Mandatory electronic filing and TEAS form updates

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What we'll cover today

Changes affecting:

- All forms
- Initial application forms
- Petition forms
- Post-registration forms
- Correspondence and attorney/domestic representative forms



Changes affecting all forms

Entering email address

- Owner email address field now mandatory
- Email authorization is presumed. Removed check box for authorizing email communication when you provide an email address for the owner/holder, attorney, or domestic representative

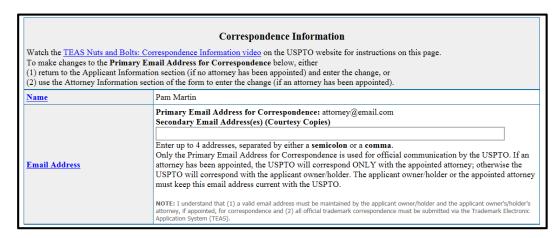
Only on email address may be used for correspondence. The applicant owner/holder must keep this address current in the USPTO's records.

Check here to authorize the USPTO to communicate with the applicant owner/holder by email.

NOTE: By checking this box, the applicant owner/holder or the applicant owner's/holder's attorney acknowledge that he or she is solely responsible for receiving USPTO emails. Add applicant owner's/holder's attorney are responsible for periodically checking the status of the application/registration using the Trademark Status & Document Retrieval (TSDR) syste in this application/registration can be viewed online using TSDR. The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-sreceiver's email system.

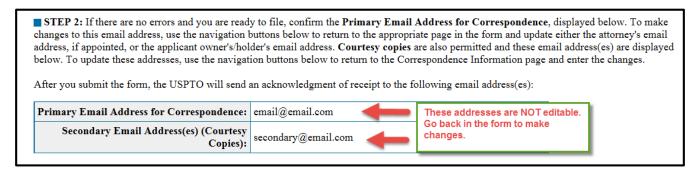
Revised correspondence information

- Removed postal address, telephone number, and fax number fields
- Name and primary email address fields for correspondence are not editable. Populates from attorney's email address, if appointed; otherwise, the owner's email address
- Enter up to four secondary email addresses for courtesy copies of USPTO communication



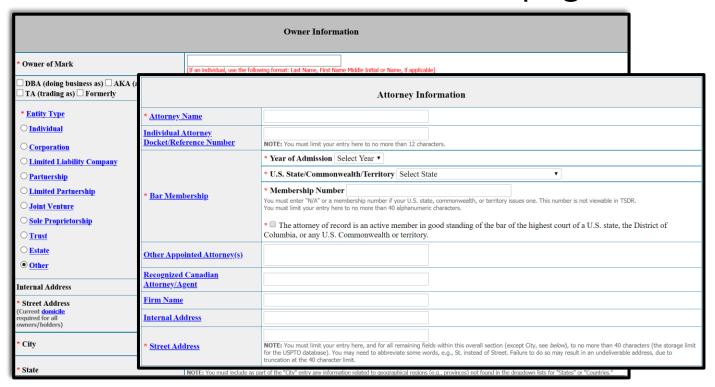
Validation page: email addresses

- The "Email for acknowledgement" field has been renamed "Primary Email Address for Correspondence" and there is a new secondary email address field to make it easier to identify the recipients of the filing receipt.
- You cannot change the email addresses used to send the TEAS filing receipt on the validation page.
- Email addresses prepopulate with the primary email address for correspondence and secondary email address(es), if any.



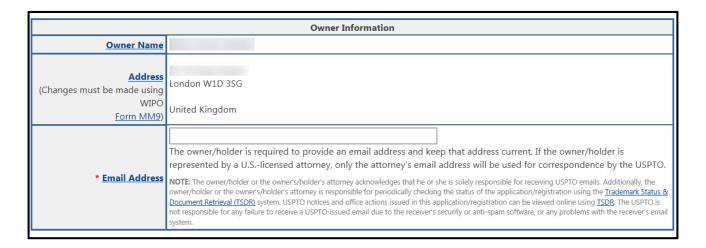
Owner and attorney information pages

Most TEAS forms now contain both pages



Owner information for Madrid filings

- TEAS forms will include a Madrid version of the owner information page for 79 series files
 - Will permit the addition and/or update of an owner or holder email address
- Changes to the owner's or holder's postal address must continue to be made through the WIPO MM9 form
- Separate domicile address can be provided in the new Change Address or Representation form



Representation: recognized Canadian attorneys and agents

 Will have a separate field for entering their name on the attorney information page

* Attorney Name	
Individual Attorney Docket/Reference Number	NOTE: You must limit your entry here to no more than 12 characters.
* <u>Bar Membership</u>	* Year of Admission Select Year V
	* U.S. State/Commonwealth/Territory Select State
	* Membership Number You must enter "N/A" or a membership number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR. You must limit your entry here to no more than 40 alphanumeric characters. * ✓ The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.
Other Appointed Attorney (5)	
Recognized Canadian Attorney/Agent	

Changes to initial application forms

Initial application forms – enhancements

Form options

- TEAS RF renamed TEAS Standard
- TEAS Regular no longer a filing option
- Single initial application form for TEAS Plus and TEAS Standard

Domicile address

- Keep domicile address private by using a new field
- Sole proprietor field
 - Clearer prompts for required information



TEAS Plus/TEAS Standard initial application form

Select desired filing option on the wizard page

1. Please select one of the filing options below.

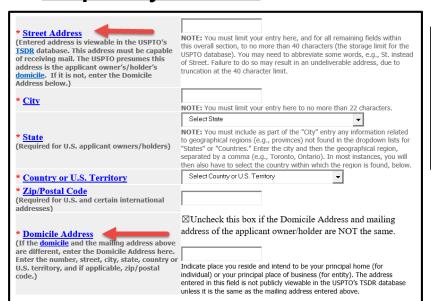
- TEAS Plus: I am filing a TEAS Plus application, with a reduced fee of \$225 per class of goods/services. Failure to comply with TEAS Plus Requirements will incur an additional processing fee of \$125 per class of goods/services.
- O TEAS Standard: I am filing a TEAS Standard application, with a fee of \$275 per class of goods/services.

 Toggle between these filing options while in the form, if needed



New domicile address field

- Enhanced the initial application forms and new Change Address or Representation form to allow owners to provide a separate domicile address
- USPTO presumes owner's street address and owner's domicile address are the same
- If addresses differ, you may enter a separate address in the domicile address field and it is <u>not publicly viewable</u> in the USPTO's TSDR database



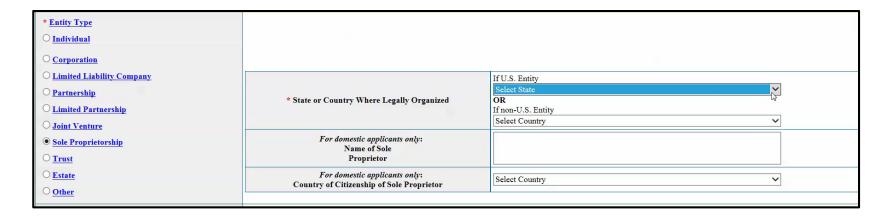
Domicile of the trademark owner/holder:

- the place an individual person resides and intends to be the person's principal home: or
- the principal place of business (e.g., headquarters) where the entity's senior executives or officers ordinarily direct and control the entity's activities

The address used for the domicile of an individual or entity is rarely a P.O. Box or a "care of" address.

Owner information: new fields for sole proprietors

- Domestic sole proprietors will now enter their name in a text field.
- Sole proprietor's citizenship is separately selected from a dropdown menu.



Changes to petition forms

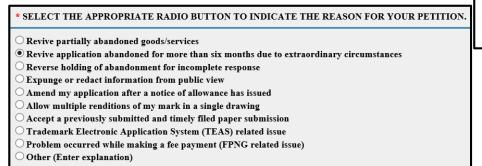
Petition forms – enhancements

- Revised petition to the director
 - Dedicated fields instead of open text box
 - Reasons for the petition and necessary updates to the application/registration are clearly identified



Improved Petition to director form

Pre-registration:



Enter your Serial Number or Registration Number. On the next screen select the reason for your petition and answer questions to indicate the type of information you want to provide within the petition.

Post-registration:

* SELECT THE APPROPRIATE RADIO BUTTON TO INDICATE THE REASON FOR YOUR PETITION.	
Reinstate a cancelled registration and accept a late response to Post Registration office action Issue duplicate registration certificate	
Review decision denying Section 8 or 71 declaration	
○ Review decision denying Section 7 request ○ Expunge or redact information from public view	
○ Accept a previously submitted and timely filed paper submission ○ Problem occurred while using Trademark Electronic Application System (TEAS)	
O Problem occurred while making a fee payment (FPNG related issue)	
Other (Enter explanation)	

Using the Petition to director form

Use this form to update the information above. A current email address must be provided for the trademark owner/holder and the appointed attorney, if any. The Primary Email Address for Correspondence is the email address of the attorney, if appointed, if not, the trademark owner/holder. This is the official address for receiving communications from the USPTO. Courtesy email addresses may be provided within this form. STEP 3: PROVIDE RESPONSE BELOW. * SELECT THE APPROPRIATE RADIO BUTTON TO INDICATE THE REASON FOR YOUR PETITION. O Reinstate a cancelled registration and accept a late response to Post Registration office action O 🕽 sue duplicate registration certificate Review decision denying Section 8 or 71 declaration Review decision denying Section 7 request Expunge or redact information from public view O Accept a previously submitted and timely filed paper submission O Problem occurred while using Trademark Electronic Application System (TEAS) O Problem occurred while making a fee payment (FPNG related issue) Other (Enter explanation) REVIEW ALL QUESTIONS BELOW AND SELECT THE APPROPRIATE RADIO BUTTONS TO ANSWER YES OR NO. 1. Is a newly appearing U.S.-licensed attorney filing this form or do you need to update the bar information, email address, street address, phone or fax number for an already appointed attorney?

Wizard
questions
build your
personalized
form—
dedicated
fields for
filing
information.

Changes to post-registration forms

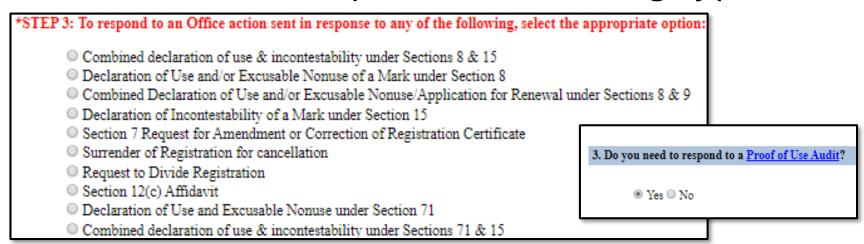
Post-registration forms – enhancements

- Post-registration response to office action form
- Select the filing that prompted the office action
- Wizard questions that allow you to build a customized response form
- Dedicated fields instead of open text box for response



Post-registration response to office action

Dedicated form options for all filing types:



Choose your option, then complete the form.

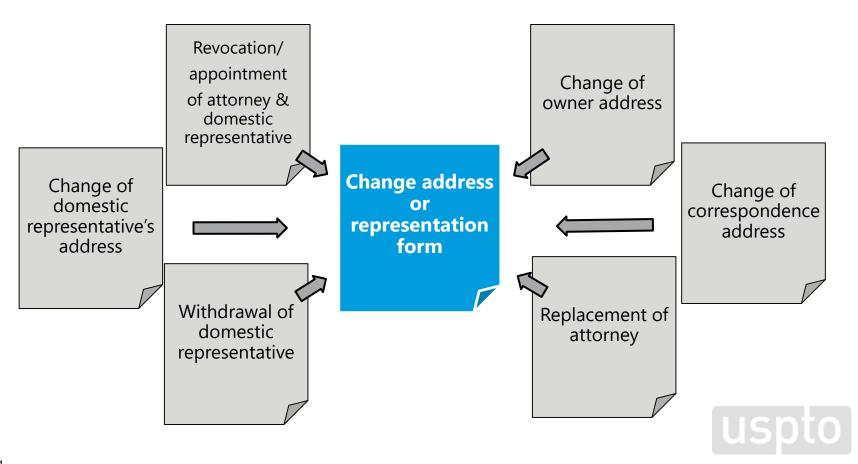
Changes to correspondence and attorney/domestic representative forms

Correspondence and attorney/ domestic representative forms - enhancements

- Consolidates six closely related forms into one
- Complete a single form for related actions



New TEAS form



Change address or representation form - 1

- Uses role-based logic
 - 1. Enter serial or registration number(s)
 - 2. Identify self as either the owner, attorney, or domestic representative by selecting the appropriate radio button

Use the radio buttons below to indicate the role of the person who is using this form in relation to the Serial/Registration Number(s) entered:

Owner
Attorney/Law Firm
Domestic Representative

- Questions appropriate to the identified role appear based on the status of the file(s) in the USPTO's database
- User will indicate what data should be updated



Change address or representation form - 2

Use this form to make updates to different types of data related to your application(s) or registration(s):

- Update
 - Contact information for trademark owner/holder, already appointed attorney, or already appointed domestic representative
 - Attorney bar information
- Appoint a U.S.-licensed attorney to represent you before the USPTO or Domestic Representative
- Appear for the first time as attorney of record on behalf of an owner/holder who is not currently represented
- **Replace** the attorney of record with another already-appointed attorney
- Revoke the power of a previously-appointed attorney
- Remove a previously-appointed attorney from the record because the power of attorney has ended
- Withdraw as domestic representative

Deployment

TEAS deployment information

- TEAS and TEASi will be unavailable on Saturday, December 21 from 12:01 a.m. until 8 a.m. ET to incorporate the mandatory electronic filing changes.
- You must file all saved forms and e-signature forms by 11:59 p.m. ET on Friday, December 20, 2019, so that your data is not lost.
- If you do not file all of your saved forms by that time, you will have to start the process again with new forms.



Questions during this webinar?

Email: TM Webinar@uspto.gov







UNITED STATES
PATENT AND TRADEMARK OFFICE



Mandatory electronic filing and specimen requirements

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Office of Petitions
December 10, 2019



Filing-date requirements

- Requires all applications filed under Sections 1 and/or 44 be filed using TEAS unless:
 - Application is filed by national of an exempt treaty country or
 - Petition to accept paper filing is granted
- Requires email address for each applicant
- Requires practitioner's postal and email address



Changes to filing options

Pre-MEF

- TEAS Plus \$225
- TEAS RF \$275
- TEAS Regular \$400
- Paper \$600

Post-MEF

- TEAS Plus \$225
- TEAS Standard \$275
- Paper \$600 (treaty country or petition)



TEAS Plus: Processing fee

- Only charged for failure to comply with TEAS Plus initial filing requirements under 37 C.F.R. §2.22(a).
- Submission of subsequent paper filing only granted on petition and incurs paper fee and petition fee.



TEAS Plus: Additional filing requirements

- Domestic partnership must state the names and citizenships of the general partners.
- Domestic joint venture must state the names and citizenships of its active members.
- Sole proprietorship must provide the state of organization and the name and citizenship of the sole proprietor.



- All filings relating to applications and registrations must be submitted via TEAS unless:
 - Filed by a national of an exempt treaty country or
 - Petition to accept paper filing is granted



- Paper and TEAS Regular applications and postregistration maintenance documents filed before the effective date are "grandfathered in:"
- They are not required to:
 - provide an email address for correspondence
 - file electronically
- However,...



- Fax transmission is NOT PERMITTED.
 - [37 C.F.R. §§2.62(c), 2.195(c)]
- and...



Trademark correspondence: Non-traditional marks

- It is sometimes not possible to submit a specimen using TEAS because of the nature of the mark:
 - Scent
 - Flavor
- Applicant should indicate in the TEAS filing that the specimen will be mailed in.
- No petition requesting acceptance of the specimen is required.
- The exception does not apply to sound or motion marks. The TEAS form permits attachment of such marks as electronic files.

- All TEAS forms will require applicant's or registrant's:
 - email address
 - the email address of a qualified practitioner, if applicant/registrant is represented



- If an applicant or registrant who is grandfathered in files a TEAS document, the form will not validate without email address(es) being provided.
- Office presumes email communication is authorized when "grandfathered in" party files a submission using TEAS.



Correspondence address

- Pro se applicants/registrants:
 - Office will send correspondence only to email address of applicant or registrant [37 C.F.R. §2.18(a)(1)].
- Represented applicants/registrants:
 - Office will send correspondence only to email address of attorney of record [37 C.F.R. §2.18(a)(2)] unless:
 - Applicant or registrant files a revocation of and/or new power of attorney;
 - Attorney has been suspended or excluded from practicing in trademark matters;
 or
 - Recognition has ended.
- Courtesy email addresses still permitted



Correspondence address: Madrid applications

- Exception to requirement for email address –
 Section 66(a) first-action pubs.
- Section 66(a) applicants must file all subsequent submissions using TEAS and must designate an email address for correspondence.



Correspondence address: Non-traditional marks

- It is sometimes not possible to submit a specimen using TEAS because of the nature of the mark:
 - Scent
 - Flavor
- Applicant should indicate in the TEAS filing that the specimen will be mailed in.
- No petition requesting acceptance of the specimen is required.
- The exception does not apply to sound or motion marks. The TEAS form permits attachment of such marks as electronic files.

When unable to file electronically

- If TEAS or user's system fails:
 - Includes widespread disruptions, natural disasters, and emergencies
- Procedures and requirements depend on whether attempt to file is before or on filing deadline day.



If filing attempt is before filing deadline

- Try again later through TEAS.
- Check systems status and availability page at <u>www.uspto.gov/blog/ebiz/</u> for widespread outages or scheduled maintenance.
- Contact TEAS staff for technical assistance:
 - TEAS@uspto.gov
 - Call TAC at 1-800-786-9199



- 1) Desired TEAS form or fee-payment processing is unavailable, but TEAS Petition form is available:
 - File Petition electronically on due date for submission and include:
 - Written verified explanation;
 - Evidence showing that TEAS was unavailable;
 - Document to be filed; and
 - Electronic fees for petition and for document to be filed.



2) TEAS form is unavailable and TEAS Petition form is unavailable:

- File Petition on paper on due date for submission using the Petition to accept paper cover sheet and include:
 - Proof that TEAS was unavailable on submission due date. May provide printout of a screenshot of error message or statement of this fact;
 - Signed declaration that information provided as proof is accurate;
 - \$200 paper petition fee and paper fee(s) for document submitted;
 - Printout of specific PDF for TEAS form completed by hand; and
 - Signed certificate of mailing



3) Unable to login to USPTO.gov account:

- See MyUSPTO and USPTO.gov account FAQs at <u>www.uspto.gov/learning-and-resources/account-faqs</u> or contact TAC.
- If still unable to login and deadline is that same day, must file on paper with petition.
- Follow instructions in (2) for filing petition and document on paper.



4) USPTO has declared a widespread service disruption:

- See systems status and availability page at: <u>www.uspto.gov/blog/ebiz/</u>
- File via fax or regular paper mail.
 - In general, fax transmission is not permitted UNLESS the USPTO has declared a widespread outage and specifically instructed customers to submit documents via fax.
- No petition or petition fee required.



5) Extraordinary situation prevents electronic filing:

- File on paper with petition
- Include explanation as to why situation qualifies as extraordinary.
 - Regional natural disasters that interrupt postal service are usually designated as widespread disasters.
- Follow instructions in (2) for filing petition and document on paper.



Paper submissions: Petition to the director - 1

- 37 C.F.R. §2.147 Petition to the director to accept a paper submission
- Petitions may be submitted if:
 - TEAS is unavailable on the date of a deadline for submission and the applicant provides proof that TEAS was unavailable; or
 - The applicant/registrant previously timely filed a paper submission that was not processed and is unable to resubmit the document electronically by the statutory deadline.
 - If the applicant/registrant does not qualify under the above and requests acceptance of the paper submission under Rule 2.146(a)(5) due to an extraordinary situation.



Paper submissions: Petition to the director - 2

- Regularly scheduled TEAS maintenance or user error will generally not qualify for relief under 37 C.F.R. §2.147 or as an extraordinary situation under 37 C.F.R. §2.146(a)(5).
- Rules and policies regarding postal services interruptions and emergencies remain unchanged.

Specimen rule updates

• 37 C.F.R. §2.56 is amended to better conform with existing statutory requirements and precedential case law regarding specimens.



- 37 C.F.R. §2.56(b):
 - "A trademark specimen must show use of the mark on the goods, on containers or packaging for the goods, on labels or tags affixed to the goods, or on a display associated with the goods. To constitute a display associated with the goods, a specimen must show use of the mark directly associated with the goods and such use must be of a point-of-sale nature. The office may accept another document related to the goods or the sale of the goods when it is impracticable to place the mark on the goods, packaging for the goods, or displays associated with the goods."
- Incorporates language regarding "use in commerce." 15 U.S.C. §1127



- Labels or tags may be accepted if, on their face, they clearly show the mark in actual use in commerce.
- To clearly show actual use in commerce, the tag or label would include informational matter that traditionally appears on a label for those types of goods such as net weight, volume, UPC bar codes, lists of contents or ingredients, or other information about the goods.



- Labels or tags that do not clearly show actual use in commerce, appear to be merely temporary, or appear to be a mock-up will be refused under Trademark Act Sections 1 and 45 for failure to show the mark in actual use in commerce in connection with the goods.
- In addition to the refusal, the examining attorney will issue an inquiry under Rule 2.61(b) to clarify use of the specimen in commerce. TMEP §904.03(a).



• Examples of acceptable unaffixed labels:



"A PDF of the applicant's product labels which bear the mark."



"Samples of product labels for a variety of paints and coatings products."







Specimen rule update: Reminder





Even when a label is affixed to the goods, consider the nature and placement of the label because other refusals may apply.

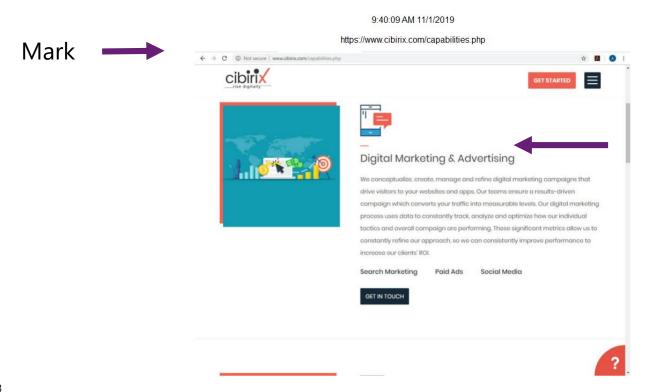


Specimen rule update: Service mark requirements

- 37 C.F.R. §2.56(b)(2):
 - "A service mark specimen must show the mark as used in the sale of the services, including use in the performance or rendering of the services, or in the advertising of the services. The specimen must show a direct association between the mark and the services."
- Incorporates language consistent with TTAB decisions and examination policy.



Specimen rule update: Service mark direct association



Direct association with digital advertising services.



Specimen rule update: Service mark no direct association



SHIP TO:

CONFIDENTIAL SALES AGREEMENT DATE: November 2, 2015 2015

Melissa Larsen VP of North American Sales The Cardio Group

> 2707 Cole Ave Suite 127 Dallas, TX 75204 Office: 214.770.4934

BILL TO:

ITEM#	DESCRIPTION	QIY	PRICE/VALUE
MP 7609	Max Pulse Device	1	\$10,500
	All future software upgrades		
	Dedicated Laptop	1	
	Four Month Unconditional Mo Back Guarantee	ney	
	Sales Addendum Inclusions		
		TOTAL DUE	\$10,500
Credit Card #:			
Exp:	Security Code:	Billing Zip:	
Name on Card:			
Signature:			



CONFIDENTIAL SALES ADDENDUM



Services: Retail store services featuring medical devices.

Specimen description:
"PDF of sales invoice
displaying the mark. Pdf of
sales addendum
displaying the mark."

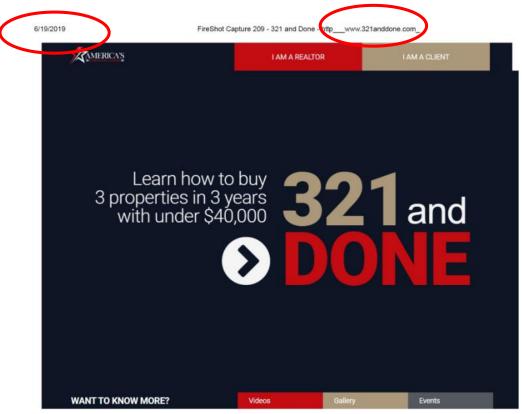


Specimen rule update: Webpage specimen requires URL and date - 1

- 37 C.F.R. §2.56(c):
 - "A clear and legible photocopy, photograph, website printout, or other similar type of reproduction of an actual specimen that meets the requirements of paragraph (a) and (b) of this section is acceptable. The reproduction must show the entire specimen or enough of the specimen that the nature of the specimen, the mark, and the good or service with which the mark is used are identifiable. A webpage must include the URL and access or print date. An artist's rendering, a printer's proof, a computer illustration, digital image, or similar mockup of how the mark may be displayed, or a photocopy of the drawing required by § 2.51, are not proper specimens."



Specimen rule update: Webpage specimen requires URL and date - 2





Questions?

