Quick Start Guide

PAIR Administration



PAIR Administration - Quick Start Guide

PAIR Administration Overview

PAIR Administration is a new set of functionality available in Private PAIR to allow users to self-administer a number of routine administrative tasks that previously required the submission of a form that then required manual processing. With the new PAIR Administration functions, requests will be processed immediately. This document will provide guidance on how to update the Correspondence Address and/or Maintenance Fee Address of up to twenty (20) applications through Private PAIR.

Steps to Update an Application's Address

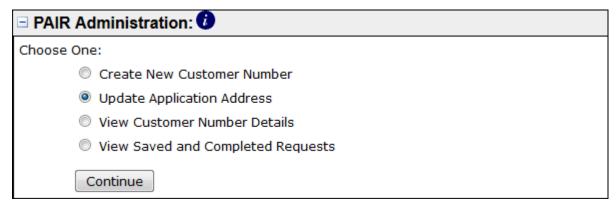
The following steps will show you how to update the correspondence and/or maintenance fee address of an application.

Note: At this time, Update Application Address is only available to registered practitioners. Independent Inventors will not see this option listed under the PAIR Administration menu.

Note: Requests to update the address in PCT international applications (PCT/US), Reexamination proceedings (90 or 95 series cases) or Supplemental Examination proceedings (96 series cases) cannot be accepted at this time.

PAIR Main Search Screen

- 1. From the Private PAIR Select New Case page, expand the "PAIR Administration" menu
- 2. Select "Update Application Address" and then Continue



Update Application Address

On the "Update Application Address" screen, users will have the ability to update the Correspondence Address and/or Maintenance Fee Address of the entered Application Number and/or Patent Number.

1. Enter the customer number to which the Application Number(s) and/or Patent Number(s) will be associated.

Please change the Correspondence and/or Fee Address of the below-identified application(s) to the address associated to Customer Number:

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2. List the Application Number(s) and/or Patent Number(s) and then select the Correspondence Address and/or Maintenance Fee checkbox for associating the entered customer number with the listed Application and/or Patent Number(s). Up to 20 Application Number(s) and/or Patent Number(s) can be listed by adding additional rows.

Application Number	Patent Number	Correspondence Address Select All	Maintenance Fee Address Select All		
					Delete Row
					Delete Row
					Delete Row
					Delete Row
				Add Row	<u>Delete Row</u>

3. The user will then check the box to certify they are the Attorney or Agent of Record

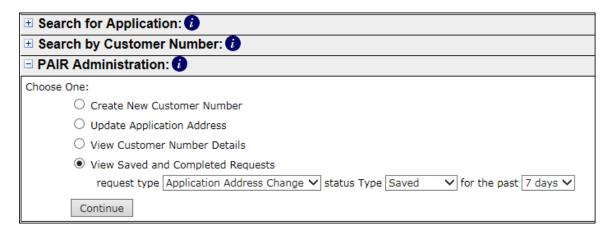
THIS PORTION MUST BE COMPLETED BY THE SIGNATORY
I certify, in accordance with 37 CFR 1.4(d)(4) that I am: An Attorney or Agent of Record registered to practice before the Patent and Trademark Office
who has been given power of attorney in this application.

- 4. Complete the required signatory and point of contact information
 - a. S-Signature
 - b. Name
 - c. Registration Number (only applicable to registered practitioners)
 - i. Registration number will be auto-filled based on the PKI certificate holder
 - d. Point of Contact Information
 - i. Name
 - ii. Telephone Number
 - iii. Email Address

* Signature	
* Name	
* Registration Number	99999
Point of Contact Information	
* POC Name	
* Telephone Number	
* Email Address	

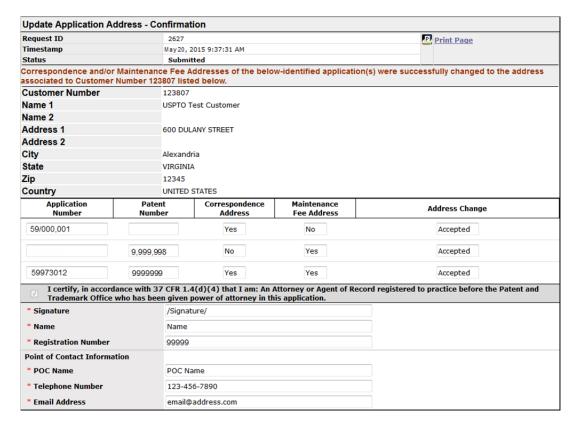
- 5. Once the form is complete, you can Preview your request for submission, Save the request for later submission, or Return to the Main Private PAIR Browser.
 - a. Upon saving request, the request will be available for seven calendar days on the main PAIR screen under PAIR Administration and *View Saved and Completed Requests*. If the request is not submitted within seven calendar days, the request will be deleted.

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- b. Upon selecting Preview, the system will check to ensure all required fields have been completed and the attorney who signed the request has Power of Attorney for the Application Number(s) and/or Patent Number(s). If required data is omitted or POA has not been established, an error message will be displayed informing the user what information is missing. The user must correct all validation errors in order to submit the request.
- c. Upon selecting Return to the Main Private PAIR browser, the Update Address window will close and the user will return to Private PAIR. Please note that all unsaved data will be lost.
- 6. On the Preview screen, you will be given the chance to review all data entered, return to the data entry page to edit your request, or submit the request to the USPTO.
- 7. Once the request is processed, the user will be presented with a confirmation screen that will contain the list of Application Number(s) and/or Patent Number(s) that are now associated with the entered customer number.

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8. A record of the change request will be entered into the IFW and in cases where the correspondence address has been changed, an entry will be added to the file's Transaction History.

Transaction History	
Date	Transaction Description
05-20-2015	Correspondence Address Change



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Correspondence Address Change



UNITED STATES PATENT AND TRADEMARK OFFICE

UNITED STATES DEPARTMENT OF COMMERCE United States Patent and Trademark Office Address: COMMISSIONER FOR PATENTS F.O. Best 1450 Alexandra, Virginia 22313-1450 www.uspto.gov

APPLICATION NUMBER PATENT NUMBER GROUP ART UNIT FILE WRAPPER LOCATION	APPLICATION NUMBER	PATENT NUMBER	GROUP ART UNIT	FILE WRAPPER LOCATION
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59/973,012

PAIR Correspondence Address/Fee Address Change

The following fields have been changed to Customer Number 60 on 05/20/2015 via Private PAIR in view of the certification copied below that authorized the change.

· Correspondence Address

The address for Customer Number 60 is: 60 USPTO Test Customer Number 600 DULANY STREET ALEXANDRIA , VA 22303

I certify, in accordance with 37 CFR 1.4(d)(4) that I am:

An attorney or Agent of Record registered to practice before the Patent and Trademark Office who has been given power of attorney in this application

Signature:	/Signature/
Name:	Name
Registration Number:	99999

Maintenance Fee Address Change



UNITED STATES PATENT AND TRADEMARK OFFICE

UNITED STATES DEPARTMENT OF COMMERCE United States Patent and Trademark Office Address: COMMISSIONER FOR PATENTS F.O. Box 1430 Alexandra, Virgina 22313-1450 www.upto.gov

APPLICATION NUMBER	PATENT NUMBER	GROUP ART UNIT	FILE WRAPPER LOCATION
59/973,012	1273333		

PAIR Correspondence Address/Fee Address Change

The following fields have been changed to Customer Number 60 on 05/20/2015 via Private PAIR in view of the certification copied below that authorized the change.

· Maintenance Fee Address

The address for Customer Number 60 is: 60
USPTO Test Customer Number 600 DULANY STREET
ALEXANDRIA , VA 22303

I certify, in accordance with 37 CFR 1.4(d)(4) that I am:

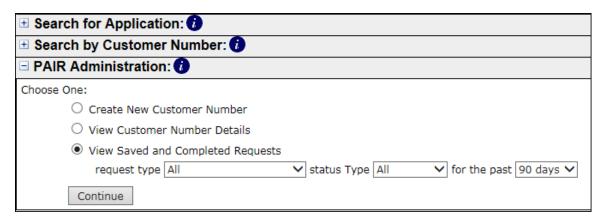
An attorney or Agent of Record registered to practice before the Patent and Trademark Office who has been given power of attorney in this application

Signature:	/Signature/
Name:	Name
Registration Number:	99999

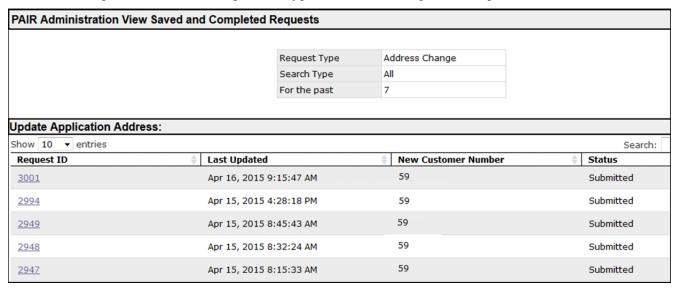
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View Saved and Completed Requests Screen

By using the "View Saved and Completed Requests" search, Private PAIR users will be able to retrieve previously saved requests for up to seven days and submitted requests for the past 90 days.



To view the request, click on the Request ID hyperlink, and the request will open.



Questions and Support

If you have any questions, please contact the Patent Electronic Business Center (EBC) at 866-217-9197 (toll-free) or 571-272- 4100 from 6 a.m. to 12 Midnight Eastern Time, Monday - Friday or e-mail the EBC at ebc@uspto.gov.