[ ] patent no. \_\_\_\_\_, issued \_\_\_\_\_

I have not assigned, granted, conveyed or licensed and am under no obligation under
contract or law to assign, grant, convey or license, any rights in the invention to
any person who could not be classified as an independent inventor under 37 CFR 1.9(c)
if that person had made the invention, or to any concern which would not qualify as a
small business concern under 37 CFR 1.9(d) or a nonprofit organization under 37 CFR
1.9(e).

Each person, concern or organization to which I have assigned, granted, conveyed, or
licensed or am under an obligation under contract or law to assign, grant, convey, or
license any rights in the invention is listed below:

- [ ] no such person, concern, or organization
[ ] persons, concerns or organizations listed below\*

\*NOTE: Separate verified statements are required from each named
person, concern or organization having rights to the invention averring
to their status as small entities. (37 CFR 1.27)

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

I acknowledge the duty to file, in this application or patent, notification of any
change in status resulting in loss of entitlement to small entity status prior to
paying, or at the time of paying, the earliest of the issue fee or any maintenance fee
due after the date on which status as a small entity is no longer appropriate. (37 CFR
1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that
all statements made on information and belief are believed to be true; and further
that these statements were made with the knowledge that willful false statements and
the like so made are punishable by fine or imprisonment, or both, under section 1001
of Title 18 of the United States Code, and that such willful false statements may
jeopardize the validity of the application, any patent issuing thereon, or any patent
to which this verified statement is directed.

NAME OF INVENTOR NAME OF INVENTOR NAME OF INVENTOR

Signature of Inventor Signature of Inventor Signature of Inventor

Date Date Date



Applicant or Patentee: \_\_\_\_\_ Attorney's
Serial or Patent No.: \_\_\_\_\_ Docket No.: \_\_\_\_\_
Filed or Issued: \_\_\_\_\_
For: \_\_\_\_\_

VERIFIED STATEMENT (DECLARATION) CLAIMING SMALL ENTITY STATUS
(37 CFR 1.9(f) and 1.27(c)) - SMALL BUSINESS CONCERN

I hereby declare that I am

- [ ] the owner of the small business concern identified below;
[ ] an official of the small business concern empowered to act on behalf of the concern identified below:

NAME OF CONCERN \_\_\_\_\_
ADDRESS OF CONCERN \_\_\_\_\_

I hereby declare that the above identified small business concern qualifies as a small business concern as defined in 13 CFR 121.3-18, and reproduced in 37 CFR 1.9(d), for purposes of paying reduced fees under section 41(a) and (b) of Title 35, United States Code, in that the number of employees of the concern, including those of its affiliates, does not exceed 500 persons. For purposes of this statement, (1) the number of employees of the business concern is the average over the previous fiscal year of the concern of the persons employed on a full-time, part-time or temporary basis during each of the pay periods of the fiscal year, and (2) concerns are affiliates of each other when either, directly or indirectly, one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both.

I hereby declare that rights under contract or law have been conveyed to and remain with the small business concern identified above with regard to the invention, entitled \_\_\_\_\_ by inventor(s)

described in

- [ ] the specification filed herewith
[ ] application serial no. \_\_\_\_\_, filed \_\_\_\_\_
[ ] patent no. \_\_\_\_\_, issued \_\_\_\_\_

If the rights held by the above identified small business concern are not exclusive, each individual, concern or organization having rights to the invention is listed below\* and no rights to the invention are held by any person, other than the inventor, who could not qualify as a small business concern under 37 CFR 1.9(d) or by any concern which would not qualify as a small business concern under 37 CFR 1.9(d) or a nonprofit organization under 37 CFR 1.9(e). \*NOTE: Separate verified statements are required from each named person, concern or organization having rights to the invention averring to their status as small entities. (37 CFR 1.27)

NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

I acknowledge the duty to file, in this application or patent, notification of any change in status resulting in loss of entitlement to small entity status prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate. (37 CFR 1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both, under section 1001 of Title 18 of the United States Code, and that such willful false statements may jeopardize the validity of the application, any patent issuing thereon, or any patent to which this verified statement is directed.

NAME OF PERSON SIGNING \_\_\_\_\_
TITLE OF PERSON OTHER THAN OWNER \_\_\_\_\_
ADDRESS OF PERSON SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applicant or Patentee: \_\_\_\_\_ Attorney's  
 Serial or Patent No.: \_\_\_\_\_ Docket No: \_\_\_\_\_  
 Filed or Issued: \_\_\_\_\_  
 For: \_\_\_\_\_

**VERIFIED STATEMENT (DECLARATION) CLAIMING SMALL ENTITY STATUS  
 (37 CFR 1.9(f) and 1.27(d)) - NONPROFIT ORGANIZATION**

I hereby declare that I am an official empowered to act on behalf of the nonprofit organization identified below:

NAME OF ORGANIZATION \_\_\_\_\_  
 ADDRESS OF ORGANIZATION \_\_\_\_\_

**TYPE OF ORGANIZATION**

- UNIVERSITY OR OTHER INSTITUTION OF HIGHER EDUCATION
- TAX EXEMPT UNDER INTERNAL REVENUE SERVICE CODE (26 USC 501(a) and 501(c)(3))
- NONPROFIT SCIENTIFIC OR EDUCATIONAL UNDER STATUTE OF STATE OF THE UNITED STATES OF AMERICA  
 (NAME OF STATE \_\_\_\_\_)  
 (CITATION OF STATUTE \_\_\_\_\_)
- WOULD QUALIFY AS TAX EXEMPT UNDER INTERNAL REVENUE SERVICE CODE (26 USC 501(a) and 501(c)(3)) IF LOCATED IN THE UNITED STATES OF AMERICA
- WOULD QUALIFY AS NONPROFIT SCIENTIFIC OR EDUCATIONAL UNDER STATUTE OF STATE OF THE UNITED STATES OF AMERICA IF LOCATED IN THE UNITED STATES OF AMERICA  
 (NAME OF STATE \_\_\_\_\_)  
 (CITATION OF STATUTE \_\_\_\_\_)

I hereby declare that the nonprofit organization identified above qualifies as a nonprofit organization as defined in 37 CFR 1.9(e) for purposes of paying reduced fees under section 41(a) and (b) of Title 35, United States Code with regard to the invention entitled \_\_\_\_\_ by inventor(s) \_\_\_\_\_ described in \_\_\_\_\_

- the specification filed herewith
- application serial no. \_\_\_\_\_, filed \_\_\_\_\_
- patent no. \_\_\_\_\_, issued \_\_\_\_\_

I hereby declare that rights under contract or law have been conveyed to and remain with the nonprofit organization with regard to the above identified invention.

If the rights held by the nonprofit organization are not exclusive, each individual, concern or organization having rights to the invention is listed below\* and no rights to the invention are held by any person, other than the inventor, who could not qualify as a small business concern under 37 CFR 1.9(d) or by any concern which would not qualify as a small business concern under 37 CFR 1.9(d) or a nonprofit organization under 37 CFR 1.9(e). \*NOTE: Separate verified statements are required from each named person, concern or organization having rights to the invention averring to their status as small entities. (37 CFR 1.27)

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 INDIVIDUAL     SMALL BUSINESS CONCERN     NONPROFIT ORGANIZATION

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 INDIVIDUAL     SMALL BUSINESS CONCERN     NONPROFIT ORGANIZATION

I acknowledge the duty to file, in this application or patent, notification of any change in status resulting in loss of entitlement to small entity status prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate. (37 CFR 1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both, under section 1001 of Title 18 of the United States Code, and that such willful false statements may jeopardize the validity of the application, any patent issuing thereon, or any patent to which this verified statement is directed.

NAME OF PERSON SIGNING \_\_\_\_\_  
 TITLE IN ORGANIZATION \_\_\_\_\_  
 ADDRESS OF PERSON SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applicant or Patentee: \_\_\_\_\_ Attorney's
Serial or Patent No.: \_\_\_\_\_ Docket No.: \_\_\_\_\_
Filed or Issued: \_\_\_\_\_
For: \_\_\_\_\_

VERIFIED STATEMENT (DECLARATION) BY A NON-INVENTOR
SUPPORTING A CLAIM BY ANOTHER FOR SMALL ENTITY STATUS

I hereby declare that I am making this verified statement to support a claim by
\_\_\_\_\_ for small entity status for
purposes of paying reduced fees under section 41(a) and (b) of Title 35, United States
Code, with regard to the invention entitled \_\_\_\_\_ by inventor(s)
\_\_\_\_\_ described in

- [ ] the specification filed herewith
[ ] application serial no. \_\_\_\_\_, filed \_\_\_\_\_
[ ] patent no. \_\_\_\_\_, issued \_\_\_\_\_

I hereby declare that I would qualify as an independent inventor as defined in 37 CFR
1.9(c) for purposes of paying fees under section 41(a) and (b) of Title 35, United
States Code, if I had made the above identified invention.

I have not assigned, granted, conveyed or licensed and am under no obligation under
contract or law to assign, grant, convey or license, any rights in the invention to any
person who could not be classified as an independent inventor under 37 CFR 1.9(c) if
that person had made the invention, or to any concern which would not qualify as a
small business concern under 37 CFR 1.9(d) or a nonprofit organization under 37 CFR
1.9(e).

Each person, concern or organization to which I have assigned, granted, conveyed, or
licensed or am under an obligation under contract or law to assign, grant, convey, or
license any rights in the invention is listed below:

- [ ] no such person, concern, or organization
[ ] persons, concerns or organizations listed below\*

\*NOTE: Separate verified statements are required from each named person,
concern or organization having rights to the invention averring to their
status as small entities. (37 CFR 1.27)

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

FULL NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
[ ] INDIVIDUAL [ ] SMALL BUSINESS CONCERN [ ] NONPROFIT ORGANIZATION

I acknowledge the duty to file, in this application or patent, notification of any
change in status resulting in loss of entitlement to small entity status prior to
paying, or at the time of paying, the earliest of the issue fee or any maintenance fee
due after the date on which status as a small entity is no longer appropriate. (37 CFR
1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that
all statements made on information and belief are believed to be true; and further that
these statements were made with the knowledge that willful false statements and the
like so made are punishable by fine or imprisonment, or both, under section 1001 of
Title 18 of the United States Code, and that such willful false statements may
jeopardize the validity of the application, any patent issuing thereon, or any patent
to which this verified statement is directed.

NAME OF PERSON SIGNING \_\_\_\_\_
ADDRESS OF PERSON SIGNING \_\_\_\_\_
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### 510 Patent and Trademark Office Business Hours

The Patent and Trademark Office working hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding federal holidays in the District of Columbia. Outside these hours, only Patent and Trademark Office employees are authorized to be in areas of the Patent and Trademark Office other than the Public Search Rooms.

The hours for the Public Search Room are 8:00 a.m. to 8:00 p.m., and the hours for the Trademark Search Room are 8:00 a.m. to 6:00 p.m., Monday through Friday, excluding federal holidays in the District of Columbia.

During working hours, all applicants, attorneys, and other members of the public should announce their presence to the Office personnel in the area of their visit. In the examining groups visitors should inform the group receptionist of their presence before visiting other areas of the group.

#### REGULATIONS FOR THE PUBLIC USE OF RECORDS IN THE PUBLIC SEARCH ROOM FOR PATENTS OF THE PATENT AND TRADEMARK OFFICE

The Patent and Trademark Office has established Procedures and Regulations for using the facilities of the Public Search Room for Patents. The procedures for the Search Room include the requirement that users obtain and show, prior to entering the Search Room facilities, a User Pass. This pass can be obtained at the receptionist's desk in the lobby of Building 3. User Passes will be issued to persons not under prohibition from using the search facilities who sign an application Form and acknowledge receipt of a copy of the noted Regulations. User Passes are non-transferable and are valid until reissue or revocation for cause. Office employees must show their building pass in order to enter the Public Search Room.

The procedures also include the requirement that persons entering and exiting the Search Room use designated lanes. Persons exiting the Search Room will automatically pass electronic sensing equipment designed to detect any marked documents or materials being removed from the Search Room. The sensing equipment is capable of detecting marked documents and materials in briefcases and parcels and under clothing. The equipment does not use X-ray or other high energy radiation and is, therefore, completely safe and harmless to persons, photographic film, magnetic tape and electronic or mechanical devices such as wrist watches. New patents are marked for sensing before being placed in the Classified files.

Whenever a marked document is transported past the sensing equipment, Patent and Trademark Office officials and the security guards will be alerted to the removal of the document, and a gate on the exit lane will lock. Persons triggering the alarm will be asked to cooperate in identifying the source for the alarm. Failure to cooperate when the alarm is triggered could result in detention of the person, seizure of any briefcase or the like, or other legal measures deemed necessary and appropriate in the specific case.

The Regulations for the Search Room are reprinted in a Regulation brochure. It is available in the Search Room. In order to maintain an environment conducive to search, the Regulations will be strictly enforced.

Although these procedures and Regulations may cause some inconvenience, it is hoped that with understanding and cooperation they will result in improvement in search facilities which will benefit all participants in the U.S. patent system.

Persons violating the regulations may be denied the use of the facilities in the Public Search Room for Patents, and may further be subjected to prosecution under the Criminal Code. Additionally, the name of any person violating these regulations who is registered to practice before the Patent and Trademark Office may be forwarded to the Solicitor for appropriate action under 37 CFR 1.348.

#### USE OF PATENT EXAMINING GROUP FACILITIES

The primary function of the Patent and Trademark Office is the examination of applications for patents and the issuance of valid patents based upon a search and consideration of the best available prior art. This can be accomplished only through maintaining strict search file integrity within the patent examining group facilities.

Therefore, the regulations appearing below were established for those authorized members of the public using the facilities of the patent examining groups.

Although these regulations may cause some inconvenience, it is believed that with the cooperation and understanding of the public, a more efficient and reliable examination system within the patent examining groups will result.

A copy of the following "Regulations for Users of the Patent Examining Group Facilities," is posted in each of the Patent Examining Groups and the Public Search Room for Patents:

#### REGULATIONS FOR USERS OF THE PATENT EXAMINING GROUP SEARCH FACILITIES

1. Group facilities are defined as those areas in Buildings 2, 3, 3-4 and 4 of Crystal Plaza designated Examining Groups.
2. The use of the Group facilities for search purposes by members of the public is strictly limited to the search of materials not available in the Public Search Room for Patents or the Scientific Library and when it does not conflict with the regular business of Patent and Trademark personnel and only between the hours of 8:45 a.m. and 4:45 p.m. on regular business days.
3. Authorized Officials, under these Regulations, include Supervisory Patent Examiners and Examining Group Directors.
4. Under applicable statutes and regulations, including 40 U.S.C. 486(c); 41 CFR Subpart 101-20.3; and appropriate Sections of Department Organization Orders 30-3A and 30-3B of the Department of

Commerce, the Regulations appearing below are established for those members of the public using the Group Facilities.

- A. All persons using these facilities are subject to the Regulations Governing Conduct on Federal Property, as specified in 41 CFR Subpart 101-20.3.
- B. All posted Official Notices are to be complied with.
- C. A valid User Pass must be prominently displayed when searching in the Group Facilities. User Passes are nontransferable and must be surrendered upon request to authorized officials.
- D. All persons holding User Passes must register with the Group Receptionist, unless otherwise directed, in each Examining Group where they search and must sign a log (e.g., indicating time-in, time-out, name, User Pass number, class(es) and subclass(es) searched).
- E. No patents, records or other documents of the Patent and Trademark Office shall be removed from the Group Facilities except by express written authorization by an authorized official in the Examining Group where the material resides. Such authorization will not be given for U.S. patents and other material readily available through the Scientific Library.
- F. Smoking is not permitted except in designated areas.
- G. No food or beverages in any form are to be consumed except in designated areas.
- H. Loud talking, use of radios, and any other form of activity which may disturb other members of the public or Patent and Trademark Office personnel are forbidden.
- I. Children brought into the Group Facilities must not be allowed to disturb others.
- J. The presence or use of equipment such as dictation equipment, reproducing machines, typewriters and photographic equipment is prohibited without prior permission from an authorizing official in the Examining Group where the use is intended and then is permitted where its use does not conflict with Regulation H.
- K. Patents and other documents must not be removed from their shoes for any reason other than for cursory study thereof while kept in close proximate association with the shoe and must not be moved out of their normal sequence.
- L. All patent shoes must be promptly replaced in their proper location in the shoe case.
- M. All textbooks, journals and the like must be returned to their proper location.
- N. The reserving of seats and/or working areas is prohibited.
- O. All packages, briefcases or other personal effects brought into the Group Facilities are subject to search by authorized officials upon request and must be removed when leaving the Group Facilities.

P. All verbal requests for compliance with these regulations or other posted Patents and Trademark Office Notices pertaining to activity in the Group Facilities, when made by authorized officials, must be promptly complied with.

5. Persons violating these regulations may be denied the use of the facilities in the Examining Groups and Public Search Room for Patents, and may further be subject to prosecution under the Criminal Code. Additionally, the name of any person violating these regulations who is registered to practice before the Patent and Trademark Office may be forwarded to the Solicitor for appropriate action under 37 CFR 1.348.

If any individual is observed in violation of any of the regulations, immediate compliance should be courteously requested. If a verbal request is not complied with, a note should be made of the individual's name and User's Pass number, if possible (the User's Pass is required to be prominently displayed) and report the incident to the Supervisory Primary Examiner, Supervisory Patent Assistant or other appropriate supervisor who will take further action.

In addition, if any individual in a search area appears to be a stranger and is not wearing a User's Pass, some identification, such as a Building or User's Pass should be requested. If the individual refuses, notify a supervisor. Consequently, all Office employees are expected to carry their Building Pass with them at all times, especially when searching outside of their assigned groups.

Supervisors, when aware of violations of the posted regulations should prepare a memorandum detailing the facts of the incident and forward this memorandum to the Deputy Assistant Commissioner for Patents via their Group Director. Supervisory Patent Examiners and Group Directors are authorized to demand surrender of User Passes on-the-spot. If the Supervisory Patent Examiner exercises this function, the Group Director should be immediately notified followed up by a memorandum as previously set forth.

### 511 Postal Service Emergency Contingency Plan

*35 U.S.C. 21 Filing date and day for taking action.* (a) The Commissioner may by rule prescribe that any paper or fee required to be filed in the Patent and Trademark Office will be considered filed in the Office on the date on which it was deposited with the United States Postal Service or would have been deposited with the United States Postal Service but for postal service interruptions or emergencies designated by the Commissioner.

*37 CFR 1.6 Receipt of letters and papers.* (d) If interruptions or emergencies in the United States Postal Service which have been so designated by the Commissioner occur, the Patent and Trademark Office will consider as filed on a particular date in the Office any paper or fee which is: (1) Promptly filed after the ending of the designated interruption or emergency; and (2) Accompanied by a statement indicating that such paper or fee would have been filed on that particular date if it were not for the designated interruption or emergency in the United States Postal Service. Such statement must be a verified statement if made by a person not registered to practice before the Patent and Trademark Office.

Section 1.6(d) provides a procedure under which papers and fees which could not be filed on a particu-

lar date because of an interruption or emergency in the United States Postal Service which is so designated by the Commissioner, may be promptly filed after the ending of such a designated interruption or emergency and be considered as having been filed on that particular date. Authority for such a practice is found in § 21(a) of Title 35, United States Code, as amended by Pub. L. 97-247.

The U.S. Patent and Trademark Office is establishing the following contingency plan for filing any paper or paying any fee in the Office in the event of an emergency caused by any major interruption in the mail service in the United States. Upon determination by the Commissioner of Patents and Trademarks that such an emergency exists, a notice activating the plan will be issued by the Commissioner. The activating notice will be published in the Wall Street Journal and made available by telephone at area code 703, 557-3158. Also, certain publications, patent bar groups, and other organizations closely associated with the patent system, will be notified. Termination of the program will be similarly announced. Where the postal emergency is not nationwide, the Commissioner will designate the areas of the United States in which the procedures outlined below will be in effect.

U.S. Department of Commerce District Offices (formerly referred to as Department of Commerce Field Offices) will be designated on an emergency basis, as receiving stations for filing papers and paying fees in the U.S. Patent and Trademark Office.

Upon determination that an emergency exists, the following procedures may be followed: All papers and fees should be enclosed in a sealed envelope addressed to the Patent and Trademark Office and deposited in one of the District Offices. Such papers will be considered as received in the U.S. Patent and Trademark Office on the day of deposit. The District Office will date stamp each envelope and the accompanying receipt card which completely identifies the deposited papers. The receipt card will be returned to the depositor. Applicants or their representatives should assure the legibility of the date stamp.

District Office deposits should be limited to checks in payment of issue fees, new application papers wherein priority dates or statutory bars may be involved, amendments where the six month statutory period for response is about to expire, trademark oppositions, Section 8 affidavits, trademark renewals, and to other papers for which the patent and trademark statutes do not provide a remedy for failure to obtain a particular date.

Where papers originate from overseas, it is suggested that the papers be mailed to a registered agent in Canada, with a request that the papers be forwarded by courier to the nearest District Office in the United States.

In regard to pending applications, if the time for taking any action or paying any fee expires during the period that the Commissioner declares to be an emergency, the time will be extended until one month after the end of the emergency period, provided that such

extension does not exceed the maximum period for response provided for in the statutes.

Since this extension of time will be automatic, there will be no record in the individual files to indicate that a response filed during the extended period is in fact timely. In order to provide a complete record, applicants or their representatives should file a paper referring to this notice in each case in which a response is filed during the extended period.

The addresses of the Department of Commerce District Offices, subject to subsequent changes, are as follows:

#### ALABAMA

Birmingham—Gayle C. Shelton, Jr., Director, Suite 200-201, 908 South 20th Street 35205 Area Code 205 Tel 254-1331.

#### ALASKA

Anchorage 701 C Street, P.O. Box 32 99513, Area Code 907 Tel 271-5041.

#### ARIZONA

Phoenix—Donald W. Fry, Director, Suite 2950 Valley Bank Center, 201 North Central Avenue 85073, Area Code 602 Tel 261-3285.

#### ARKANSAS

• Little Rock—(Dallas, Texas District)—Suite 635, Savers Federal Building, 320 W. Capital Avenue 72201, Area Code 501 Tel 378-5794.

#### CALIFORNIA

Los Angeles—Daniel J. Young, Director, Room 800, 11777 San Vicente Boulevard 90049, Area Code 213 Tel 209-6707.

• San Diego—110 West C Street 92101, Area Code 714 Tel 293-5395.

San Francisco—Betty D. Neuhart, Director, Federal Building, Box 36013, 450 Golden Gate Avenue 94102, Area Code 415 Tel 556-5860.

#### COLORADO

Denver—Donald L. Schilke, Director, Room 119 Customhouse, 721 19th Street 80202, Area Code 303 Tel 837-3246.

#### CONNECTICUT

Hartford—Eric B. Outwater, Director, Room 610-B, Federal Office Building, 450 Main Street 06103, Area Code 203 Tel 244-3530.

#### FLORIDA

Miami—Ivan A. Cosimi, Director, Suite 224, Federal Building, 51 S.W. First Avenue 33130, Area Code 305 Tel 350-5267.

• Clearwater—128 North Osceola Avenue 33515, Area Code 813 Tel 461-0011.

• Jacksonville—3 Independent Drive 32202, Area Code 904 Tel 791-2796.

• Tallahassee—Collins Bldg., Rm. G-20 32304, Area Code 904 Tel 488-6469.

#### GEORGIA

Atlanta—David M. Paul, Director, Suite 600, 1365 Peachtree Street, N.E. 30309, Area Code 404 Tel 881-7000.

Savannah—James W. McIntire, Director, 27 E Bay Street, Box 9746 31401, Area Code 912 Tel 944-4204.

#### HAWAII

Honolulu—Steven K. Cniven, Director, 4106 Federal Building, P.O. Box 50026, 300 Ala Moana Boulevard 96850. Area Code 808 Tel 546-8694.

• Denotes Trade Specialist.

## ILLINOIS

Chicago—Joseph F. Christiano, Director, 1406 Mid Continental Plaza Building, 55 East Monroe Street 60603, Area Code 312 Tel 353-4450.

## INDIANA

Indianapolis—Mel R. Sherar, Director, 357 U.S. Courthouse & Federal Office Building, 46 East Ohio Street 46204, Area Code 317 Tel 269-6124.

## IOWA

Des Moines—Jesse N. Durden, Director, 817 Federal Building, 210 Walnut Street 50309, Area Code 515 Tel 284-4222.

## KANSAS

Wichita—P.O. Box 48, Wichita State University 67208, Area Code 316 Tel 269-6160.

## KENTUCKY

Louisville—Donald R. Henderson, Director, Room 636B, U.S. Post Office and Courthouse Building 40202, Area Code 502 Tel 582-5066.

## LOUISIANA

New Orleans—Raymond E. Eveland, Director, 432 International Trade Mart, No. 2 Canal Street 70130, Area Code 504 Tel 589-6546.

## MAINE

Augusta—1 Memorial Circle, Casco Bank Bldg. 04330, Area Code 207 Tel 622-8249.

## MARYLAND

Baltimore—Carroll F. Hopkins, Director, 415 U.S. Customhouse, Gay and Lombard Streets 21202, Area Code 301 Tel 962-3560.

## MASSACHUSETTS

Boston—Francis J. O'Connor, Director, 10th Floor, 441 Stuart Street 02116, Area Code 617 Tel 223-2312.

## MICHIGAN

Detroit—Raymond R. Riesgo, Director, 445 Federal Building, 231 West Lafayette 48226, Area Code 313 Tel 226-3650.

Grand Rapids—300 Monroe N.W., Rm. 409 49503, Area Code 616 Tel 456-2411/33.

## MINNESOTA

Minneapolis—Glenn A. Matson, Director, 218 Federal Building, 110 South Fourth Street 55401, Area Code 612 Tel 725-2133.

## MISSISSIPPI

Jackson—Mark E. Spinney, Director, Jackson Mail Office Ctr. Ste. 3230, 300 Woodrow Wilson Blvd. 39213, Area Code 601 Tel 960-4388.

## MISSOURI

St. Louis—Donald R. Loso, Director, 120 South Central Avenue 63105, Area Code 314 Tel 425-3302-4.

Kansas City—James D. Cook, Director, Room 1840, 601 East 12th Street 64106, Area Code 816 Tel 374-3142.

## NEBRASKA

Omaha—George H. Payne, Director, Empire State Bldg. 1st Floor, 300 South 19th Street 68102, Area Code 402 Tel 221-3664.

## NEVADA

Reno—Joseph J. Jeremy, Director, 1755 E. Plumb Lane, #152 89502, Area Code 702 Tel 784-5203.

## NEW JERSEY

Newark—Thomas J. Murray, Director, Capital Plaza, 8th Floor, 240 West State St. 08608, Area Code 609 Tel 989-2100.

## NEW MEXICO

Albuquerque—William E. Dwyer, Director, 505 Marquette Ave., NW, Suite 1015 87102, Area Code 505 Tel 766-2386.

## NEW YORK

Buffalo—Robert F. Magee, Director, 1312 Federal Building, 111 West Huron Street 14202, Area Code 716 Tel 846-4191.

New York—Arthur C. Rutzen, Director, Room 3718, Federal Office Building, 26 Federal Plaza, Foley Square 10278, Area Code 212 Tel 264-0634.

## NORTH CAROLINA

Greensboro—Joel B. New, Director, 203 Federal Building, West Market Street, P.O. Box 1950 27402, Area Code 919 Tel 378-5345.

## OHIO

Cincinnati—Gordon B. Thomas, Director, 9504 Federal Office Building, 550 Main Street 45202, Area Code 513 Tel 684-2944.

Cleveland—Zelda W. Milner, Director, Room 600, 666 Euclid Avenue 44114, Area Code 216 Tel 522-4750.

## OKLAHOMA

Oklahoma City—Ronald L. Wilson, Director, 4024 Lincoln Boulevard 73105, Area Code 405 Tel 231-5302.

Tulsa—440 S. Houston St. 74127, Area Code 918 Tel 581-7650.

## OREGON

Portland—Lloyd R. Porter, Director, Room 618, 1220 S.W. 3rd Avenue 97204, Area Code 503 Tel 221-3001.

## PENNSYLVANIA

Philadelphia—Robert E. Kistler, Director, 9448 Federal Building, 600 Arch Street 19106, Area Code 215 Tel 597-2850.

Pittsburgh—William M. Bradley, Director, 2002 Federal Building, 1000 Liberty Avenue 15222, Area Code 412 Tel 644-2850.

## PUERTO RICO

San Juan (Hato Rey)—J. Enrique Vilella, Director, Room 659-Federal Building 00918, Area Code 809 Tel 753-4555, Ext. 555.

## RHODE ISLAND

• Providence (Boston, Massachusetts District) 7 Jackson Walkway 02903, Area Code 401 Tel 277-2605, ext. 22.

## SOUTH CAROLINA

Columbia—Johnny E. Brown, Director, Strom Thurmond Fed. Bldg., Suite 172, 1835 Assembly Street 29201, Area Code 803 Tel 765-5345.

• Charleston—505, Federal Building, 334 Meeting Street 29403, Area Code 803 Tel 577-4361.

• Greenville—P.O. Box 5823 Station B. 29606, Area Code 803 Tel 235-5919.

## TENNESSEE

Memphis—3693 Central Ave., 38111, Area Code 901 Tel 521-4826

Nashville—Suite 1427, One Commerce Place 37239, Area Code 615 Tel 251-5161.

## TEXAS

Dallas—C. Carmon Stiles, Director, Room 7A5, 1100 Commerce Street 75242, Area Code 214 Tel 767-0542.

Houston—Felicito C. Guerrero, Director, 2625 Federal Bldg., Courthouse, 515 Rusk Street 77002, Area Code 713 Tel 229-2578.

## UTAH

Salt Lake City—Stephen P. Smoot, Director, U.S. Courthouse, 350 S. Main Street 84101, Area Code 801 Tel 524-5116.

## VIRGINIA

Richmond—Philip A. Ouzis, Director, 8010 Federal Building, 400 North 8th Street 23240, Area Code 804 Tel 771-2246.

Dunn Loring—8100 Oak Street, Suite 32 22027, Area Code 702 Tel 573-9460

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## WASHINGTON

Seattle—Eric C. Siberstein, Director, Room 706, Lake Union Building, 1700 Westlake Avenue North 98109, Area Code 206 Tel 442-5615.

## WEST VIRGINIA

Charleston—Roger L. Fortner, Director, 1000 New Federal Building, 500 Quarrier Street 25301, Area Code 304 Tel 343-6181, ext. 375.

## WISCONSIN

Milwaukee—Federal Bldg/U.S. Courthouse, 517 East Wisconsin Avenue 53202, Area Code 414 Tel 291-3473.

## WYOMING

Cheyenne—Lowell O. Burns, Director, 8007 O'Mahoney Federal Center, 2120 Capitol Avenue 82001, Area Code 307 Tel 772-2151

## 512 Certificate of Mailing

37 CFR 1.8. *Certificate of Mailing.* (a) Except in the cases enumerated below, papers and fees required to be filed in the Patent and Trademark Office within a set period of time will be considered as being timely filed if (1) they are addressed to the Commissioner of Patents and Trademarks, Washington, D.C. 20231, and deposited with the U.S. Postal Service with sufficient postage as first class mail prior to expiration of the set period, and (2) they also include a certificate for each paper or fee stating the date of deposit. The person signing the certificate should have reasonable basis to expect that the correspondence would be mailed on or before the date indicated. The actual date of receipt of the paper or fee will be used for all other purposes. This procedure does not apply to the following:

(i) The filing of a national patent application specification and drawing or other papers for the purpose of obtaining an application filing date;

(ii) The filing of trademark applications;

(iii) The filing of agreements between parties to an interference under 35 U.S.C. 135(c);

(iv) The filing of an affidavit showing that a mark is still in use or containing an excuse for nonuse under section 8 (a) or (b) or section 12(c) of the Trademark Act, 15 U.S.C. 1058(a), 1058(b), 1062(c);

(v) The filing of an application for renewal of a mark registration under section 9 of the Trademark Act, 15 U.S.C. 1059;

(vi) The filing of a petition to cancel a registration of a mark under section 14 (a) or (b) of the Trademark Act, 15 U.S.C. 1064(a), 1064(b);

(vii) The filing of an affidavit under section 15, subsection (3) of the Trademark Act, 15 U.S.C. 1065;

(viii) The filing of a notice of election to proceed by civil action in an inter partes proceeding under 35 U.S.C. 141 or section 21(a)(1) of the Trademark Act, 15 U.S.C. 1071(a)(1), in response to another party's appeal to the Court of Appeals for the Federal Circuit;

(ix) The filing of a notice and reasons of appeal under 35 U.S.C. 142 or a notice of appeal under section 21(a)(2) of the Trademark Act, 15 U.S.C. 1071(a)(2);

(x) The filing of a statement under 42 U.S.C. 2182 or 42 U.S.C. 2457(c); and

(xi) The filing of international applications for patent and papers relating thereto.

(b) In the event that correspondence or fees are timely filed in accordance with paragraph (a) of this section, but not received in the Patent and Trademark Office, and the application is held to be abandoned or the proceeding dismissed, terminated, or decided with prejudice, the correspondence or fee will be considered timely if the party who forwarded such correspondence or fee (1) informs the Office of the previous mailing of the correspondence or fee promptly after becoming aware of the Office action, (2) supplies an additional copy of the previously mailed correspondence or fee and certificate, and (3) includes a declaration under § 1.68 or § 2.20 which attests on a personal knowledge basis or to the satisfaction of the Commissioner to the previous timely mailing.

A suggested format for the certificate under 37 CFR 1.8(c) to be included with the correspondence. I hereby certify that this correspond-

ence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner of Patents and Trademarks, Washington, D.C. 20231, on Mr. Chairman,

.....  
(Date)

.....  
(Name of applicant, assignee, or Registered Representative)

.....  
(Signature)

.....  
(Date)

If improper wording has been used, applicants may be reminded of the suggested wording by including Form Paragraph 5.02.

## 5.02 Format of Certificate of Mailing

Following is a suggested format for the certificate of mailing under 37 CFR 1.8(c) which should be included with all correspondence.

"I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner of Patents and Trademarks, Washington, D.C. 20231, on.....".

Name of applicant, assignee, or Registered Representative.....

Signature.....

Date.....

For a Pro se inventor, Form Paragraph 17.11 may precede Form Paragraph 5.02.

## 17.11 Suggestion of Certificate of Mailing, PRO SE

It is called to applicant's attention that if a communication is mailed before the response time has expired applicant may submit the response with a "Certificate of Mailing" in accordance with 37 CFR 1.8(a) which merely asserts that the response is being mailed on a given date. So mailed, before the period of response has lapsed, the response is considered timely. A suggested format for a certificate follows.

Examiner Note:

See form paragraph 5.02.

37 CFR 1.8 and the suggested form for patent cases established a practice before the Patent and Trademark Office which is referred to as the "Certificate of Mailing Procedure." Under this procedure, a person may state on certain papers directed to the Office (exceptions are stated in § 1.8), the date on which the paper will be deposited in the United States Postal Service. If the date of deposit is within the period for response, the response in most instances will be considered to be timely. This is true even if the paper does not actually reach the Office until after the end of the period for response. The Certificate of Mailing procedure does not apply to papers mailed in a foreign country.

It should be noted, however, that the Office will continue its normal practice of stamping the date of receipt (Mail Room Stamp) on all papers received through the mails except those filed under § 1.10 (See § 513). The date stamped will also be the date which is entered on Office records and from which any subsequent periods are calculated. For example, 37 CFR 1.192 gives an appellant 2 months from the date of the appeal to file an appeal brief. For example, if the last day to respond to a final rejection was November 10,



1976, and applicant deposited a Notice of Appeal with fee in the U.S. mail on November 10, 1976 and so certified, that appeal is timely even if it was not received in the Patent and Trademark Office until November 17, 1976. Since the date of receipt will be used to calculate the time at which the brief is due, the brief was due on January 17, 1977. This is 2 months after the Mail Room date.

#### *Procedure by Applicant*

(A) The certification requires a signature. Specifically, if the certification appears on a paper that requires a signature, two signatures are required, one for the paper and one for the certification. Although not specifically required by 37 CFR 1.8, it is preferred that the certificate be signed by the applicant, assignee, or registered practitioner.

(B) When possible, the certification should appear on a portion of the paper being submitted. However, if there is insufficient space to make the certification on the same paper, such as in the case of the patent issue fee transmittal form PTO-85, the certification should be on a separate sheet securely attached to the paper.

(C) When the certification is presented on a separate sheet, that sheet must (1) be signed and (2) fully identify and be securely attached to the paper it accompanies. The required identification should include the serial number and filing date of the application as well as the type of paper being filed, e.g., response to rejection or refusal, Notice of Appeal, etc. An unsigned certification will not be considered acceptable.

Moreover, without the proper identifying data, a certification presented on a separate sheet will not be considered acceptable if there is any question or doubt concerning the connection between the sheet and the paper filed.

If the sheet should become detached from the paper and thereafter not associated with the appropriate file, evidence that this sheet was received in the Office can be supported by submitting a copy of a post card receipt specifically identifying this sheet and the paper and by submitting a copy of the sheet as originally mailed. Attention is directed to § 503 relative to the use of post cards as receipts.

(D) In situations wherein the correspondence includes papers for more than one application (e.g., a single envelope containing separate papers responding to Office actions in different applications) or papers for various parts of the Office (e.g., a patent issue fee transmittal form PTO-85 and an assignment), each paper must have its own certification as a part thereof or attached thereto.

(E) In situations wherein the correspondence includes several papers directed to the same application (for example, a proposed response under 37 CFR 1.116 and a Notice of Appeal), each paper should have its own certification as a part thereof or attached thereto.

#### *Use of Stamped Certification*

Some practitioners place the certification language on the first page of a paper with an inked stamp. Such

a practice is encouraged because the certification is not only readily visible but also form an integral part of the paper.

#### *Office Procedure*

##### *Mail Room*

The Mail Room will continue to date stamp the actual date of receipt of all papers received by mail in the Office. No attempt will be made to retain the envelopes in which the papers are received or to indicate on the papers the postal cancellation date (post mark).

##### *Processing Areas*

When papers are received in an examining group, the date of receipt in the group should be stamped on the papers as at present.

The date of deposit indicated on the Certificate of Mailing will be used by the Office only to determine if the paper was deposited in the United States Postal Service within the period for response. If the paper was actually received in the Office within the period for response, there is no need to refer to the Certificate, or to note the date of deposit in the U.S. mail.

If, however, the paper was received in the Patent and Trademark Office after the end of the period for response, the paper should be inspected to determine if a Certificate of Mailing has been included. Where no such Certificate is found, the paper is untimely since applicant did not respond within the period for response. This may result in abandonment of the application or other loss of rights.

In those instances where a Certificate of Mailing does appear in the paper or a cover letter thereto, a check should be made to determine whether the indicated date of deposit is within the period for response. If the date of deposit indicated in the Certificate is after the end of the period for response, the paper is untimely and no notation of the date of deposit need be made. Where the date of deposit indicated on the Certificate of Mailing is within the period for response, the paper should be considered to be timely filed. A notation should be made adjacent to the Office stamp indicating the date of receipt (Mail Room Stamp) which notes the date of deposit stated on the Certificate of Mailing. This notation should be "C of Mail" followed by the date. A paper deposited on November 10, 1976, would be noted next to the Mail Room Stamp "(C of Mail. 11/10/76)." This notation should also appear on the "Contents" portion of the file wrapper. This notation may also be placed on the record cards where it is considered desirable.

If the period set for taking an action in the Patent and Trademark Office ends on a Saturday, Sunday or Federal holiday within the District of Columbia (37 CFR 1.7), the action will be considered to be timely if deposited in the United States mail and certified under 37 CFR 1.8(a) on the next succeeding day which is not a Saturday, Sunday, or a Federal holiday.

It should be noted that the mailing of a paper for the purpose of obtaining a continuation or division application under 37 CFR 1.60 is excluded from the Certificate of Mailing practice under 37 CFR 1.8(a)(i) since it is considered to be the filing of a national patent application.

All Certificates of Mailing filed in applications should be placed in the file wrappers directly below the papers to which they refer.

Since the delay in receiving responses is usually small, there is no change in the time schedule used to pull abandoned applications.

#### *Original Mailed Paper Not Delivered*

Paragraph (b) of § 1.8 concerns the situation where a paper containing a Certificate of Mailing was timely deposited in the U.S. mail, but never received by the Patent and Trademark Office. This paragraph provides that the person who forwarded such a paper may (1) inform the Office of the previous mailing of the paper, (2) supply a duplicate copy of the previously mailed paper and Certificate of Mailing, and (3) make a declaration which attests to the previous timely mailing. If the conditions of paragraph (b) have been satisfactorily fulfilled, the earlier mailed, but unreceived paper, will be considered as having been timely deposited on the date stated in the original Certificate. In the examining groups, all such declarations should be considered and the sufficiency thereof determined by the Group Director.

### **513 Deposit as Express Mail With U.S. Postal Service**

#### *35 U.S.C. 21 Filing date and day for taking action*

(a) The Commissioner may by rule prescribe that any paper or fee required to be filed in the Patent and Trademark Office will be considered filed in the Office on the date on which it was deposited with the United States Postal Service or would have been deposited with the United States Postal Service but for postal service interruptions or emergencies designated by the Commissioner.

#### *37 CFR 1.10 Filing of papers and fees by "Express Mail" with certificate.*

(a) Any paper or fee to be filed in the Patent and Trademark Office can be filed utilizing the "Express Mail Post Office to Addressee" service of the United States Postal Service and be considered as having been filed in the Office on the date the paper or fee is shown to have been deposited as "Express Mail" with the United States Postal Service.

(b) Any paper or fee filed by "Express Mail" must have the number of the "Express Mail" mailing label placed thereon prior to mailing, be addressed to the Commissioner of Patents and Trademarks, Washington, D.C. 20231, and any such paper or fee must also include a certificate of mailing by "Express Mail" which states the date of mailing by "Express Mail" and is signed by the person mailing the paper or fee.

(c) The Patent and Trademark Office will accept the certificate of mailing by "Express Mail" and accord the paper or fee the certificate date under 35 U.S.C. 21(a) without further proof of the date on which the mailing by "Express Mail" occurred unless a question is present regarding the date of mailing. If more than a reasonable time has elapsed between the certificate date and the Patent and Trademark Office receipt date or if other questions regarding the date of mailing are present, the person mailing the paper or fee may be required to file a copy of the "Express Mail" receipt showing the actual date of mailing and a statement from the person who mailed the paper or fee averring to the fact that the mailing occurred on the date certified. Such statement must be a verified

statement if made by a person not registered to practice before the Patent and Trademark Office.

37 CFR 1.10 provides a procedure for assigning the date on which any paper or fee is deposited as "Express Mail" with the United States Postal Service as the filing date of the paper or fee in the Patent and Trademark Office unless it was mailed on a Saturday, Sunday, or a federal holiday within the District of Columbia, in which case the filing date will be the next succeeding day which is not a Saturday, Sunday, or a federal Holiday within the District of Columbia. Authority for the Commissioner to establish such a procedure is provided in section 21(a) of Title 35, United States Code, as amended by Pub. L. 97-247 for any paper or fee required to be filed in the Patent and Trademark Office. This procedure covers the filing of all documents, including patent and trademark applications, and fees since they are required to be filed in the Patent and Trademark Office for processing.

The procedure, in paragraph 1.10(a), requires the use of the "Express Mail Post Office to Addressee" service of the United States Postal Service. This service provides for the use of a mailing label on which the Post Office clearly indicates the date on which it was deposited. Paragraph § 1.10(b) requires: (1) That the number of the "Express Mail" mailing label be placed on each paper or fee and (2) that a certificate of mailing by "Express Mail", signed by the person mailing the paper or fee, be included on each paper or fee and state the date of deposit as "Express Mail" in the United States Postal Service. The requirement that each paper or fee have the number of the "Express Mail" mailing label and the certificate of mailing by "Express Mail" included thereon is necessary so that the Patent and Trademark Office can verify when each paper or fee was filed if questions relating thereto arise. The number and certificate must be placed on each separate paper and each fee transmittal either directly on the document or by a separate paper firmly and securely attached thereto. It is not necessary that the number and certificate be placed on each page of a particular paper or fee transmittal. Merely placing the number and certificate in one prominent location on each separate paper or fee transmittal will be sufficient.

Under paragraph § 1.10(c), the Office will accord the paper or fee the date of deposit as "Express Mail" as the filing date without further proof unless a question is present regarding the date of mailing. If, however, more than a reasonable time has elapsed between the certificate date and the Patent and Trademark Office receipt date, or if other questions regarding the date of mailing are present, paragraph § 1.10(c) provides that the person mailing the paper or fee may be required to file: (1) A copy of the "Express Mail" receipt showing the actual date of mailing and (2) a statement from the person who mailed the paper or fee averring to the fact that the mailing occurred on the date certified. Such statement must be a verified statement (oath or declaration) unless made

by a person registered to practice before the Patent and Trademark Office.

The certificate of mailing procedure of § 1.8(a) continues to be available in addition to the procedure under § 1.10.

The "Express Mail" service is seen to be preferable to other types of postal services because a readily legible mailing date is provided to both the applicant and the Patent and Trademark Office on the "Express Mail" label. Also, the labels are of uniform size and can therefore be kept on file relatively easily by the Office, if such is determined to be necessary or desirable. Registered mail and certified mail, on the other hand, provide only a postmark for the mailing date when such mail arrives in the Patent and Trademark Office and such postmarks are often illegible. Also, such mail arrives in various size envelopes which do

not easily lend themselves to being filed so that the postmark may be retained. Administrative burdens including lack of certainty of mailing date and storage are considered greater for registered or certified mail than for "Express Mail".

In those cases where the procedure has not been properly followed, e.g., the certificate is illegible, improperly worded, unsigned, or does not provide the "Express Mail" label number, the date stamped on the papers will be the date of actual receipt in the Office. If the filing date of an application is involved, applicants may wish to file a petition, accompanied by the petition fee (§ 1.17(h)) presenting whatever arguments and evidence he or she may have that the application is entitled to a filing date as of the date it was sent by "Express Mail".