



## IPDAS Forms Library: A Complete List

### **A Complete Library of Practice-Specific Documents.**

The IPDAS forms library contains **more than 450 templates** for use in:

- USPTO and international filings (PCT, Hague, Madrid)
- Communications with clients and other related parties and
- Administrative functions (like a fax cover sheet, debit note, or check request).

**Report templates** enable global, client-level and case-level review of docket status, attorney caseload, and related-party information.

The library is divided into eight sub-libraries:

- PTO forms
- International forms
- Captioned documents
- Letters
- Administrative forms
- E-mails
- Memos
- Other forms.

To reflect changes in USPTO rules and requirements, **templates are regularly updated**, and new templates are added as necessary.

The IPDAS engine inserts data into the templates to produce print-ready, editable **MS® Word documents** or e-filing-ready **PDFs** that can be saved and retrieved as needed.

*The following pages provide a complete list of all templates in the IPDAS forms library.*

**[www.IPDAS.com](http://www.IPDAS.com)**

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# Patents

## Electronic Filing Form Fillables

Application Data Sheet (ADS) (PTO AIA-14)  
Application Data Sheet (ADS) (PTO SB-14)  
Information Disclosure Statement by Applicant (PTO SB-08)  
Petition to Accept Unintentionally Delayed Maintenance Fee – Expired Patent (PTO SB-66)  
Petition to Make Special (Accelerated Exam) (PTO SB-28)  
Petition to Make Special (Based on Age) (PTO SB-130)  
Petition to Make Special (Expedited Patent Appeal Pilot) (PTO SB-438)  
Transmittal – Provisional Application (PTO SB-16)  
Transmittal – Request for Continued Examination (RCE) (PTO SB-30)

## USPTO Forms

### ■ Application-Related

Application – Design  
Application – Provisional (Application Builder)  
Application – Utility (Application Builder)  
Application – Utility (line numbering)  
Application – Utility (paragraph numbering)  
Application Data Sheet (ADS) (PTO AIA-14)  
Application Data Sheet (ADS) (PTO SB-14)  
Assignment  
Assignment of Application (PTO SB-15)  
Certification and Request for Prioritized Exam (37 CFR 1.102(e)) (PTO AIA-424)  
Certification and Request for Prioritized Exam (37 CFR 1.102(e)) (PTO SB-424)  
Certification and Request Under QPIDS Pilot Program (PTO SB-09)  
Certification of Micro Entity Status (Gross Income Basis) (PTO SB-15A)  
Certification of Micro Entity Status (Institution of Higher Education Basis) (PTO SB-15B)  
Information Disclosure Statement (IDS)  
Information Disclosure Statement (Supplemental) – Foreign Search  
Information Disclosure Statement by Applicant (PTO SB-08)  
Amendment  
Petition for Extension of Time Under 37 CFR 1.136(a) (PTO AIA-22)  
Petition for Extension of Time Under 37 CFR 1.136(a) (PTO SB-22)  
Petition for Extension of Time Under 37 CFR 1.136(b) (PTO SB-23)  
Nonpublication Request (PTO SB-35)

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Rescission of Previous Nonpublication Request (PTO SB-36)  
Request for First Action Interview (Pilot Program) (PTOL-413C)  
Applicant Initiated Interview Request Form (PTOL-413A)  
Authorization to Permit Access to Application by Participating Offices (PTO SB-39)  
Request for Deferral of Examination (PTO SB-37)  
Request for Expedited Examination of a Design Application (PTO SB-27)  
Express Abandonment Under 1.138 (PTO AIA-24)  
Express Abandonment Under 1.138 (PTO SB-24)  
Express Abandonment to AVOID PUBLICATION Under 1.138(c) (PTO AIA-24A)  
Express Abandonment to AVOID PUBLICATION Under 1.138(c) (PTO SB-24A)  
Express Abandonment to OBTAIN A REFUND (PTO AIA-24B)  
Express Abandonment to OBTAIN A REFUND (PTO SB-24B)  
Request to Retrieve Electronic Priority Application(s) (PTO SB-38)

## ■ Declarations and POAs

Declaration

DEC-POA (Combined) – Dual Use

DEC (No POA) - AIA

Declaration for Utility or Design Patent Application (PTO SB-01)

Declaration for Utility or Design Patent Application (PTO AIA-08)

Declaration for Utility or Design Patent Application Using an ADS (PTO AIA-01)

Declaration for Utility or Design Patent Application Using an ADS (PTO SB-01A)

Declaration (Supplemental) for Utility or Design Patent Application (37 CFR 1.63) (PTO SB-04)

Declaration for Plant Patent Application (PTO SB-03)

Declaration for Plant Patent Application (PTO AIA-09)

Declaration for Plant Patent Application Using an ADS (PTO AIA-03)

Declaration for Plant Patent Application Using an ADS (PTO SB-03A)

Declaration for Reissue Application by Assignee (PTO SB-52)

Declaration for Reissue Application by Assignee (PTO AIA-06)

Declaration for Reissue Application by Inventor (PTO AIA-05)

Declaration for Reissue Application by Inventor (PTO SB-51)

Declaration (Supplemental) for Reissue Patent Application to Correct Errors (PTO SB-51S)

POA to Prosecute Applications Before the USPTO (PTO AIA-80)

POA to Prosecute Applications Before the USPTO (PTO SB-80)

POA and Change of Correspondence Address (PTO SB-81)

POA and Change of Correspondence Address – Patent (PTO AIA-81A)

POA and Change of Correspondence Address – Patent (PTO SB-81A)

POA and Change of Correspondence Address – Patent Owner – Reexam (PTO AIA-81B)

POA and Change of Correspondence Address – Patent Owner – Reexam (PTO SB-81B)

POA and Change of Correspondence Address – Third Party – Reexam (PTO SB-81C)

POA by Applicant (PTO AIA-82)

POA to One or More Joint Inventors and Change of Correspondence Address (PTO AIA-81)

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Substitute Statement in Lieu of an Oath or Declaration for Plant Patent Application (PTO AIA-04)  
Substitute Statement in Lieu of an Oath or Declaration for Reissue Patent Application (PTO AIA-07)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(PTO AIA-02)

## ■ Foreign Language Declarations and POAs

Declaration – Foreign (Chinese) (PTO SB-101)  
Declaration – Foreign (Dutch) (PTO SB-102)  
Declaration – Foreign (French) (PTO SB-105)  
Declaration – Foreign (German) (PTO SB-103)  
Declaration – Foreign (Italian) (PTO SB-104)  
Declaration – Foreign (Japanese) (PTO SB-106)  
Declaration – Foreign (Korean) (PTO SB-110)  
Declaration – Foreign (Russian) (PTO SB-107)  
Declaration – Foreign (Spanish) (PTO SB-109)  
Declaration – Foreign (Swedish) (PTO SB-108)  
Declaration for Utility or Design Patent Application Using an ADS – Chinese (PTO AIA-01CN)  
Declaration for Utility or Design Patent Application Using an ADS – Dutch (PTO AIA-01NL)  
Declaration for Utility or Design Patent Application Using an ADS – French (PTO AIA-01FR)  
Declaration for Utility or Design Patent Application Using an ADS – German (PTO AIA-01DE)  
Declaration for Utility or Design Patent Application Using an ADS – Italian (PTO AIA-01IT)  
Declaration for Utility or Design Patent Application Using an ADS – Japanese (PTO AIA-01JP)  
Declaration for Utility or Design Patent Application Using an ADS – Korean (PTO AIA-01KR)  
Declaration for Utility or Design Patent Application Using an ADS – Russian (PTO AIA-01RU)  
Declaration for Utility or Design Patent Application Using an ADS – Spanish (PTO AIA-01ES)  
Declaration for Utility or Design Patent Application Using an ADS – Swedish (PTO AIA-01SE)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Chinese (PTO AIA-02CN)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Dutch (PTO AIA-02NL)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – French (PTO AIA-02FR)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – German (PTO AIA-02DE)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Italian (PTO AIA-02IT)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Japanese (PTO AIA-02JP)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Korean (PTO AIA-02KR)  
Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Russian (PTO AIA-02RU)

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Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Spanish (PTO AIA-02ES)

Substitute Statement in Lieu of an Oath or Declaration for Utility or Design Patent Application  
(35 U.S.C. 115(d) and 37 CFR 1.64) – Swedish (PTO AIA-02SE)

POA and Change of Correspondence Address – Chinese (PTO SB-82CN)

POA and Change of Correspondence Address – Dutch (PTO SB-82NL)

POA and Change of Correspondence Address – French (PTO SB-82FR)

POA and Change of Correspondence Address – German (PTO SB-82DE)

POA and Change of Correspondence Address – Italian (PTO SB-82IT)

POA and Change of Correspondence Address – Japanese (PTO SB-82JP)

POA and Change of Correspondence Address – Korean (PTO SB-82KR)

POA and Change of Correspondence Address – Russian (PTO SB-82RU)

POA and Change of Correspondence Address – Spanish (PTO SB-82ES)

POA and Change of Correspondence Address – Swedish (PTO SB-82SE)

Power of Attorney by Applicant – Chinese (PTO AIA-82CN)

Power of Attorney by Applicant – Dutch (PTO AIA-82NL)

Power of Attorney by Applicant – French (PTO AIA-82FR)

Power of Attorney by Applicant – German (PTO AIA-82DE)

Power of Attorney by Applicant – Italian (PTO AIA-82IT)

Power of Attorney by Applicant – Japanese (PTO AIA-82JP)

Power of Attorney by Applicant – Korean (PTO AIA-82KR)

Power of Attorney by Applicant – Russian (PTO AIA-82RU)

Power of Attorney by Applicant – Spanish (PTO AIA-82ES)

Power of Attorney by Applicant – Swedish (PTO AIA-82SE)

## ■ PTO/National Office Patent Prosecution Highway Program

Request to Participate in PPH Pilot Program Between AT (Austria) and US (PTO SB-20AT)

Request to Participate in PPH Pilot Program Between CO (Colombia) and US (PTO SB-20CO)

Request to Participate in PPH Pilot Program Between CZ (Czech Republic) and US (PTO SB-20CZ)

Request to Participate in PPH Pilot Program Between DE (Germany) and US (PTO SB-20DE)

Request to Participate in PPH Pilot Program Between NI (Nicaragua) and US (PTO SB-20NI)

Request to Participate in PPH Pilot Program Between PH (Philippines) and US (PTO SB-20PH)

Request to Participate in PPH Pilot Program Between PL (Poland) and US (PTO SB-20PL)

Request to Participate in PPH Pilot Program Between RO (Romania) and US (PTO SB-20RO)

Request to Participate in PPH Pilot Program Between TW (Taiwan) and US (PTO SB-20TW)

Request to Participate in PPH Program Between MX (Mexico) and US (PTO SB-20MX)

Request to Participate in the Global-IP5 PPH Pilot Program in the USPTO (PTO SB-20GLBL)

## ■ Petitions for Revival

Petition to Revive Application Unintentionally Abandoned (PTO SB-64)

Petition to Revive Application Abandoned for Failure to Notify of Foreign or Int'l Filing (PTO SB-64A)

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## ■ Appeals

Notice of Appeal (PTO AIA-31)  
Notice of Appeal (PTO SB-31)  
Pre-Appeal Brief Request for Review (PTO AIA-33)  
Pre-Appeal Brief Request for Review (PTO SB-33)  
Request for Oral Hearing Before PTAB (PTO AIA-32)  
Request for Oral Hearing Before PTAB (PTO SB-32)  
Transmittal – Appeal Brief

## ■ Transmittals

Fee Transmittal (PTO SB-17)  
Fee Transmittal – Petition (PTO AIA-17p)  
Fee Transmittal – Petition (PTO SB-17p)  
Fee Transmittal – Processing (PTO SB-17i)  
Fee Transmittal – Reissue Application (PTO SB-56)  
Transmittal (PTO SB-21)  
Transmittal – Amendment  
Transmittal – CPA Request (PTO SB-29)  
Transmittal – Design Patent Application (PTO AIA-18)  
Transmittal – Plant Patent Application (PTO AIA-19)  
Transmittal – Provisional Application (PTO SB-16)  
Transmittal – Recordation Form Cover Sheet (PTO 1595)  
Transmittal – Reissue Patent Application (PTO AIA-50)  
Transmittal – Reissue Patent Application (PTO SB-50)  
Transmittal – Request for Continued Examination (RCE) (PTO SB-30)  
Transmittal – Request for Ex Parte Reexamination (PTO SB-57)  
Transmittal – Request for Supplemental Examination Transmittal Form (PTO SB-59)  
Transmittal – Utility Patent Application (PTO AIA-15)

## ■ Post-Grant

Fee Address Indication Form (PTO SB-47)  
Fee Transmittal – Part B (PTOL-85)  
Disclaimer in Patent Under 1.321(a) (PTO SB-43)  
Information Disclosure Citation in a Patent (PTO SB-42)  
Transmittal – Maintenance Fee (PTO SB-45)  
Petition to Accept Unintentionally Delayed Maintenance Fee – Expired Patent (PTO SB-66)  
Change of Correspondence Address – Patent (PTO AIA-123)  
Change of Correspondence Address – Patent (PTO SB-123)  
Change of Correspondence Address – Patent Owner – Reexamination (PTO SB-123A)  
Change of Correspondence Address – Third Party – Reexamination (PTO SB-123B)

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## ■ Miscellaneous

Authorization to Act in a Representative Capacity (PTO SB-84)  
Credit Card Payment Form (PTO-2038)  
Certificates of Electronic Filing, Hand Delivery, and Priority Mail Express  
Certificate of Mailing (PTO SB-92)  
Certificate of Transmission (PTO SB-97)  
Certificate of Correction (PTO SB-44)  
Change of Correspondence Address – Application (PTO AIA-122)  
Change of Correspondence Address – Application (PTO SB-122)  
Certification and Authorization to Permit Access to EPO Search Results (PTO SB-69)  
Certification and Petition to Make Special Under Glossary Pilot Program (PTO SB-436)  
Certification and Request for Extended Missing Parts Pilot Program (PTO AIA-421)  
Certification and Request for Extended Missing Parts Pilot Program (PTO SB-421)  
Certification and Request After Final Consideration Pilot Program 2.0 (PTO SB-434)  
Deposit Account Order Form (PTO SB-91)  
Petition to Make Special Under Collaborative Search Pilot Program Between JPO and USPTO (CSP-JP)  
(PTO SB-437JP)  
Petition to Make Special Under Collaborative Search Pilot Program Between KIPO and USPTO (CSP-KR)  
(PTO SB-437KR)  
Postcard  
Power to Inspect and Copy (PTO SB-67)  
Receipt for Facsimile Transmitted CPA (PTO SB-29A)  
Reissue Application – Consent of Assignee – Statement of Non-Assignment (PTO AIA-53)  
Reissue Application – Consent of Assignee – Statement of Non-Assignment (PTO SB-53)  
Request for Access to Abandoned Application (PTO SB-68)  
Request for Customer Number (PTO SB-125A)  
Request for Customer Number Data Change (PTO SB-124)  
Request for Transfer of a Computer Readable Form – 37 CFR 1.821(e) (PTO SB-93)  
Request for Withdrawal as Attorney or Agent (PTO AIA-83)  
Request for Withdrawal as Attorney or Agent (PTO SB-83)  
Statement Under 37 CFR 3.73(b) (PTO SB-96)  
Statement Under 37 CFR 3.73(c) (PTO AIA-96)  
Terminal Disclaimer to Accompany Petition (PTO SB-63)  
Terminal Disclaimer Provisional Double Patenting Rejection – Pending Application (PTO AIA-25)  
Terminal Disclaimer Provisional Double Patenting Rejection – Pending Application (PTO SB-25)  
Terminal Disclaimer Double Patenting Rejection – Prior Patent (PTO AIA-26)  
Terminal Disclaimer Double Patenting Rejection – Prior Patent (PTO SB-26)  
Terminal Disclaimer in Patent or Proceeding in View of an Application (PTO SB-25a)  
Terminal Disclaimer in Patent or Proceeding in View of Another Patent (PTO SB-26a)

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Transmittal Letter (Patent)

## **PCT Forms**

PCT Request

PCT Request – Fee Calculation

PCT Demand – Chapter II

PCT Demand – Fee Calculation

PCT Power of Attorney

PCT General Power of Attorney (multiple applications)

PCT Power of Attorney (single application)

List of Documents Filed (PCT-RO-198)

PCT Notice of Withdrawal (PCT-IB-372)

PCT Notification of the Recording of a Change (PCT-IB-306)

PCT Supplementary Search Request (PCT-IB-375)

PCT Credit Card Payment (PCT-IB-380)

PCT Request for the Recording of a Change (PCT-RO-113)

Indications Relating to a Deposited Microorganism (PCT-RO-134)

Petition for Revival of International Application for Patent Abandoned Unintentionally (PTO-SB-64PCT)

Request for Recording a Change in the Indication Under 92bis

Request to Update a PCT Application (PTO-2248)

Transmittal Letter to USRO (PTO-1382)

Postcard (PCT)

### **■ National Stage PCT Transmittals**

Transmittal – Compact Disc Sequence Listing or Table (RO-US)

Transmittal to US Designated-Elected Office (PTO 1390)

Transmittal to US Designated-Elected Office (PTO 1390) (AIA)

### **■ PCT Captioned Documents**

Blank PCT Caption (IB)

Blank PCT Caption (IPEA-EPO)

Blank PCT Caption (IPEA-US)

Response to PCT Invitation to Correct Defects

Response to Written Opinion (IPEA-EPO)

Response to Written Opinion (IPEA-US)

### **■ PCT Declarations**

Declaration – Entitlement to Apply for Patent – PCT Request Box No. VIII (ii)

Declaration – Entitlement to Claim Priority – PCT Request Box No. VIII (iii)

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Declaration – Identity of the Inventor – PCT Request Box No. VIII (i)  
Declaration – Inventorship – PCT Request Box No. VIII (iv)  
Declaration – Non-Prejudicial Disclosures – PCT Request Box No. VIII (v)

## ■ PCT Letters

Blank PCT Letter (EPO)  
Blank PCT Letter (US)  
Blank Reporting Letter – International Application  
Transmittal – Response to Written Opinion (IPEA-US)

## ■ European Patent Office and International Bureau

EPO 1200 (Entry into the European Phase)  
EPO 1010 (Payment of Fees and Expenses)  
EPO 1037 (Acknowledgement of Receipt of Subsequently Filed Items)  
EPO 1038 (Letter Accompanying Subsequently Filed Items)  
EPO Fax Transmission (Patent)  
RO-IB Fax Transmission (Patent)

## Hague Agreement Forms

Hague – Application for International Registration (DM-1(E))  
Hague – DM-1-I (E) - Declaration or Substitute Statement Cover Sheet  
Hague – DM-1-III (E) - IDS (SB-08) Cover Sheet  
Hague – DM-1-IV (E) - Micro Entity Certification (SB-15) Cover Sheet

## Patent Law Treaty Forms

PLT – Change Applicant or Owner  
PLT – Change Name or Address  
PLT – Correction of Mistakes  
PLT – License Recordation or Cancellation  
PLT – Power of Attorney  
PLT – Request  
PLT – Security Interest Recordation or Cancellation  
PLT – Transfer

## Captioned Documents for PTO Submissions

### ■ Prosecution

Claim for Priority (35 U.S.C. 119) and Submission of Documents  
Claim for Priority – Petition for Unintentional Delay  
Declaration of Viability  
Express Abandonment (37 CFR 1.138)

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Information Disclosure Statement (IDS)  
Information Disclosure Statement (Supplemental) – Foreign Search  
Notification of Loss of Small Entity Status  
Power to Inspect and Make Copies  
Request for Corrected Filing Receipt  
Request for Reconsideration  
Request for Suspension of Action  
Response to Election of Species Requirement  
Response to Notice to Comply with Requirements for Nucleotide or Amino Acid Sequence Disclosure  
Response to Notice to File Missing Parts of Application  
Response to Restriction Requirement (with Traverse)  
Response to Restriction Requirement (without Traverse)  
Sequence Listing – Amendment (37 CFR 1.825(a))  
Sequence Listing – Compact Disc Submittal  
Sequence Listing – Declaration (37 CFR 1.821(f))  
Sequence Listing – Substitute (Statement Under 37 CFR 1.825(a) and (b))  
Statement – Paper and Computer-Readable Copies Same  
Statement Claiming Small Entity Status (37 CFR 1.27(c))  
Status Inquiry

### ■ Power of Attorney

POA by Assignee (accompanying application)  
POA by Assignee (not accompanying application)  
POA by Assignee (accompanying assignment)  
POA by Assignee (not accompanying assignment)  
POA by Inventor (accompanying application)  
POA by Inventor (not accompanying application)  
POA Revocation and Appointment of New Attorney by Assignee  
POA Revocation and Appointment of New Attorney by Inventor  
POA and Declaration – Supplemental (Submission of)  
Change of Address of Attorney (Application Pending)  
Designation of Record Attorneys (37 CFR 1.32(c)(3))

### ■ Petitions – Pending Applications

Petition for Extension of Time Under 37 CFR 1.136(a)  
Petition to Make Special (37 CFR 1.102(c) or (d))  
Petition for Foreign Filing License (concurrent with application) (37 CFR 5.12(b))  
Petition for Retroactive Foreign Filing License (37 CFR 5.25)  
Petition to Revive Unavoidably Abandoned Application (Office Action Response Not Received)  
Petition to Revive Unintentionally Abandoned Application

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## ■ Drawings

Drawings – Request Transfer  
Drawings – Submit Correction  
Drawings – Submit Correction (in response to Examiner Objection)

Drawings – Submit Formal  
Drawings – Submittal  
Drawings – Submit Substitute (Approved by Examiner)

## ■ Terminal Disclaimers

Terminal Disclaimer by Applicant Attorney  
Terminal Disclaimer by Assignee  
Terminal Disclaimer by Independent Inventor

## ■ Appeals

Appeal Brief  
Appeal Brief (New Rules)  
Notice of Appeal  
Certification and Transmittal of Appeal Forwarding Fee (PTO AIA-34)  
Oral Hearing – Confirmation of Request  
Oral Hearing – Request

## ■ Post-Grant

Change of Address of Attorney (Patent Granted)  
Comments on Statement of Reasons for Allowance (37 CFR 1.104(e))  
Designation of Fee Address  
Notice of Printing Error  
Petition to Withdraw Application from Issue (37 CFR 1.313)  
Request for Certificate of Correction – Error in Application – fee required (37 CFR 1.323)  
Request for Certificate of Correction – PTO Error – no fee required (37 CFR 1.322)

## ■ Generic Captioned Documents

Blank Patent Caption (Allowed)  
Blank Patent Caption (Granted)  
Blank Patent Caption (Prosecution)

## Letters (also available as e-mails)

### ■ To Clients

Forward – Corrected Filing Receipt  
Forward – Letters Patent  
Forward – Recorded Assignment  
Maintenance Fee Reminder  
New Application – File Data Confirmation  
Provisional Reminder Letter

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- Reporting – Application Filed (missing parts enclosed)
- Reporting – Application Filed (no missing parts)
- Reporting – Corrected Filing Receipt Requested
- Reporting – Final Rejection
- Reporting – Information Disclosure Statement Filed
- Reporting – Information Disclosure Statement Filed (Patent)
- Reporting – Issue Fee Paid
- Reporting – Issue Notification
- Reporting – Non-Final Office Action
- Reporting – Notice of Allowance
- Reporting – Notice to File Missing Parts Received
- Reporting – Notice to File Missing Parts Response Filed
- Reporting – OFR (Official Filing Receipt) Enclosed
- Reporting – Priority Claim Submittal
- Reporting – Restriction Requirement Received
- Reporting – Restriction Requirement Response Filed

### ■ Foreign Filing

- Citation Notification (Foreign Associate)
- Foreign Filing (initial letter)
- Foreign Filing (reminder)
- Foreign Filing (final reminder)
- Foreign Annuity Reminder – Patented (to Client)
- Foreign Annuity Reminder – Pending (to Client)
- Inquiry – Annuity Reminder

### ■ Generic Letters

- Blank Patent Letter – Application
- Blank Patent Letter – Granted
- Blank Patent Letter – International Application
- Generic Letter (may be used for general firm correspondence)

### ■ Additional E-mails

- Check Request
- Deposit Account Request
- Generic E-mail

### ■ Memos

- Blank Patent Memo
- Citation Notification (Foreign Associate)
- Foreign Annuity Reminder – Patented (to Client)
- Foreign Annuity Reminder – Pending (to Client)
- Foreign Filing (initial letter)

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Foreign Filing (reminder)  
Foreign Filing (final reminder)  
Forward – Corrected Filing Receipt  
Forward – Letters Patent  
Forward – Recorded Assignment  
Inquiry – Annuity Reminder  
Maintenance Fee Reminder  
Provisional Reminder  
Reporting – Application Filed (missing parts enclosed)  
Reporting – Application Filed (no missing parts)  
Reporting – Corrected Filing Receipt Requested  
Reporting – Electronic Filing of Application (no missing parts)  
Reporting – Final Rejection  
Reporting – IDS Filed  
Reporting – IDS Filed (Patent)  
Reporting – Issue Fee Paid  
Reporting – Issue Notification  
Reporting – Non-Final Office Action  
Reporting – Notice of Allowance  
Reporting – Notice to File Missing Parts Received  
Reporting – Notice to File Missing Parts Response Filed  
Reporting – OFR (Official Filing Receipt) Enclosed  
Reporting – Priority Claim Submittal  
Reporting – Restriction Requirement Received  
Reporting – Restriction Requirement Response Filed

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# Trademarks

## PTO and Madrid Forms

Assignment	Certificate of Hand Delivery
Transmittal – Recordation Form Cover Sheet (PTO-1594)	Certificate of Mailing
Credit Card Payment Form (PTO-2038)	Certificate of Priority Mail Express
Postcard (Trademark)	Application for Registration – Madrid Protocol (MM2)
Transmittal Letter (Trademark)	Transmittal Letter to WIPO – Madrid Protocol

## Captioned Documents for PTO Submissions

Amendment to Allege Use (37 CFR 2.76)  
Application – Collective Membership Mark  
Application – Service Mark-Collective Membership Mark  
Application – Trademark (ITU)  
Application – Trademark (Use)  
Application – Trademark Renewal  
Application for Renewal – Combined Declaration of Use in Commerce (Sections 8 and 9)  
Blank Mark Caption (Application)  
Blank Mark Caption (Registered)  
Declaration of Use – Section 8 (15 U.S.C. 1058)  
Declaration of Use of Mark in Commerce (Sections 8 and 15)  
EOT – Initial Request (Section 2.89)  
EOT – Second and Succeeding Request (Section 2.89)  
POA Revocation and Appointment of New Attorney (Domestic Applicant)  
POA Revocation and Appointment of New Attorney (Foreign Applicant)  
POA Revocation and Appointment of New Attorney (Multiple Dockets)  
Request Correction of OFR  
Request for Corrected Filing Receipt  
Statement of Use (Section 2.88)

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## Letters (also available as e-mails)

### ■ To Clients

Confirmation – Do Not Renew Mark	Forward – Official Filing Receipt
Forward – 8-15 Affidavit for Review and Signature	Forward – Sections 8 and 15 Declaration for Signature
Forward – Acceptance of EOT	Forward – SOU for Signature
Forward – Acceptance of SOU	Forward – U.S. Certificate of Registration
Forward – Acceptance Sections 8 and 15 Declaration	Inquiry – Section 8 and 15 Declaration
Forward – Amendment to Allege Use for Signature	Inquiry – U.S. Renewal
Forward – Application for Review and Signature (Use)	Renewal – Application Enclosed
Forward – Application for Signature (ITU)	Reporting – EOT Filed
Forward – Corrected Filing Receipt	Reporting – Official Filing Receipt and Notice of Correction
Forward – EOT for Signature	Reporting – Renewal Acceptance
Forward – Examiner Amendment	Reporting – Sections 8 and 15 Declaration Filed
Forward – Notice of Abandonment	SOU – Reminder
Forward – Notice of Allowance	SOU – Final Reminder
Forward – Notice of Publication	

### ■ Foreign Filing and Renewal

Foreign Filing (initial)	Foreign Renewal Information – New Associate
Foreign Filing (final reminder)	Forward – Foreign Certificate of Registration
Foreign Renewal Information – Established Associate	Forward – Foreign Certificate of Renewal

### ■ Generic Letters

- Blank Mark Letter (Application)
- Blank Mark Letter (Foreign Registration)
- Blank Mark Letter (Renewal)
- Generic Letter (may be used for general firm correspondence)

### ■ Additional E-mails and Memos

- Blank Mark Memo
- Check Request
- Deposit Account Request
- Generic E-mail

## IP Administration

### Useful Forms

Address Labels	Various Foreign Filing Checklists
Check Request	General Information on Issued Patents
Debit Note	Various Labels
Duty of Disclosure Requirements	Patent Portfolio
Envelopes	Trademark Abstract
Final Review Checklist	Various Fax Transmissions

## IPDAS Reports

**More than 100 reports are available.**

### ■ The Major Reporting Categories

Application Status	Inventors
Attorney-in-Charge	IPDAS Configuration
Citations	Other Responsible Employees
Clients	Patent – Granted
Electronic File Wrapper	Patent – Pending Applications
Employees	People
Employees (IPDAS Usage)	POA Customer Numbers
Filing Countries	Trademark – Marks Issued
Groups	Trademark – Pending Applications
Handling Attorney	Upper Level Objects (ULOs)

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