

## *Interview Practice Guidelines for Applicants*

*A brief collection of where, when and how to set-up interviews with the USPTO*

- The policies for determining whether it is appropriate to hold an interview are included in [MPEP 713](#). The examiner determines whether to grant an interview request per [MPEP 713](#).
- Interviews should to be held during normal business hours (i.e. Monday-Friday 8:30 AM to 5:00 PM) or at a mutually agreed upon time.
- All in-person interviews must be held on a USPTO campus.
- An applicant's request for an interview, if appropriate, is normally granted.
- Video conferencing is available for interviews. Interviews held via video conference will use WebEx. Requests for video conferencing will normally be granted.
- All interviews using video conferencing must be hosted by the USPTO. Examiners are not permitted to join video conferences originating outside the USPTO. Examiners will establish the WebEx session for an interview and send invitations to all other parties.
- Before a video conference interview can be scheduled, written authorization from the applicant for communications via the internet is required. [\[MPEP 502.03\]](#)
- The physical location of the examiner does not limit the ability to conduct an interview.
- Public interview rooms are available on the USPTO campus in Alexandria and Detroit for applicants to participate in a video conference with an examiner working remotely. The examiner will reserve the public interview room for the applicant using an online reservation system.
- Examiners may request an agenda to facilitate a focus discussion of the issues. However, the absence of an agenda alone usually is not a proper basis to deny an interview request.