

ATTACHMENT E

SOLICITATION 52PAPT201008

INSTRUCTIONS FOR PROOFING  
MARCH 14, 2002

1. Tram all files to receive into the proofing location using one of the WelchAllyn bar code readers.
  - For TTAB files (Registrations and Notices of Allowance), use transaction 6039 and the bar code on the file.
  - For Law Office files ( PUBs, Supplemental Register approvals, and SOWs) use transaction 6020 and the bar code on the file.
2. Files that cannot be receipted in must be returned to the office from which they came with a message that the file could not be receipted in to the proofing location. Keep a weekly count of these for the COTR and report on the weekly report.
3. Store all files according to LO they came from. This is to facilitate pulling files upon request.
4. Proof all files, first in, first out, except those getting new publication dates. Use the following instructions for proofing. Note to Dewitt, is this instruction needed?: ***TTAB files that are concurrent use of have an amendment entered must also be proofed.***

### TIPS OG REVIEW – PROOFREADING INSTRUCTIONS

Compare the Mark on the drawing page to mark on the **Trademark OG Review** (see icon on desktop) printout or on the screen to ensure an exact match.

#### STEP 1

CHECK TO MAKE SURE THE MOST RECENT SUBSTITUTE DRAWING IS ON THE SCREEN

Compare the mark on the drawing page to the mark on the OG Review printout on the screen to ensure that the most recent substitute drawing is on the screen.

- If the most recent substitute drawing is on the OG Review printout on the screen then go to step 2.
- If the most recent substitute drawing is not on the OG Review printout on the screen then check SCAN SUBSTITUTE DRAWING on THE MARK PROBLEM WORKSHEET (***Dewitt, can I get a copy of this worksheet?***) and go to step 2.

#### STEP 2

CHECK FOR SKEWING – TILTING OR SLANTING

Compare the mark on the drawing page to the mark on the OG Review printout on the screen for skewing (the image on the screen is tilted or slanted).

- If the mark on the drawing page is not skewed and the mark on the OG Review printout on the screen is not skewed then go to step 3.
- If the mark on the drawing page is skewed and the mark on the OG Review printout on the screen is skewed then go to step 3.
- If the mark on the drawing page is not skewed and the mark on the OG Review printout is skewed then check SCAN DRAWING SKEWED MARK on the MARK PROBLEM WORKSHEET and go to step 3.

#### STEP 3

CHECK FOR NOISE – MARKINGS IN THE MARK THAT ARE NOT A PART OF THE DRAWING

Compare the drawing page to the mark on the OG Review printout on the screen for noise.

- If noise is present in the mark on the drawing page and noise is present on the OG Review printout then go to step 4.
- If the noise is not present in the mark on the drawing page but noise is present on the OG Review printout on the screen then check SCAN DRAWING -- NOISE on the MARK PROBLEM WORKSHEET and go to step 4. *Dewitt, Kathy says that for MDC 1's, where the original drawing appears as a 2, 3, or 5, the proofers are instructed to ask OTPC to delete the image. I need someone to validate this instruction.....!*

**STEP 4**

PROOFREAD FOR AND CORRECT TEXTUAL ERRORS AS REQUIRED AND PLACE MARK PROBLEM FILES (aside to be returned to the Law Office?) ON SHELF FOR MARK PROBLEM FILES TO BE TRAMMED TO LAW OFFICE.

- If no mark problems are identified continue with proofreading and correct textual data as required.
- If mark problems are identified continue with proofreading and correct textual data as required then place the file on the shelf for MARK PROBLEMS FILES TO BE TRAMMED TO LAW OFFICE.

**CHECK FOR TRADEMARK AND SERVICE MARK SYMBOLS**

Check the mark on the OG Review printout on the screen to ensure the symbols TM, SM, an R in a circle do not appear as a part of the mark.

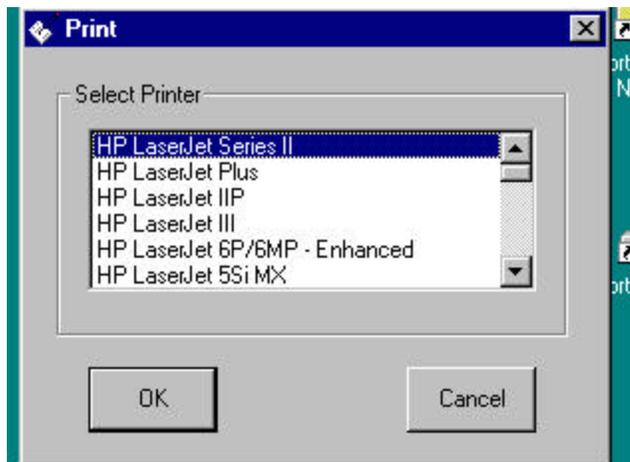
If the mark on the OG Review printout on the screen does not have the TM, SM, an R in a circle continue with OG review.

If the mark on the OG Review printout on the screen has a TM, SM, an R in a circle symbol fill out the query form and return the file to the originating law office.

**OG REVIEW PRINTOUT INSTRUCTIONS**



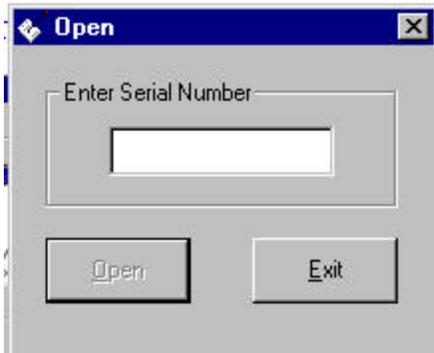
Double click on the Trademark OG Review ICON



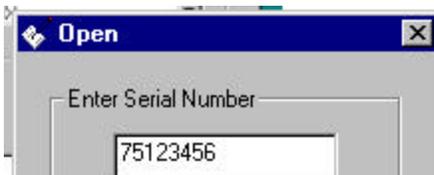
Select a printer and click OK



Click on File then Click on OPEN



Bar code or key in serial number



	<p><b>Serial Number</b> 75802044</p> <p><b>Status</b> PUBLICATION/ISSUE REVIEW</p> <p><b>Word Mark</b> SCI</p> <p><b>Type of Mark</b> SERVICE MARK</p> <p><b>Register</b> PRINCIPAL</p> <p><b>Mark Drawing Code</b> (3) DESIGN PLUS WORDS, LE1</p> <p><b>Owner</b> CROWELL AUTOMATED DESIG</p> <p><b>Goods/Services</b> IC 035. US 100 101 102. G &amp; S First Use In Commerce: 1997/02.</p> <p><b>Goods/Services</b> IC 042. US 100 101. G &amp; S: Co First Use In Commerce: 1997/02.</p> <p><b>Description of Mark</b> THE LETTER C IN THE MARK I</p> <p><b>Filing Date</b> 1999/09/17</p> <p><b>Examining Attorney</b> JENNIFER P. BARNETT</p>
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4. TRAM files to Law Offices and return to the Law Offices as queries (via Richard Paglioroli as Government monitor) all files that substantive discrepancies between data in the application file and data shown on the full-file printout. Fill out the 'Trademark Query Control Form'. Keep a count of all files returned to the Law Offices for queries and report on the weekly report to the COTR.

After proofing, or for setting new pub dates only, TRAM files as follows:

- Files going to P&I (PUBs and Supplemental Registrations) use transaction 7165. If that doesn't "take", use 7123.
- Files getting new pub dates only, use transaction 7123.
- SOU files use transactin 7145, or if withdrawn from issue, use 7146.
- NOA files from ITU or TTAB, use transaction 7143. If that doesn't "take" try 7144, which requires keying in today's date.
- Send TTAB files and PRU renewals to PRU using transaction 7104. If that doesn't "take" try 7111, which requires keying in today's date. ***Dewitt, this makes no sense to me. Can you validate this instruction that Ira put in here .***

Special instructions:

- Do not query files to TTAB when a drawing page is missing. Notify Dewitt Howard of any missing drawing pages from files coming from TTAB.
- LLC is an acceptable entity designation. It is not necessary to query a file for clarification of LLC as an entity.
- ***Review the file to see if it was filed based on use or ITU –Dewitt, please validate this instruction (Ira inserted this.)***
- ***Make sure only a use or ITU filing basis has been checked off on the APPLICATION STATEMENT, and that the file is consistent as to use or ITU throughout - Dewitt, please validate this instruction (Ira inserted this one).***
- Filing Basis Flag Mis-Matches – return to sending LO as a query. Mark the form "Filing Basis Flag Mismatch."
- Drawings approved for publication by an examining attorney as a MDC 3, the contractor will not reclassify the drawing to a MDC 5 (per Dewitt 3/2/02)
- If a substitute drawing is MDC 1 and the original drawing image still appears as a 2, 3, or 5, request to have the image deleted by emailing Ann Rosenberg in the Office of Program Control (per Dewitt 3/14/02).
- As to skew (per Dewitt 3/14/02):
  - 1(b) cases should pblish as the image ins depicted on the drawing.
  - 1(a) cases should publish as the image is depicted on the specimen.
  - 44(e) cases should publish as the image is depicted ont eh foreign registration certificate.