

# COPYRIGHT, PATENT AND TRADEMARK SUPPLEMENT

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 .....                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. fee due dates, whether outsourced or not? ..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. response dates? .....                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

- |                     |                          |                           |                          |                     |                          |
|---------------------|--------------------------|---------------------------|--------------------------|---------------------|--------------------------|
| Billing Partner     | <input type="checkbox"/> | Partner in Charge of Work | <input type="checkbox"/> | Associate           | <input type="checkbox"/> |
| Paralegal Secretary | <input type="checkbox"/> | Secretary                 | <input type="checkbox"/> | Docketing Personnel | <input type="checkbox"/> |

4. Does the firm outsource to other entities for:

- |   |  |
|---|--|
| a. Searches .....                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Payment of Maintenance/Annuity fees? ..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

- |  |  |
|--|--|
| i. Verify the outsource entity carries professional liability insurance coverage ..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ii. Obtain proof of insurance, such as a certificate of insurance .....                | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

- |                |                          |  |                          |
|----------------|--------------------------|--|--------------------------|
| Review of Work | <input type="checkbox"/> | Product Recommendations from Other Law Firms     | <input type="checkbox"/> |
| Yellow Pages   | <input type="checkbox"/> | Advertisements in Legal Publications/Law Journal | <input type="checkbox"/> |

**Copyright**  Not Applicable

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

- |   |  |
|---|--|
| a. Copyright renewal filing? .....      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. responses to an Office Action? ..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. infringement action filing? .....    | <input type="checkbox"/> Yes <input type="checkbox"/> 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

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**Patent**  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? .....  Yes  No
11. Does the firm request in writing, from all patent clients, the client's disclosure of patent applications filed in foreign countries? .....  Yes  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 \_\_\_\_\_ %
  - b. Infringement \_\_\_\_\_ %
  - c. Validity \_\_\_\_\_ %
16. 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? .....  Yes  No
17. Does the firm guarantee patent opinions rendered? .....  Yes  No
18. Does the firm disclose in writing to the client and require the client's written agreement regarding patent applications and strategies taken or to be taken with respect to the GATT Implementation Legislation of June 8, 1995? .....  Yes  No
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**Trademark**  Not Applicable

19. Does the firm's docket system advise regarding date for:
- a. response to all PTO actions? .....  Yes  No
  - b. declaration of use after registration? .....  Yes  No
  - c. statement of incontestability after registration? .....  Yes  No
  - d. renewal of trademark? .....  Yes  No
20. Does for firm:
- a. perform searches of the records of the PTO for trademarks? .....  Yes  No
  - b. search common law sources, such as publications and business indices for existing trademarks? .....  Yes  No
  - c. statement of incontestability for registration? .....  Yes  No
  - 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
22. Is transfer of ownership of trademark from one entity to another fully documented in writing? .....  Yes  No
23. Are all trademark assignments promptly and properly recorded with the PTO? .....  Yes  No
24. Does the firm advise the client in writing of the use of proper trademark notice? .....  Yes  No

X \_\_\_\_\_  
Signature of Owner, Partner, or Principal

Title

Date