Copyright, Patent and Trademark Supplement

Firm Name:		Policy Number:				
	nswers are required for questions 1 through 5 m's specific practice. If one or more of the 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				ecific to:	
	a. statutory bar datesb. fee due dates, whether outsourcedc. response dates?	or not?			☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
3.	Who reviews the docket entries for accurac	cy? Chec	k all tha	at apply.		
	Billing Partner Partner in Partne	n Charge of Work y		Associate Docketing Personnel		
4.	Does the firm outsource to other entities for:					
	a. Searches b. Payment of Maintenance/Annuity for				☐ Yes ☐ No ☐ Yes ☐ No	
	If yes, to either a. or b. above, does the	e firm:				
	i. Verify the outsource entity caii. Obtain proof of insurance, so				☐ Yes ☐ No ☐ Yes ☐ No	
5.	How does the firm choose an outsource entity	y? Chec	ck all tha	at apply.		
		nendations from Othen Legal Publications/				
Со	ppyright					
6.	Does the firm's docket system include dates f	or:				
	a. Copyright renewal filing?b. responses to an Office Action?c. infringement action filing?				☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
7.	What is the firm's standard time frame for app do so by the client?	olying for copyright re	gistration	n on behalf of their client,	once instructed to	
8.	Is transfer of ownership of copyright from one	client to another fully	/ docum	ented in writing?	☐ Yes ☐ No	

Pat	ent Not Applicable				
9.	Does the firm request written disclosure of specific dates of all printed Publications, sales, offers for sale and/or public use of intellectual Property from a client, prior to filing of a patent applicable?	☐ Yes ☐ No			
10.	Does the firm request in writing, from all patent clients, the client's intent to pursue or not to pursue a foreign patent application?				
11.	Does the firm request in writing, from all patent clients, the client's disclosure of patent applications filed in foreign countries?	No			
12.	Does the firm advise foreign clients of requirements needed to satisfy the Establishment of the date of invention of U.S. Patents?	☐ Yes ☐ No			
13.	Does the firm disclose in writing to all patent clients, all dates for Payment of maintenance fees, annual payments, or annuities to be paid by the client to keep an application or patent in force?	☐ Yes ☐ No			
14.	Does the firm advise the client in writing to mark the patented product with the appropriate patent number?	☐ Yes ☐ No			
15.	Indicate the percentage of the types of Patent Opinions rendered by the firm: a. Patentability				
17.	For the types of patent opinions rendered, does the firm disclosure the Scope and extent of the search conducted that is the basis for the opinion? Does the firm guarantee patent opinions rendered? Does the firm disclose in writing to the client and require the client's written agreement regarding	☐ Yes ☐ No ☐ Yes ☐ No			
	patent applications and strategies taken or to be taken with respect to the GATT Implementation Legislation of June 8, 1995?	☐ Yes ☐ No			
Trademark					
19.	Does the firm's docket system advise regarding date for:				
	a. response to all PTO actions? b. declaration of use after registration? c. statement of incontestability after registration? d. renewal of trademark?	☐ Yes ☐ No			
20.	Does for firm:				
	 a. perform searches of the records of the PTO for trademarks? b. search common law sources, such as publications and business indices for existing trademarks? c. statement of incontestability for registration? d. renewal of trademark? 	☐ Yes ☐ No			
21.	Does the firm advise that the trademark search is not guaranteed against all common law sources?	☐ Yes ☐ No			
23.	Is transfer of ownership of trademark from one entity to another fully documented in writing? Are all trademark assignments promptly and properly recorded with the PTO? Does the firm advise the client in writing of the use of proper trademark notice?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No			
X _ Sig	nature of Owner, Partner, or Principal Title	 Date			