

# Copyright, Patent and Trademark Supplement

Firm Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Answers are required for questions 1 through 5 for all Applicants. Complete the remaining questions that apply to the firm's specific practice. If one or more of the sections is not applicable, check the "Not Applicable" box in that section.

1. Provide a breakdown of the firm's copyright, patent and trademark practice into the following categories:

- a. Intellectual Property Litigation \_\_\_\_\_ %
- b. Patent Infringement Counseling \_\_\_\_\_ %
- c. Domestic Patent Prosecution \_\_\_\_\_ %
- d. Foreign Patent Prosecution \_\_\_\_\_ %
- e. Trademark Registration/Licensing \_\_\_\_\_ %
- f. Copyright Registration/Licensing \_\_\_\_\_ %
- g. Patent Searches \_\_\_\_\_ %

2. Does the firm have a computerized docketing system to alert the appropriate responsible party specific to:

- a. statutory bar dates .....  Yes  No
- b. fee due dates, whether outsourced or not? .....  Yes  No
- c. response dates? .....  Yes  No

3. Who reviews the docket entries for accuracy? **Check all that apply.**

- Billing Partner  Partner in Charge of Work  Associate
- Paralegal Secretary  Secretary  Docketing Personnel

4. Does the firm outsource to other entities for:

- a. Searches .....  Yes  No
- b. Payment of Maintenance/Annuity fees? .....  Yes  No

If yes, to either a. or b. above, does the firm:

- i. Verify the outsource entity carries professional liability insurance coverage .....  Yes  No
- ii. Obtain proof of insurance, such as a certificate of insurance .....  Yes  No

5. How does the firm choose an outsource entity? **Check all that apply.**

- Review of Work  Product Recommendations from Other Law Firms
- Yellow Pages  Advertisements in Legal Publications/Law Journal

**Copyright**  Not Applicable

6. Does the firm's docket system include dates for:

- a. Copyright renewal filing? .....  Yes  No
- b. responses to an Office Action? .....  Yes  No
- c. infringement action filing? .....  Yes  No

7. What is the firm's standard time frame for applying for copyright registration on behalf of their client, once instructed to do so by the client? \_\_\_\_\_

8. Is transfer of ownership of copyright from one client to another fully documented in writing? .....  Yes  No

