

NEW PATENT FILING CHECKLIST

P:\FORMP_CHECKLIST_NEW PATENT FILING CHECKLIST

SET UP

Docket number:	Bill code:	Assignee code:	Open date:	Due date:
_____	_____	_____	_____	_____
Client code:	Client number:		Opened by [initials]:	
_____	_____		_____	

Reviewed by AW for special instructions Docketed in Brooke's Filing List Needs foreign file

FILING INFORMATION

Title of application:

Inventor 1 name/address:	Inventor 2 name/address:	Inventor 3 name/address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Priority documents:	Filed:	WO number:	Filed:
_____	_____	_____	_____
_____	_____	_____	_____

Additional inventors or priorities can be entered on back +

Patent type (circle one): Utility PCT Design Divisional Continuation Provisional Take Over Entity size (circle one): Normal Small Micro

DOCKETING

Before continuing, complete docketing in: Book File jacket Calendar CPI

OTHER INFORMATION

Drawings required from Kim:	Y N	How many sheets of drawings:		Special handling instructions:
Translation required:	Y N	Literal translation required:	Y N	

Translation checklist: Email Morningside File jacket label Outlook CPI Due date:

IF PCT FILE

Check off as finished:	<input type="checkbox"/> Macro "makcd"	<input type="checkbox"/> Macro "makads"	<input type="checkbox"/> Macro "ptohdng"	<input type="checkbox"/> Create dec/assign	<input type="checkbox"/> Update book
	<input type="checkbox"/> Macro "store"	<input type="checkbox"/> File ads and wo	<input type="checkbox"/> Macro "makfaltr"	<input type="checkbox"/> Update file jacket	<input type="checkbox"/> Update CPI

If filing completion: Invoice number: _____

Email client Create inside label

Hook up Update calendar

ANDR: always bill completion HEMM, KROS, KLUP, PUCH, MULL: invoice by regular mail too

IF OTHER FILE

Check off as finished: Macro "makcd" Macro "store" Macro "makaltr" Email client Hook up