



# **P-TACTS**

# **Patent Trial and Appeal Case Tracking System**

## **User Guide**

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UNITED STATES  
PATENT AND TRADEMARK OFFICE ®

# Table of Contents

1. Introduction.....	5
1.1 Purpose.....	5
1.2 Identification.....	5
1.3 Scope.....	5
2. Creating an account in MyUSPTO.....	6
2.1 Getting started.....	6
2.2 Welcome to P-TACTS.....	6
2.3 MyUSPTO.....	6
3. User Roles and Privileges in P-TACTS.....	12
3.1 User Roles and Privileges.....	12
3.2 Anonymous User.....	12
3.3 Registered P-TACTS User Accounts.....	13
4. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13).....	14
4.1 Initiate New Petition.....	14
4.2 Create New Petition Wizard – Verification.....	14
4.3 Create New Petition Wizard – Petition Information.....	18
4.4 Create New Petition Wizard – Claims Challenged.....	19
4.5 Create New Petition Wizard – Documents.....	20
4.6 Create New Petition Wizard – Real Party.....	23
4.7 Create New Petition Wizard – Additional Real Party.....	24
4.8 Create New Petition Wizard – Counsel.....	26
4.9 Create New Petition Wizard – Review.....	28
4.10 Make Payment.....	28
4.12 Petition Submission Successful.....	30
5. Enter Appearance as Patent Owner/Respondent.....	31
5.1 Enter Appearance as Patent Owner/Respondent.....	31
5.2 Mandatory Notice Wizard – Verification.....	31
5.3 Mandatory Notice Wizard – Petition Information.....	33
5.4 Mandatory Notice Wizard – Documents.....	34
5.5 Mandatory Notice Wizard – Real Party.....	36
5.6 Mandatory Notice Wizard – Additional Real Party.....	38
5.7 Mandatory Notice Wizard – Counsel.....	40

5.8 Mandatory Notice Wizard – Review .....	42
6. General Navigation .....	44
6.1 General Navigation – Welcome .....	44
6.2 General Navigation – Anonymous Search P-TACTS.....	45
6.3 General Navigation – Sign In .....	46
6.4 General Navigation – My docket Blue Bar.....	46
6.5 General Navigation – Search P-TACTS .....	47
6.6 General Navigation – My docket Table Grid .....	47
7. My docket View.....	48
7.1 My docket View – Pending AIA Reviews .....	48
7.2 My docket View – Notifications.....	49
7.3 My docket View – Motions.....	50
7.4 My docket View – Rehearing Request .....	51
7.5 My docket View – AIA Reviews on Appeal.....	52
7.6 My docket View – Pending Unsubmitted Petitions.....	52
7.7 My docket View – All AIA Reviews.....	53
8. Notifications .....	54
8.1 Notifications – Tab .....	54
8.2 Notifications – Notice.....	55
9. Case Viewer .....	56
9.1 Case Viewer – My docket .....	56
9.2 Case Viewer.....	56
9.3 Case Viewer – Header/Tabs .....	57
9.4 Case Viewer – Claims.....	60
9.5 Case Viewer – Motions .....	61
9.6 Case Viewer – Rehearing Request .....	62
9.7 Case Viewer – Notice of Appeal.....	63
10. Filing Motions.....	64
10.1 Filing a Motion.....	64
10.2 Filing a Motion – Motion Types.....	64
10.3 Filing a Motion – File an Opposition.....	66
10.4 Filing a Motion – File an Opposition.....	67
10.5 Submitting a Motion .....	68

10.6 Filing a Motion – Payments.....	70
11.Filing PO Preliminary Response .....	71
11.1 Filing Patent Owner Preliminary Response – Dropdown.....	71
11.3 Filing PO Preliminary Response – Modal.....	72
12.Filing Rehearings.....	74
12.1 Filing Rehearing – Dropdown.....	74
12.2 Filing Rehearing – Modal .....	74
12.3 Filing Rehearing – Submit.....	76
13.Filing Appeal to Federal Circuit.....	77
13.1 Filing Appeal to Federal Circuit – Dropdown.....	77
13.2 Filing Appeal to Federal Circuit – Modal.....	78
13.3 Filing Appeal to Federal Circuit – Add to List.....	79
13.4 Filing Appeal to Federal Circuit – Submit.....	79
14.Filing Other Documents .....	80
14.1 Filing Other Documents .....	80
14.2 Filing Other Documents – Dropdown.....	80
14.3 Filing Other Documents – Modal.....	81
14.4 Filing Other Documents – Add to List .....	82
14.5 Filing Other Documents – Submit.....	83
15.Add/Edit Staff Role.....	84
15.1 Add Staff Role.....	84
15.2 Edit Staff Role .....	86



# 1. Introduction

Welcome to the Patent Trial and Appeal Case Tracking System (P-TACTS) at <https://ptacts.uspto.gov/ptacts/ui/home>. In order to sign-in to P-TACTS, you will need to create an account in MyUSPTO at <https://my.uspto.gov>.

## 1.1 Purpose

The purpose of this document is to provide a comprehensive user guide for external PTAB customers who will be required to use P-TACTS to work on AIA Trial Cases.

## 1.2 Identification

The below information provides a description for each section of this document.

1. Introduction (current section)
2. Creating an account in MyUSPTO (Chapter 2)
3. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

## 1.3 Scope

The scope of this document includes requirements for signing in to P-TACTS via MyUSPTO. Below are some helpful links for working with MyUSPTO and P-TACTS.

<https://ptacts.uspto.gov/ptacts/ui/home>

<https://www.uspto.gov/learning-and-resources/account-faqs>

<https://account.uspto.gov/profile/create-account>

<https://www.uspto.gov/patents/ptab/patent-trial-and-appeal-case-tracking-system-p-tacts>

## 2. Creating an account in MyUSPTO

### 2.1 Getting started

To get started, type the provided URL <https://ptacts.uspto.gov/ptacts/ui/home> into your browser. USPTO recommends using Google Chrome to access this site.

### 2.2 Welcome to P-TACTS

Welcome to the USPTO Patent Trial and Appeal Case Tracking System landing page. On the top, upper right corner of the page, within the black bar, two access options are provided. If an account does not exist, click the **MyUSPTO** menu to create an account.

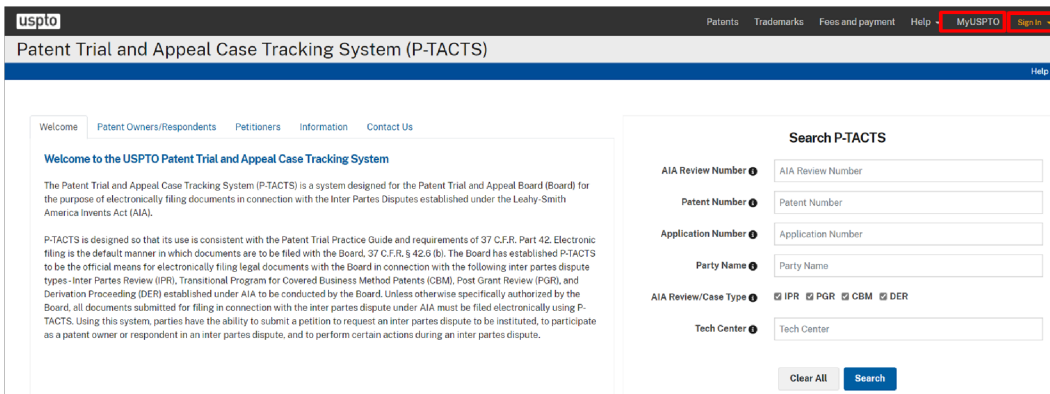


Figure 1: Welcome to USPTO Patent Trial and Appeal Case Tracking System landing page (P-TACTS)

### 2.3 MyUSPTO

Click the **"Create a USPTO.gov"** account button to create an account.

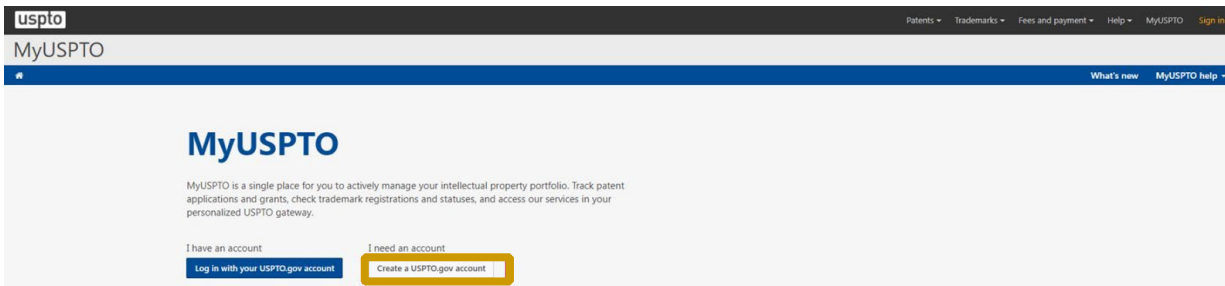
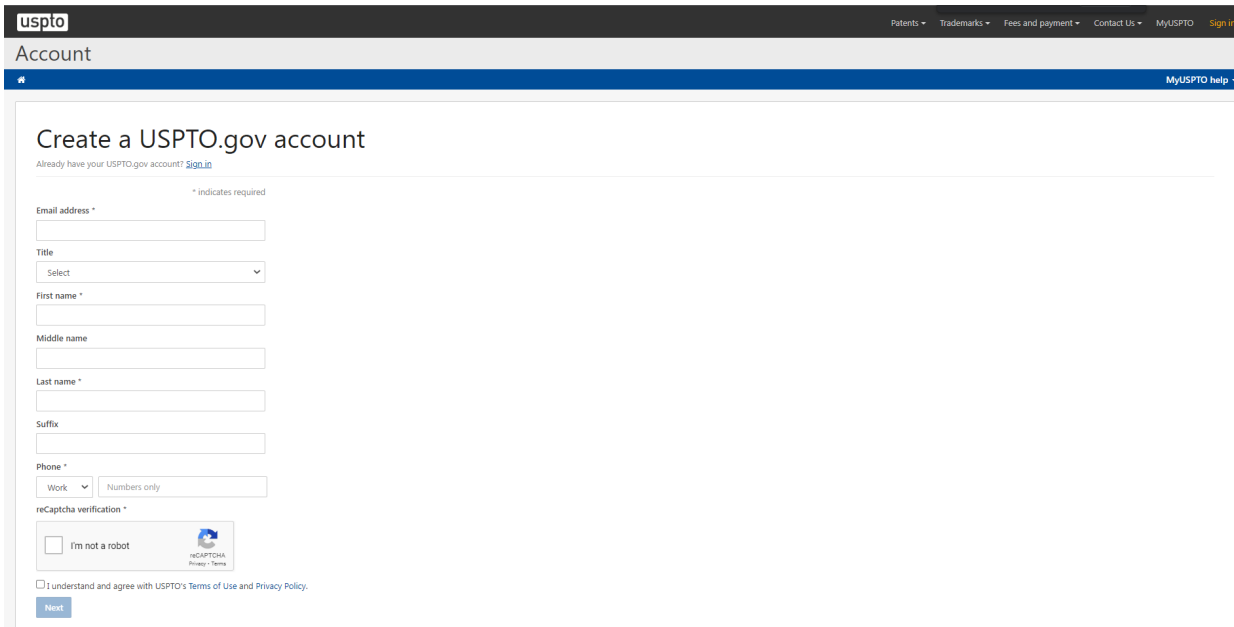


Figure 2: MyUSPTO Create a USPTO.gov

1. Enter the following information understanding that sections with an \*asterisks are required fields:

Email address\*, Title, First name\*, Middle name, Last name\*, Suffix Phone\*, captcha verification\*, and select “I understand and agree with USPTO’s Terms of Use and Privacy Policy.” After all required fields have information entered, the “Next” button becomes selectable.



The screenshot shows the 'Create a USPTO.gov account' page. At the top, there is a navigation bar with the USPTO logo and links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign in. Below this is a sub-header 'Account' and a 'MyUSPTO help' link. The main heading is 'Create a USPTO.gov account' with a link for existing users. A note indicates that an asterisk (\*) denotes required fields. The form includes input fields for Email address, Title (a dropdown menu), First name, Middle name, Last name, Suffix, and Phone (with a dropdown for 'Work' and a 'Numbers only' checkbox). There is a reCAPTCHA verification section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. At the bottom, there is a checkbox for 'I understand and agree with USPTO's Terms of Use and Privacy Policy.' and a 'Next' button.

Figure 3: Create a USPTO.gov account contact information entry screen

2. After selecting the “Next” button, you will be prompted with a message to “**Check your email**” to activate your account. If you did not receive the activation email, check to make sure you typed your email address correctly and check other inbox folders such as spam, clutter, junk, and promotions.

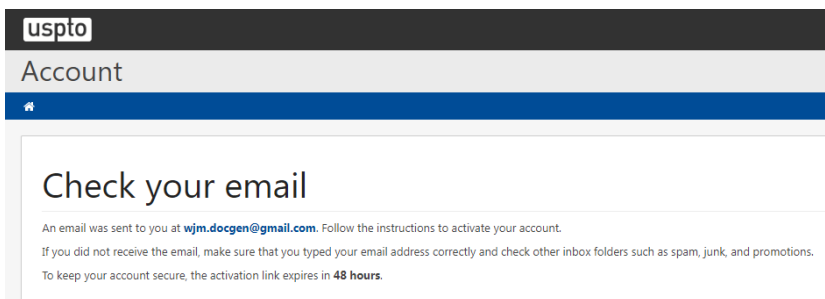


Figure 3 USPTO.gov account creation email prompt

Open your activation email and click on “**Activate account.**”



Figure 4: Activation email message

3. You will receive a pop-up modal to: **activate your account and create a password.** In MyUSPTO. After entering your new password, select the **“Activate your account”** button.

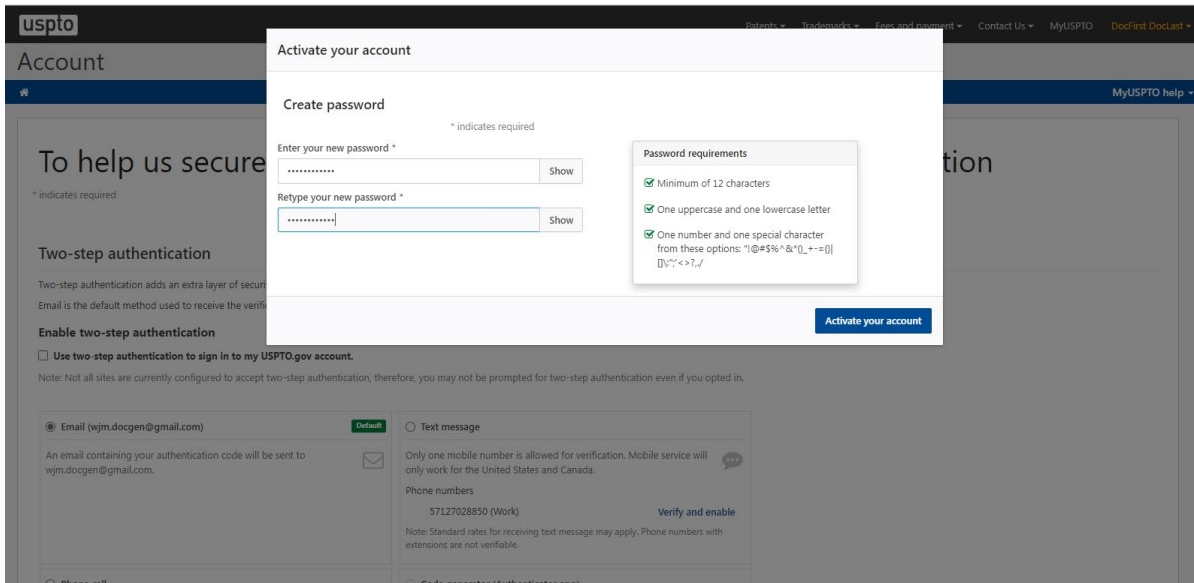


Figure 5: Create password for MyUSPTO account activation setup

4. After a password has been successfully entered, you will be prompted to provide your “**contact information**,” for enabling two-step authentication. You will have the option to “enable two-step authentication by e-mail, phone call, text, or a code generator. Your e-mail is the default authentication method.

To help us secure your account, please provide your contact information

\* indicates required

### Two-step authentication

Two-step authentication adds an extra layer of security to your account. After entering your login details, an additional verification code will be required. Some uspto.gov areas require two-step authentication. Email is the default method used to receive the verification code. It is also recommended that you enable the phone call or text message option as an additional way to receive the verification code.

#### Enable two-step authentication

Use two-step authentication to sign in to my USPTO.gov account.

Note: Not all sites are currently configured to accept two-step authentication, therefore, you may not be prompted for two-step authentication even if you opted in.





<p><input checked="" type="radio"/> <b>Email</b> (derek.taylor093@gmail.com) <span style="float: right; background-color: green; color: white; padding: 2px 5px;">Default</span></p> <p>An email containing your authentication code will be sent to derek.taylor093@gmail.com. </p>	<p><input type="radio"/> <b>Text message</b></p> <p>Only one mobile number is allowed for verification. Mobile service will only work for the United States and Canada. </p> <p>Phone numbers</p> <p>571-272-2564 (Work) <span style="float: right; background-color: #0070c0; color: white; padding: 2px 5px;">Verify and enable</span></p> <p><small>Note: Standard rates for receiving text message may apply. Phone numbers with extensions are not verifiable.</small></p>
<p><input type="radio"/> <b>Phone call</b></p> <p>Only one phone number is allowed for verification. Phone service will only work for the United States and Canada. </p> <p>Phone numbers</p> <p>571-272-2564 (Work) <span style="float: right; background-color: #0070c0; color: white; padding: 2px 5px;">Verify and enable</span></p> <p><small>Note: Phone numbers with extensions are not verifiable.</small></p>	<p><input type="radio"/> <b>Code generator (Authenticator app)</b></p> <p>If you do not already have an authenticator app, download and install one on your smartphone or other device. </p> <p>There are a variety of authenticator apps to download on Google Play and the iOS App Store.</p> <p><small>Note: This option is not available to use when resetting your password.</small></p> <p style="text-align: center;"><span style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Enable and set up</span></p>

Figure 6: Preferred contact information method designation for two-step authentication

5. Scroll down the displayed screen for two-step authentication (as shown above) to enter additional user account information, including company name, attorney bar membership, professional interest, alternative email address, editable phone number with default previously entered phone number displayed, fax number, and mailing address. Please note all information fields with an asterisk are required to have information entered. When all information is entered, select the "Save" button.

**Contact information**

Alternate email address

Used as a backup email for account change notifications. It should be unique and not shared.

Phone(s) \*

Work  Ext

Phone numbers are used for account validation.

Add another phone number

Fax

Country \*  
UNITED STATES

Street address \*  
123 Elm St

City \*  
Alexndria

State \*  
VIRGINIA

Zip \*  
22206

#### or #####-####

**Save**

Figure 7: Contact Information for MyUSPTO account activation setup

6. After saving your two-step authentication contact preferences and additional account information, you will be prompted to personalize your MyUSPTO widgets. A list of the widgets is set forth below.
- MyUSPTO
  - Widget overview
  - Patent & Trademark docket widgets
  - Notifications on docket widgets
  - Custom workspaces
  - Two-step authentication

Once you have set up your widgets, click "**Get started.**"

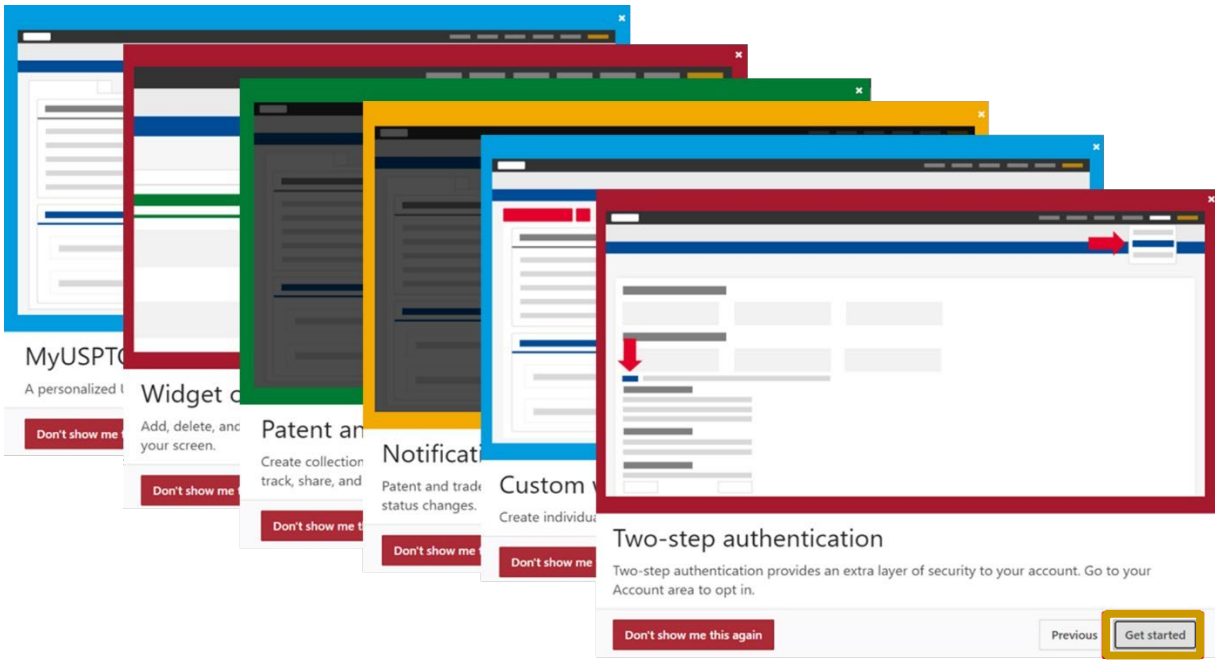


Figure 8: MyUSPTO widgets

- Once you have successfully created a MyUSPTO account, you will see your name at the top right-hand corner of the black menu bar when you sign in. If at any point you need support with your MyUSPTO account, navigate to the blue bar and click on the “MyUSPTO Help” dropdown menu to access the P-TACTS resources. From the P-TACTS landing page shown below, click on the “**Sign-In**” dropdown menu and enter your MyUSPTO e-mail and password to sign into the P-TACTS system.

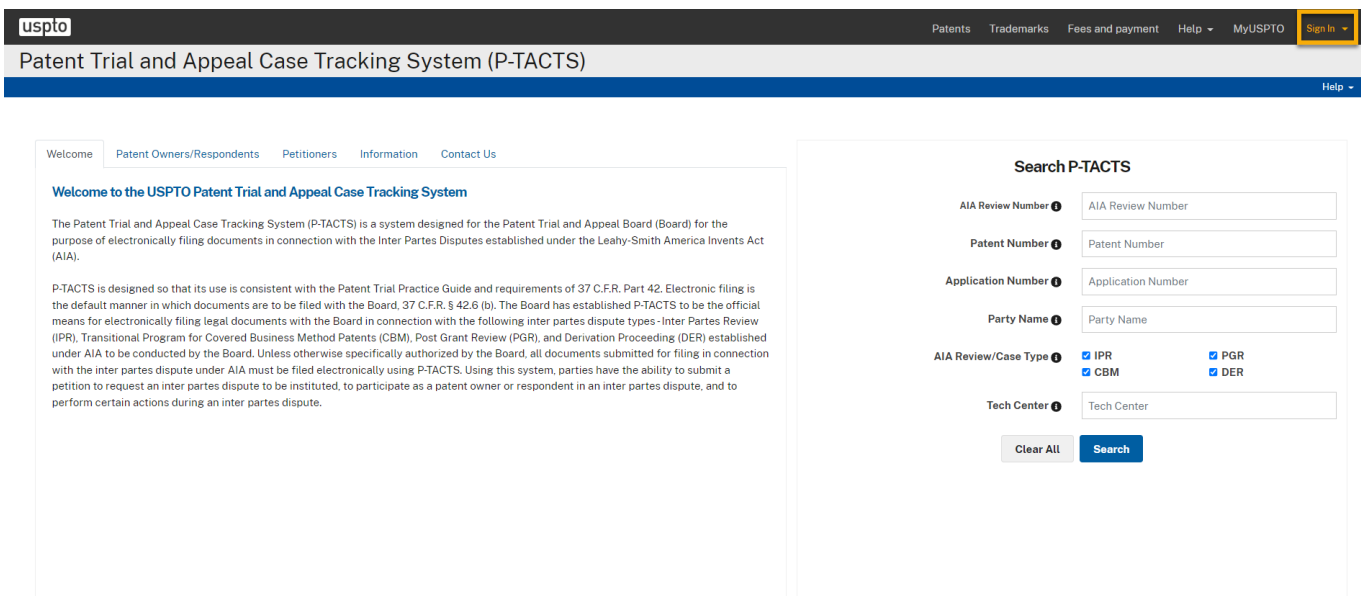


Figure 9: P-TACTS default landing page with sign-in menu option

8. Once you are signed into the P-TACTS system, your default view will be your case docket with case management options in the top-level blue menu bar. P-TACTS system navigation and functionality will be discussed in an upcoming section.

The screenshot shows the 'My docket' interface in the P-TACTS system. At the top, there is a navigation bar with 'uspto' on the left and 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Petitioner Paul' on the right. Below this is a header for 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. The main area is titled 'My docket' and includes tabs for 'Pending AIA reviews', 'Notifications', 'Motions', 'Rehearing requests', 'AIA reviews on appeal', 'Unsubmitted petitions', and 'All AIA reviews'. A sub-header indicates 'Showing 1-25 of 53 records'. A tooltip note says 'For case milestone information, hover over the dotted underline in the Status column.' The table below contains 25 rows of case data.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
DER2022-00927	09/20/2022	Lead Counsel	Petitioner	15213245	9712658	SEMCO et al.	14289620	9712652	--	Petition filed
IPR2022-04518	09/14/2022	Back-up Counsel	Petitioner			Taylor, Derek	08236648	5454656	--	Petition filed
IPR2022-04746	09/12/2022	Lead Counsel	Petitioner			tc120558, John et al.	15213245	9712658	--	Petition filed
PGR2022-00839	09/07/2022	Back-up Counsel	Petitioner			Chemical Corporation et al.	15156041	9712659	--	Petition filed
IPR2022-04700	09/07/2022	Staff	Petitioner			Petitioner, Henry Petitioner et al.	15213245	9712658	Wilmot MFG Inc et al.	Institution Denied
IPR2022-04690	09/06/2022	Lead Counsel	Petitioner			W, Fred et al.	15156041	9712659	Leeenea Tech et al.	Institution Denied
PGR2022-00832	09/02/2022	Lead Counsel	Petitioner			Reilly Inc et al.	15156041	9712659	Quality Parts Manufacturing et al.	Institution Denied
IPR2022-04651	09/02/2022	Lead Counsel	Petitioner			Hilgers, Tom et al.	15213245	9712658	--	Petition filed
PGR2022-00830	09/01/2022	Lead Counsel	Petitioner			Reed, Donna et al.	15213245	9712658	--	Petition filed
PGR2022-00828	09/01/2022	Back-up Counsel	Petitioner			Address, All et al.	08183369	5555555	--	Petition filed
IPR2022-04670	09/01/2022	Lead Counsel	Petitioner			Moore, Rebecca et al.	15213245	9712658	Frank Parts Inc et al.	Trial Instituted
IPR2022-04666	09/01/2022	Lead Counsel	Petitioner			Simpson, Fran et al.	15156041	9712659	Hanks, Tom	PO preliminary response filed
IPR2022-04655	09/01/2022	Lead Counsel	Petitioner			Williams, Fred et al.	15213245	9712658	Smith, Sarah et al.	Trial Instituted
IPR2022-04654	09/01/2022	Back-up Counsel	Petitioner			Sampson, Tom et al.	15213245	9712658	--	Petition filed
IPR2022-04637	08/31/2022	Lead Counsel	Petitioner			Taylor, Test	15328505	10101010	Myself, Me	Petition filed
PGR2022-00781	08/26/2022	Back-up Counsel	Petitioner			Last, First	08183369	5555555	--	Petition filed

Figure 10: Example P-TACTS Signed-in user's case docket screen

## 3. User Roles and Privileges in P-TACTS

### 3.1 User Roles and Privileges

The P-TACTS system provides access through anonymous and registered P-TACTS user roles.

### 3.2 Anonymous User

In this role, users can perform an anonymous search in P-TACTS without logging into the system or having to create an account. However, access is limited to public documents and public case information.



### 3.3 Registered P-TACTS User Accounts

All users with a validated MyUSPTO account that matches the e-mail address in the user's P-TACTS account, can view their docket for any cases where the user is a registered party, perform searches and in addition to accessing public documents and case information, the user will also be able to see private case documents and case information where the user is a registered party. Additionally, any registered PTACTS user account can be one of the four types of user roles for a particular AIA Trials Review case.

1. **Submitter** – Users can submit a petition or enter an appearance as a patent owner, and designate counsel within these processes for the associated AIA Review number. The Submitter user role is not a party to the AIA Review case unless designated as counsel or real party pro se.
2. **Lead Counsel** – Users designated as Lead Counsel for an AIA Review case can view and submit documents, and add, delete, or make updates to the new Staff role.
3. **Back-up Counsel** – For a party to a PTAB Trial case, all counsel that are not Lead Counsel must be designated as Back-up Counsel. There is no longer a separate role for a First Back-up Counsel. Users designated as Back-up Counsel for an AIA Review case can view and submit documents, but will NOT have the ability to add, delete, or make updates to the new Staff role.
4. **Staff** – This is a new role where users can view and submit documents for an AIA Review case where Lead Counsel has added the Staff role user. This role is only visible to the party who submitted the Staff Role for the particular AIA Review case.

*Privileges – The Staff role can perform all the activities of a Lead/Back up counsel with exception of adding another staff. All AIA Review cases that Staff user has been added to should appear in Pending AIA Reviews. Staff with NOT receive any email notifications concerning a case except when the Staff acts as Submitter to file a petition or enter an appearance for Patent Owner. Staff can only be added to an AIA Review case by Lead Counsel after the petition has been submitted. Staff, however, will be able to view any notification for an AIA review in the Notifications tab for that AIA review for which the Staff has been added by Lead Counsel. Staff cannot view Staff on the opposing party, and Staff cannot view Payments of opposing party.*

## 4. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

### 4.1 Initiate New Petition

To initiate a new petition, navigate to the blue menu bar and click “**New submission**” dropdown. Click “**Initiate a New petition.**”

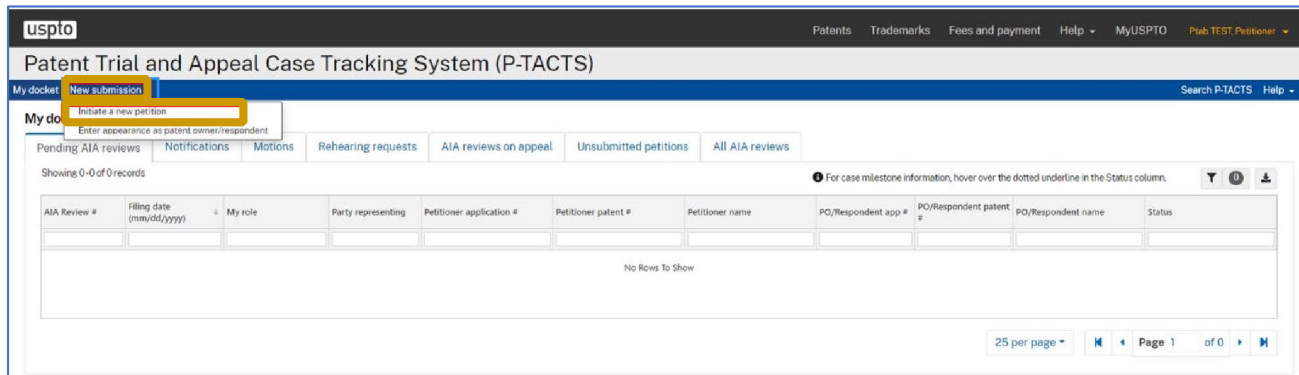


Figure 11: P-TACTS menu selection for initiating a new petition

### 4.2 Create New Petition Wizard – Verification

1. You will be taken to the “**Create new petition**” wizard that will guide you through the process of creating a new petition. P-TACTS will need to verify that there is a valid patent challenged in the petition before you can create your petition. Please note that all required fields within the Create new petition wizard screens are designated with a red asterisk.
2. First, select a trial type for your submission. You can choose from the following options:
  - **Derivation AIA Review**
  - **Inter Partes Review**
  - **Post Grant Review**

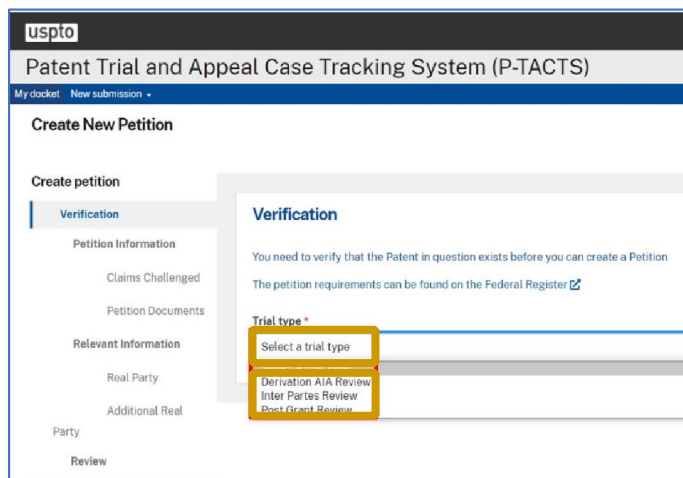


Figure 12: Initiate new petition verification section

3. In the example below, we chose trial type **“Inter Partes Review”** and entered the challenged United States Patent Number. Now click **“Verify.”**

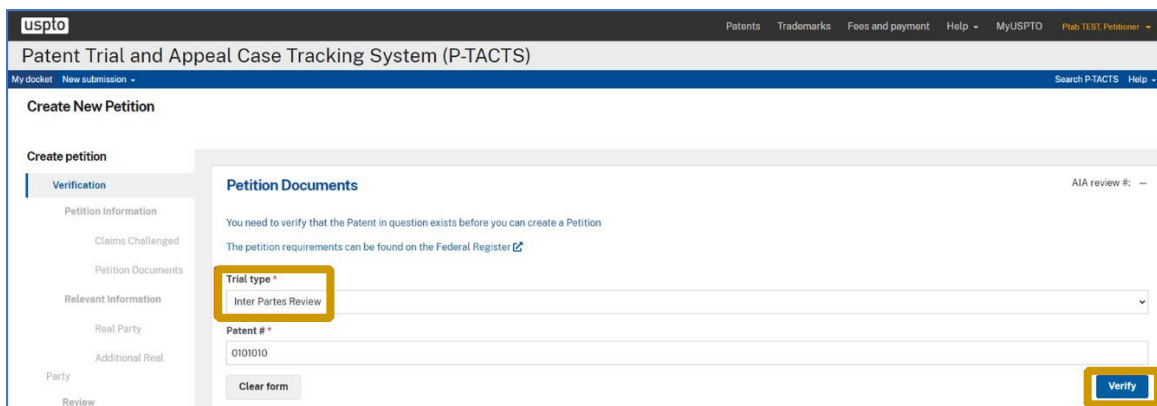


Figure 13: Verification screen with trial type selected

4. If the patent does not exist, you will receive a popup message that **“Verification failed.”** Click the cancel button to be taken back to the patent **“verification”** page and enter the correct United States Patent Number.

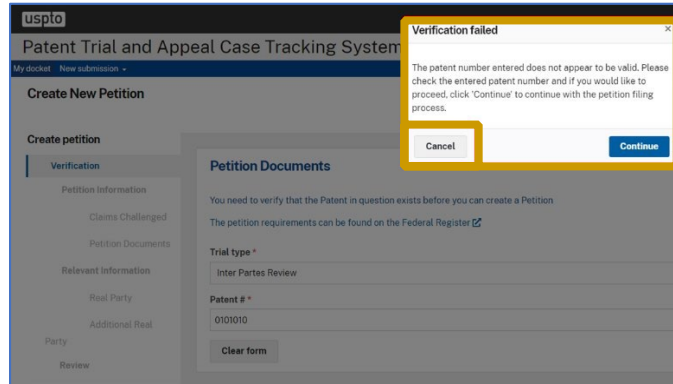


Figure 14: Failed verification for patent number not found

5. Once you have entered the correct patent number, re-select **“Verify.”**



Figure 15: verify patent number

6. The following patent information is displayed for the located patent number:

- **Title**
- **Patent Number**
- **Application number**
- **Issue Date**
- **Filing Date**
- **Inventors**
- **Assignees**
- **Art unit**
- **Attorney Docket Number**
- **Correspondence Address**
- **Last Recorded Assignment**

Also, from this screen you will have the ability to view more assignment information in the assignment query system from the link in the lower left-hand corner, to start over, or to create the petition and an AIA Review case number. Select the **“Create petition”** button.

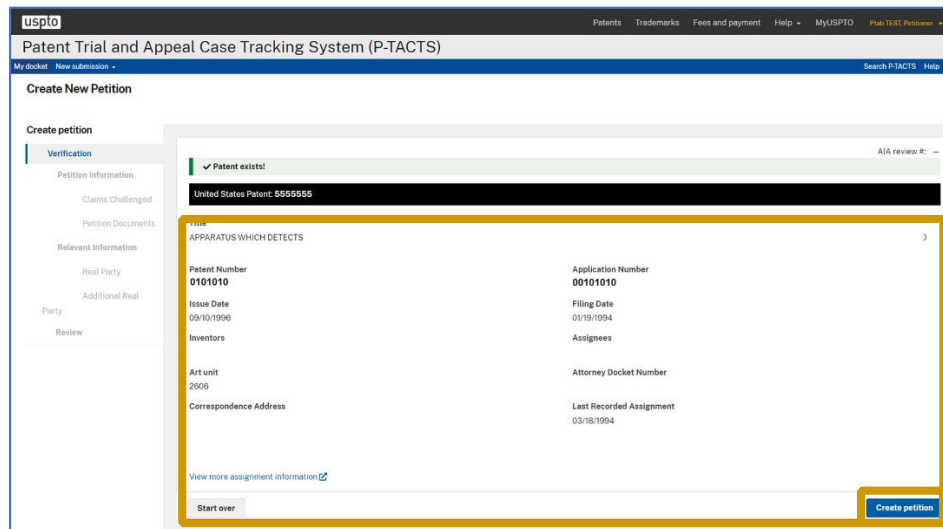


Figure 16: Example of successful patent number verification

### 4.3 Create New Petition Wizard – Petition Information

1. After the petition has been created, a green checkmark will be displayed next to the Verification section label on the left side of the screen to indicate that the verification section was successfully completed. If the verification section has a red X instead of a green checkmark, then an error has occurred for proper petition creation and needs to be addressed before completing the remaining sections of information for filing the petition. Once the Petition information screen is displayed, an AIA Review case number has been assigned for the initiated petition.
2. Please note that you will have 30 days from the assignment of the AIA Review number to submit the petition and that the petition will be deleted after 45 days if not submitted.
3. The **“Petition information”** section displays the following prepopulated information:
  - **AIA Review number**
  - **Trial type**
  - **Patent number**
  - **Application number**
  - **Art unit**
  - **Tech center**

At this point, you will have the opportunity to “withdraw your petition” and begin again. Notice that the **“Continue”** button is blue and active. Click the button to continue.

The screenshot shows the 'Create New Petition' interface in the USPTO P-TACTS system. The 'Petition Information' section is highlighted with a yellow border. It contains the following information:

AIA Review Information		AIA review #IPR2022-02170	
<b>Note:</b> You have 30 days from the assignment of this case number to submit this petition. The petition will be deleted in 45 days.			
AIA review number	IPR2022-02170	Trial type	Inter Partes Review
Patent number	0101010	Application number	00101010
Art unit	2606	Tech center	2600

At the bottom of the highlighted section, there are two buttons: 'Withdraw Petition' and 'Continue'.

Figure 17: Example Petition information section

## 4.4 Create New Petition Wizard – Claims Challenged

1. After the Continue button is selected in the previous AIA Review information screen, the Claims challenged screen is displayed, with the following mandatory information fields marked with a red \* asterisks:

- **Challenged claims\***
- **Statutory grounds\***
- **Prior art\***

After required information has been entered, the **“Add”** button will become active and is displayed in blue. The **“Clear form”** button is available if the information entered is incorrect and the user is required to start over, or the **“Add”** button is available to create the listing of claims challenged by grounds and prior art for the petition. Select the **“Add”** button.

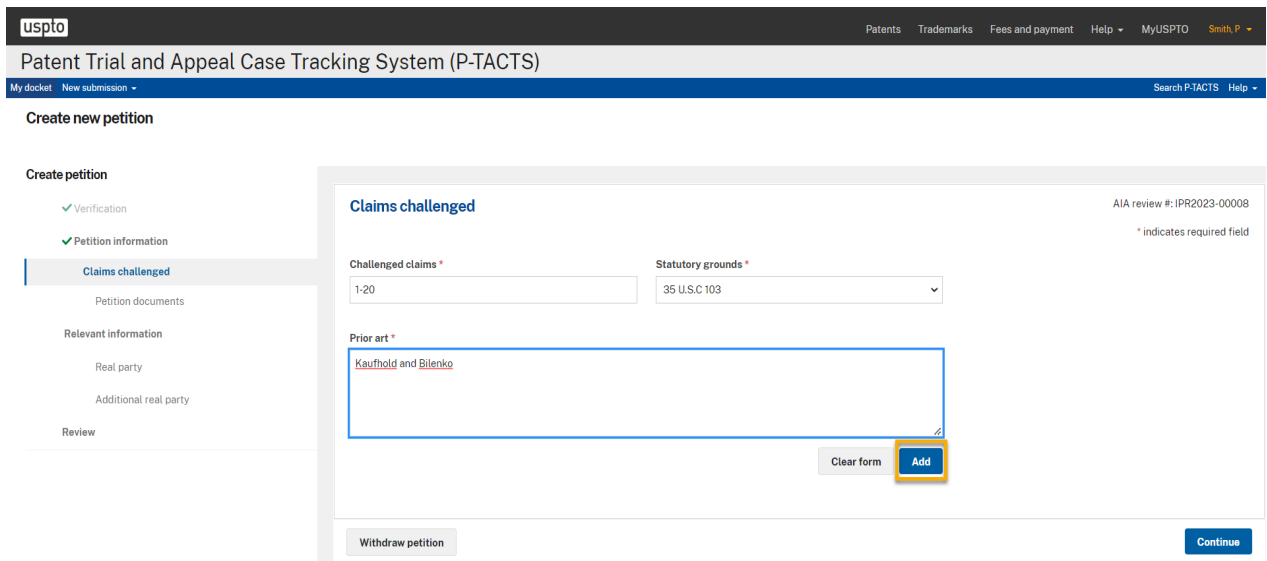


Figure 18: Claims challenged information entry screen

2. Notice the table grid at the bottom of the Claims challenged screen. All challenged claims will be grouped by the selected statutory ground and are listed in a table, as shown in the example screenshot below. Each listing of the challenged claims include:

### **Challenged claims |Statutory grounds |Prior art |Actions**

The Actions column includes an **“Edit”** and **“Delete”** icon for the corresponding challenged claims row. When at least one record of challenged claims has been added to the petition, the **“Continue”** button will become active. The petition may be withdrawn by selecting the **“Withdraw petition”** button, or if the challenged claims section is complete, select the **“Continue”** button.

uspto Patents Trademarks Fees and payment Help MyUSPTO Smith, P

Patent Trial and Appeal Case Tracking System (P-TACTS) My docket New submission Search P-TACTS Help

Create new petition

Create petition

- Verification
- Petition information
- Claims challenged**
- Petition documents
- Relevant information
  - Real party
  - Additional real party
- Review

**Claims challenged** AIA review #: IPR2023-00008 \* indicates required field

Challenged claims \* Statutory grounds \*

Prior art \* Enter a reason for this challenge

Clear form Add

>Statutory ground 35 U.S.C 103

Challenged claims	Statutory grounds	Prior art	Actions
1-20	35 U.S.C 103	Kaufhold and Bilenko	✎ ✕

Withdraw petition Continue

Figure 19: Claims challenged record added into Statutory ground table

## 4.5 Create New Petition Wizard – Documents

1. A green checkmark will be displayed next to the Claims section if at least one set of challenged claims has been added to the petition. Under the next section, "**Petition Documents,**" you will see all information fields marked as mandatory with a red \* asterisk, including:
  - **Doc type paper** (default selection "Paper")
  - **Paper type** – (Click the Paper type text box and select **Petition: as filed**)
  - **Availability** – (Select Availability)
  - **Document name** – (Notice that Document name has been pre-filled)
  - **Select file** – (Select file from your computer and upload your Document)
2. When a document has been selected for upload to your petition, the "**Add to list**" button will become active. The selected document will not be included with your petition until you select the "**Add to list**" button, and it is displayed in the "**List of documents**" table in the "**Petition Documents**" screen. Alternatively, a "Clear form" button is available if the user needs to reset the form. To add the selected document to the "**List of documents**" table, select the "**Add to list**" button.



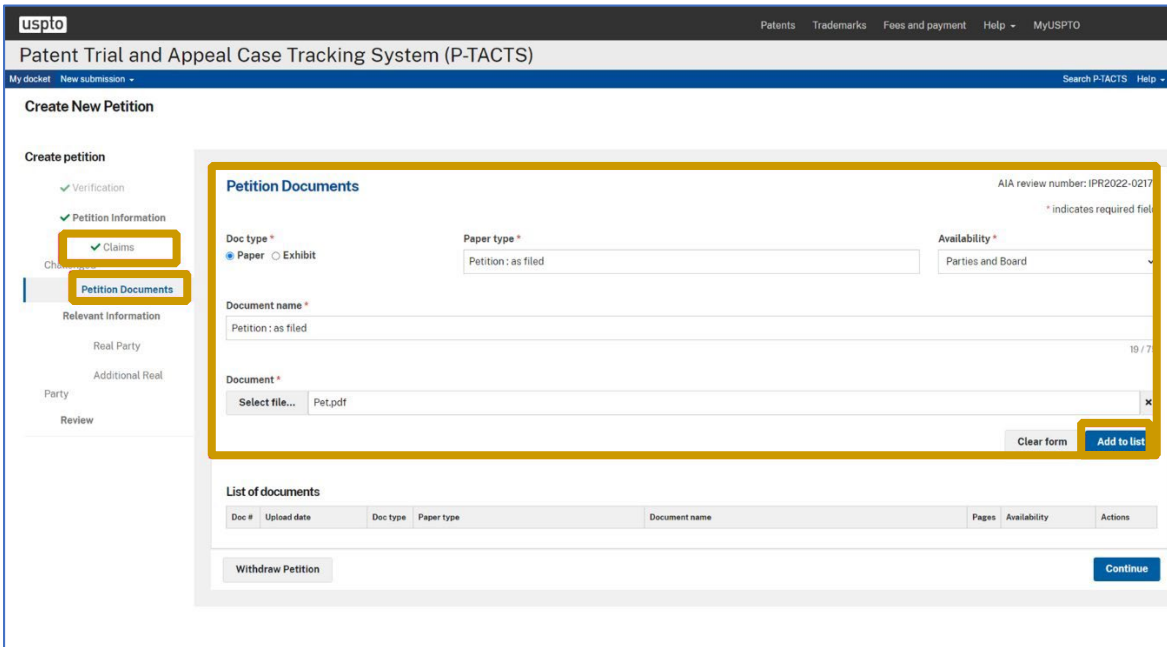


Figure 20: Selection of petition documents screen

3. An example of a petition document added to the **“List of documents”** table is provided below.

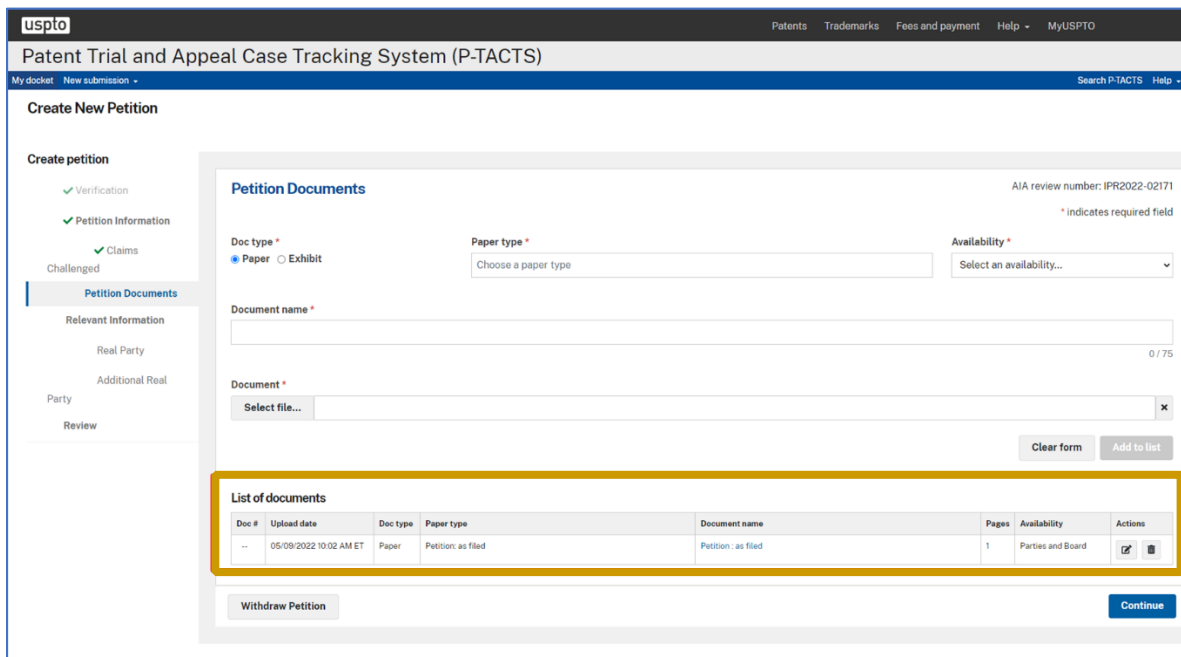


Figure 21: Petition document added to the List of documents table

4. To add an additional document to the petition, again complete all required fields. For example, to add a Power of Attorney document, the document type is Paper and select the **“Paper type”**

drop-down as Notice: Power of Attorney. The associated information fields require the following information:

- **Doc type paper** (Pre-selected)
- **Paper type** – (Click the Paper type text box and select **Power of Attorney**)
- **Availability** – (Select Availability)
- **Document name** – (Notice that Document name has been prefilled)
- **Select file** – (Select file from your computer and upload your Document)

5. Select **“Add to list.”** Now select **“Continue.”**

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

### Create New Petition

Create petition

- ✓ Verification
- ✓ Petition Information
- ✓ Claims
- Challenged
- Petition Documents**

Relevant information

- Real Party
- Additional Real Party
- Review

#### Petition Documents

AIA review number: IPR2022-02171  
\* indicates required field

Doc type \*  Paper  Exhibit

Paper type \* Choose a paper type

Availability \* Select an availability...

Document name \*  0 / 75

Document \*  Select file... x

Clear form Add to list

#### List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Actions
--	05/09/2022 10:02 AM ET	Paper	Petition as filed	Petition: as filed	1	Parties and Board	
--	05/09/2022 10:43 AM ET	Paper	Notice: Power of Attorney	Notice: Power of Attorney	1	Parties and Board	

Withdraw Petition **Continue**

Figure 22: Petition documents with Power of Attorney document added

## 4.6 Create New Petition Wizard – Real Party

1. The Relevant Information section is where you will add the real parties in interest. For the **Real Party** in Interest, you will see mandatory sections marked with red asterisks (\*), including the following information:
  - Party type (Individual or Organization)
  - Pro se (Yes or No)
  - **Petitioner information**
  - First name\*
  - Last name\*
  - Email
  - Phone number
  - Extension
  - Fax number
  - **Location information**
  - Country\*
  - Address 1
  - Address 2
  - City
  - State/Province
  - Zip
2. After all required fields have information entered, the **“Add petitioner”** button becomes blue and is now active. If the Real Party in Interest input screen needs to be reset, select the **“Clear”** button. The current petition session may be canceled altogether by selecting the **“Withdraw petition”** button. If all Real Party in Interest is complete, select the **“Add petitioner”** button, and then the **“Continue”** button.

The screenshot displays the 'Real party in interest' information entry screen in the USPTO P-TACTS system. The interface includes a top navigation bar with 'uspto' and 'Patents Trademarks Fees and payment Help MyUSPTO Smith, P'. Below this is the 'Patent Trial and Appeal Case Tracking System (P-TACTS)' header. The main content area is titled 'Create new petition' and features a sidebar with a progress indicator showing 'Verification', 'Petition information', 'Claims challenged', and 'Petition documents' as completed steps. The 'Real party' section is currently active. The form itself is divided into several sections: 'Party type' (Individual selected), 'Pro se' (No selected), 'Petitioner information' (with fields for First name: John, Last name: Doe, Email: jdoe.email@gmail.com, Phone number: 4142221234, Extension, Fax number), and 'Location information' (with fields for Country: UNITED STATES, Address 1: 524 Lexington Ave., Address 2: Ste. 101, City: Alexandria, State/Province: VIRGINIA, and Zip: 22304). At the bottom right, there are buttons for 'Clear', 'Add petitioner', and 'Continue'. A 'Withdraw petition' button is located at the bottom left of the form area.

Figure 23: Real party in interest information entry screen

## 4.7 Create New Petition Wizard – Additional Real Party

1. A green checkmark will be displayed next to the “**Real Party**” section after the petitioner Real Party has been added to the petition. Notice that the “**Counsel**” section only appears after the “**Real Party**” section has been completed for petitions with a Pro se value of “No” selected.

If an “**Additional Real Party**” needs to be added to the petition, enter all required information for each Additional Real Party and select the “**Add to list**” button for each additional Real Party entity. When all additional Real Parties have been added to the List, select the “Continue” button. Alternatively, if no additional Real Party is required, select the “**Continue**” button to proceed to the next petition wizard form section.

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

**Create New Petition**

Create petition

- Verification
- Petition Information
- Claims
- Challenged
- Petition
- Documents
- Relevant Information
- Real Party
- Additional Real Party**
- Counsel
- Review

**Additional Real Party in Interest** AIA review #: IPR2022-02171

Party type \*  
 Individual  Organization

**Petitioner information**

First name \* Last name \* Country \*  
 Jane Doe UNITED STATES

Email Address 1 Address 2

Phone number Extension City State/Province \*  
 DISTRICT OF COLUMBIA

Fax number Zip

Clear **Add to list**

**List of Additional Real Party in Interest**

Name	Individual or Organization	Address	Email	Phone number	Fax number	Action(s)
No Additional Real Party in interest added yet, use the form above to add Additional Real Party in interest.						

Figure 24: Additional real party

- Note that at any time you can select **“Withdraw Petition”** select **“Continue.”**

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

**Create New Petition**

Create petition

- Verification
- Petition Information
- Claims Challenged
- Petition Documents
- Relevant Information
- Real Party
- Additional Real Party**
- Counsel
- Review

**Additional Real Party in Interest** AIA review #: IPR2022-02171

Party type \*  
 Individual  Organization

**Petitioner information**

First name \* Last name \* Country \*  
 Jane Doe UNITED STATES

Email Address 1 Address 2

Phone number Extension City State/Province \*  
 DISTRICT OF COLUMBIA

Fax number Zip

Clear Add to list

**List of Additional Real Party in Interest**

Name	Individual or Organization	Address	Email	Phone number	Fax number	Action(s)
Jane Doe	Individual	DC US				<input type="checkbox"/> <input type="checkbox"/>

**Withdraw Petition** **Continue**

Figure 25: Additional real party added to list

## 4.8 Create New Petition Wizard – Counsel

1. The “**Counsel Section**” provides information fields to enter the petitioner’s counsel information with mandatory fields denoted with a red \*asterisk, including:
  - Counsel type\* (Lead counsel or Back-up counsel)
  - Find counsel by email address or registration number\* (An exact email address or registration number is required for search retrieval for pre-population of this screen.)
  - First name\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - Last name\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - Email\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - USPTO registration #\* (This information is pre-populated and read-only if previously entered; However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)

Please note that the following information fields are stored **only** with the current petition AIA Review case number record.

- Phone number\* (This information is pre-populated based on the retrieved counsel account information and is editable.)
  - Fax number
  - Location information
  - Country\*
  - Address 1
  - Address 2
  - City
  - State/Province (This field may be required and is based upon the selected Country)
  - Zip
2. For each counsel to be added to the List of counsel table, select the “**Add**” button after entering all required information.

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Help -

**Create New Petition**

Create petition

- Verification
- Petition Information
  - Claims Challenged
  - Petition Documents
- Relevant Information
  - Real Party
  - Additional Real Party
- Counsel**
- Review

**Counsel** AIA review #: IPR2022-02272

Counsel type \*  
 Lead counsel  Back-up counsel

**Personal information**

Find counsel by email address or registration number

Country \*

Address 1  Address 2

City  State/Province \*

Zip

First name \*  Last name \*

Email \*  USPTO registration # \*

Phone number \*  Fax number

**List of counsel**

Counsel type	Name	Email	USPTO reg #	Phone number	Fax number	Action(s)
No counsel added yet. Use the form above to add counsels.						

Figure 26: Counsel information entry screen

- When all counsel has been added to the List of counsel table, select the **“Continue”** button.

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Help -

**Create New Petition**

Create petition

- Verification
- Petition Information
  - Claims Challenged
  - Petition Documents
- Relevant Information
  - Real Party
  - Additional Real Party
- Counsel**
- Review

**Counsel** AIA review #: IPR2022-02171

Counsel type \*  
 Lead counsel  Back-up counsel

**Personal information**

Find counsel by email address or registration number

Country \*

Address 1  Address 2

City  State/Province

Zip

First name \*  Last name \*

Email \*  USPTO registration #

Phone number \*  Fax number

**List of counsel**

Counsel type	Name	Email	USPTO reg #	Phone number	Fax number	Action(s)
Lead Counsel	<b>John Doe</b>	jfirm@gmail.com	10001	555-555-2222		<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 27: Counsel entry screen continued

## 4.9 Create New Petition Wizard – Review

1. A green checkmark is displayed next to each Create petition wizard section that has the required information entered. Review your information and click **“Pay and submit”** to complete the process. If there is an error in any section, a red X will be displayed next to that section. Navigate to that section to correct the error. Detailed information will be provided in the section concerning the error and what corrections need to be made to continue.

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Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

Create new petition

Create petition

- ✓ Verification
- ✓ Petition information
  - ✓ Claims challenged
  - ✓ Petition documents
- Relevant information
  - ✓ Real party
  - Additional real party
  - ✓ Counsel
- Review**

AIA review number: IPR2023-00008

Status: **INITIATED** Patent number: 9845948 Art Unit: 2486 Parties: Doe, John v. -- Expand all | Collapse all

Documents

Papers

Filing date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability
10/03/2022 05:26 PM ET	Petition as filed	Petition as filed	1	Public
10/03/2022 05:26 PM ET	Notice, Power of Attorney	Notice, Power of Attorney	1	Public

Exhibits

Exhibit #	Filing date (mm/dd/yyyy)	Document name	Pages	Availability
1004	10/03/2022 05:38 PM ET	1004A-953 File History (1 of 2)	1	Public
1004	10/03/2022 05:38 PM ET	1004B-953 File History (2 of 2)	1	Public
1003	10/03/2022 05:36 PM ET	608 Patent	1	Public
1002	10/03/2022 05:36 PM ET	Juniper Declaration	1	Public
1001	10/03/2022 05:35 PM ET	953 Patent	1	Public

Relevant information

- > Real party
- > Counsel
- > Payments

Withdraw petition Pay and submit

Figure 28: Review petition information screen

## 4.10 Make Payment

1. After selecting the **“Pay and submit”** button, the **“Make Payment”** page is displayed. The petition total fee along with each item price and fee code are displayed for the associated AIA Review case number.

Please refer to the USPTO accepted payment methods described at URL:

<https://www.uspto.gov/learning-and-resources/fees-and-payment/accepted-payment-methods>.

2. Select the payment method allowed to pay the total amount for the petition. For instance, as shown in the screenshot below, a credit card may not be used because the payment for the petition exceeds the United States Department of the Treasury’s credit card daily limit. In this example, the user will select the **“Stored Payment Method”** payment option.



**Warning:** Your order exceeds the United States Department of the Treasury's credit card daily limit. Please do not pay using a credit card as Treasury will reject the payment and you will be required to start the order process over. You may use a debit card, deposit account, or EFT to successfully complete the payment. See the [Accepted payment methods](#) page for more information.

## Payment

### Order Details

TOTAL	TRANSACTION DESCRIPTION
\$41,500.00	PTABE2ETRANSACTION

Sale Item Reference #	Attorney Docket #	Fee Code	Item Price	Qty	Item Total
IPR2023-00008		1414	\$22,500.00	1	\$22,500.00
IPR2023-00008		1406	\$19,000.00	1	\$19,000.00

### Payment Information

Required fields \*

Payment Options \*

Stored Payment Method

Credit/Debit Card

Stored Payment Method \*

Figure 29: Petition payment screen with payment options

- Select the **“Stored Payment Method”** drop-down and then the desired payment method to continue with the payment transaction.

Payment Information

Required fields \*

Payment Options \*

Stored Payment Method \*

Figure 30: Stored payment method listing for selection

- Once the payment option and payment method have been selected, proceed with required information field entry, with all required fields identified with a red asterisk (\*). When all information has been entered, select the **“Submit Payment”** button to process the payment.

## 4.12 Petition Submission Successful

- If your payment and submission was successful, a confirmation message is displayed.

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. At the top, there is a navigation bar with 'uspto' logo and links for Patents, Trademarks, Fees and payment, Help, MyUSPTO, and Search. Below this is a header for 'Patent Trial and Appeal Case Tracking System (P-TACTS)' with 'My docket' and 'New submission' options. The main content area features the USPTO logo and the text 'United States Patent and Trademark Office'. A confirmation message is displayed: 'Petition submission successful for IPR2023-00008'. Below this, a green box contains the message: 'Your payment was successful and the petition has been submitted.' A blue box below that provides contact information: 'If you experience any problems, please contact PTAB at 571-272-7822 during normal business hours. If the issue occurs after the normal business hours, please email your petition and any related documents to Trials@uspto.gov and PTABP-TACTSAdmin@uspto.gov.' To the right of the confirmation message is a 'Print Receipt' button. Below the message is a 'Fee payments receipt' section with the following details:

AIA REVIEW NUMBER IPR2023-00008	AIA REVIEW TYPE Inter Partes Review
PATENT OWNER/RESPONDENT'S PATENT NUMBER 9845948	RECEIPT DATE 10/03/2022 18:10:00 ET
PAYMENT STATUS CLEARED	TOTAL PAYMENT \$41,500.00

Below the receipt is a 'Payment Summary' table:

Transaction Date	Payment Method	Description	Fee Code	Quantity	Fee Amount	Fee Total
10/03/2022 18:10:00		Inter Partes Review Post-Institution fee	1414	1	\$22,500.00	\$22,500.00
10/03/2022 18:10:00		Inter Partes Review request fee-up to 20 claims	1406	1	\$19,000.00	\$19,000.00
					<b>Total Fees</b>	<b>\$41,500.00</b>

Figure 31 Successful petition payment and submission

To access the submitted AIA Review case number, select **“My docket”** from the blue menu bar and locate the AIA Review case number within the Pending AIA reviews tab.

## 5. Enter Appearance as Patent Owner/Respondent

### 5.1 Enter Appearance as Patent Owner/Respondent

1. To upload an initial mandatory notice as a Patent Owner/Respondent, select the **“New Submission”** menu option from the blue menu bar and then select **“Enter appearance as Patent Owner Respondent.”**

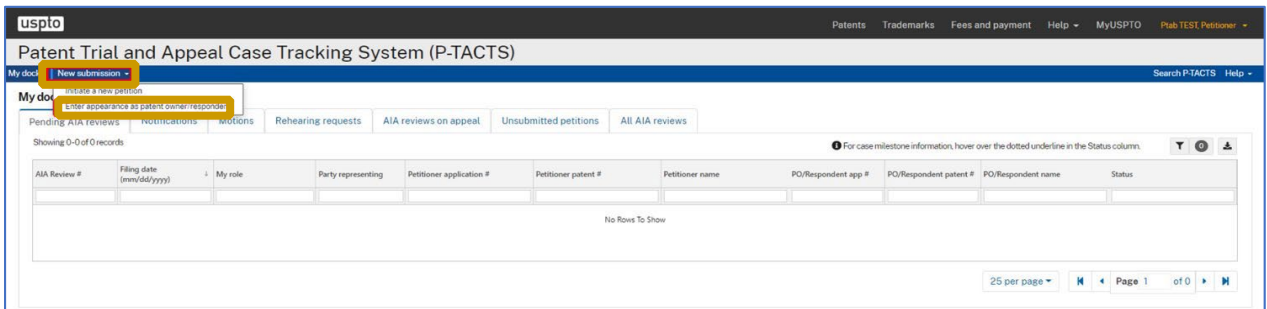


Figure 32: Enter appearance as patent owner respondent

### 5.2 Mandatory Notice Wizard – Verification

1. You will be taken to the **“Mandatory Notice wizard”** verification section. Type in your Patent number, Application number, or AIA Review number, and click search.

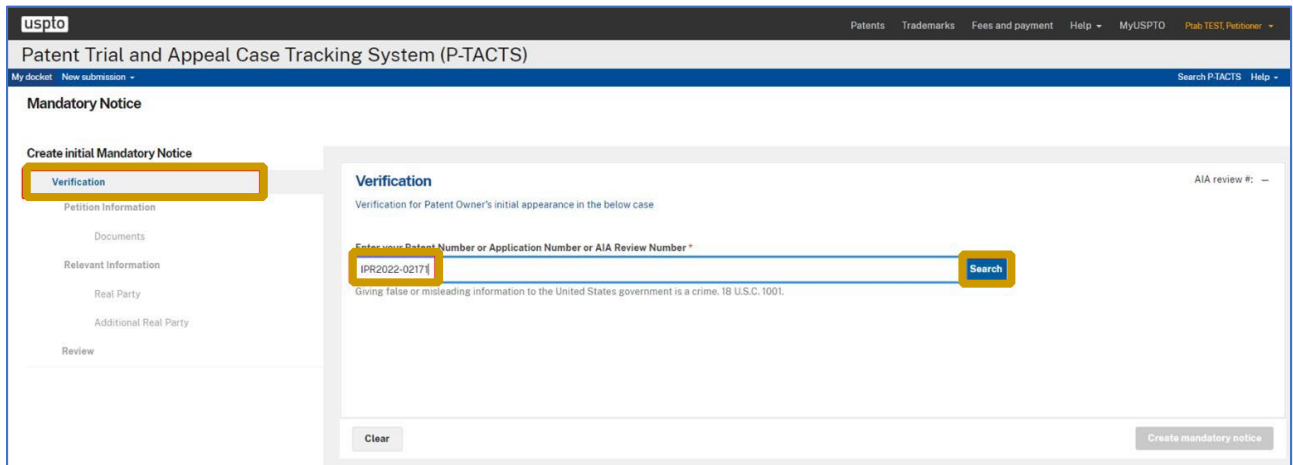


Figure 33: Verification section

2. A table will appear below the search field with details for the Patent, Application, or AIA review number that you searched. The table will include the following information:
  - **AIA Review number**
  - **Filing date**
  - **Petitioner**
  - **Application number**

- **Petitioner patent number**
- **PO Respondent application number**
- **PO Respondent patent number**
- **Petitioner name**
- **PO Respondent name**
- **Status**

Select the desired AIA Review case number to enter an appearance as a patent owner or respondent and then select the **“Create Mandatory Notice”** button. Alternatively, you may clear your information in the verification section and try again if you do not see the correct AIA review number.

**Mandatory Notice**

Create initial Mandatory Notice

**Verification**

Verification for Patent Owner's initial appearance in the below case

Enter your Patent Number or Application Number or AIA Review Number \*

IPR2022-02171

Giving false or misleading information to the United States government is a crime, 18 U.S.C. 1001.

Select the AIA Review in which you would like to participate

Select	AIA Review #	Filing date (mm/dd/yyyy)	Petitioner application #	Petitioner patent #	PO/Respondent app #	PO/Respondent patent #	Petitioner name	PO/Respondent name	Status
<input checked="" type="radio"/>	IPR2022-02171	05/09/2022			00101010	0101010	Doe, John et al.	--	Pending

Figure 34: Select AIA review

## 5.3 Mandatory Notice Wizard – Petition Information

1. If the mandatory notice was successfully created, you will see a green checkmark next to the verification section label on the left side of the screen. If the verification section is marked with a red X, it indicates an error that needs to be addressed before completing your mandatory notice. Under the next section, **“Petition Information,”** you will see the following pre-populated information:

- **AIA Review number**
- **Trial type**
- **Patent owner respondent’s information**
- **Patent number**
- **Application number**
- **Art unit**
- **Tech center**

Review the “Petition Information.” If the information is incorrect, you can click on **“Delete the mandatory notice”** and try again. Otherwise, click the **“Continue”** button.

The screenshot displays the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The main heading is "Mandatory Notice" under the "Create initial Mandatory Notice" section. The "Verification" step is marked as complete with a green checkmark. The "Petition Information" section is highlighted with a yellow box and contains the following data:

Petition Information	
AIA review number	IPR2022-02171
Trial type	Inter Partes Review
Patent Owner/Respondent's Information	
Patent number	0101010
Application number	00101010
Art unit	2606
Tech center	2600

At the bottom of the highlighted section, there are two buttons: "Delete mandatory notice" and "Continue".

Figure 35: Petition Information

## 5.4 Mandatory Notice Wizard – Documents

1. Notice the green checkmark indicating that you have completed the petition information section. Again, if the petition information section was marked with a red X, you will need to be address the issue before completing your mandatory notice. Under “**Documents**,” you will see mandatory fields with red \* asterisks.

- Document type (Notice the document type field is pre-populated)
- Paper type – (Click the Paper type text box and select Mandatory notice)
- Availability – (Select Availability)
- Document name – (Notice that Document name has been prefilled)
- Select file – (Select file from your computer and upload your Document)

After entering values into the required fields, the “**Add to list**” button is now highlighted in blue. If the entered values are incorrect, you can “**Clear form**” and try again. Otherwise click on the “**Add to list**” button to add your document to the List of documents.

The screenshot shows the 'Mandatory Notice' wizard in the USPTO P-TACTS system. The 'Documents' section is highlighted with a yellow box. The form contains the following fields:

- Doc type \***: Paper
- Paper type \***: Notice : Mandatory Notice
- Availability \***: Parties and Board
- Document name \***: Notice : Mandatory Notice
- Document \***: Select file... MN.pdf

Buttons for 'Clear form' and 'Add to list' are visible. The 'Add to list' button is highlighted in blue. Below the form is a table titled 'List of documents' with columns: Doc #, Upload date, Doc type, Paper type, Document name, Pages, Availability, and Action(s). The table is currently empty, with a message: 'No document added yet. Use the form above to add documents.'

Navigation buttons include 'Delete mandatory notice' and 'Continue'.

Figure 36: Documents section

2. Now go back to the **“Paper type,”** under Documents and make your selections again, this time choosing **“Power of Attorney”**:

- Doc type paper (Pre-selected)
- Paper type – (Click the Paper type text box and select Power of Attorney)
- Availability – (Select Availability)
- Document name – (Notice that Document name has been prefilled)
- Select file – (Select file from your computer and upload your Document)

Notice that the **“Add to list”** button is now blue and active. Select **“Add to list,”** to add your document to the List of documents.

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The main heading is "Mandatory Notice". On the left, there is a sidebar with "Create initial Mandatory Notice" and several sub-sections: Verification, Petition Information, Documents (highlighted), Relevant Information, Real Party, Additional Real Party, and Review. The "Documents" section is highlighted with a yellow box and contains the following fields:

- Doc type \*: Paper
- Paper type \*: Notice: Power of Attorney
- Availability \*: Parties and Board
- Document name \*: Notice: Power of Attorney
- Document \*: Select file... PO.pdf

Below the form, there is a "List of documents" table with the following data:

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	05/09/2022 11:16 PM ET	Paper	Notice: Mandatory Notice	Notice: Mandatory Notice	1	Parties and Board	

At the bottom of the form, there is a "Delete mandatory notice" button and a "Continue" button.

Figure 37: Add documents to list

3. Now select “Continue” to proceed to the next section.

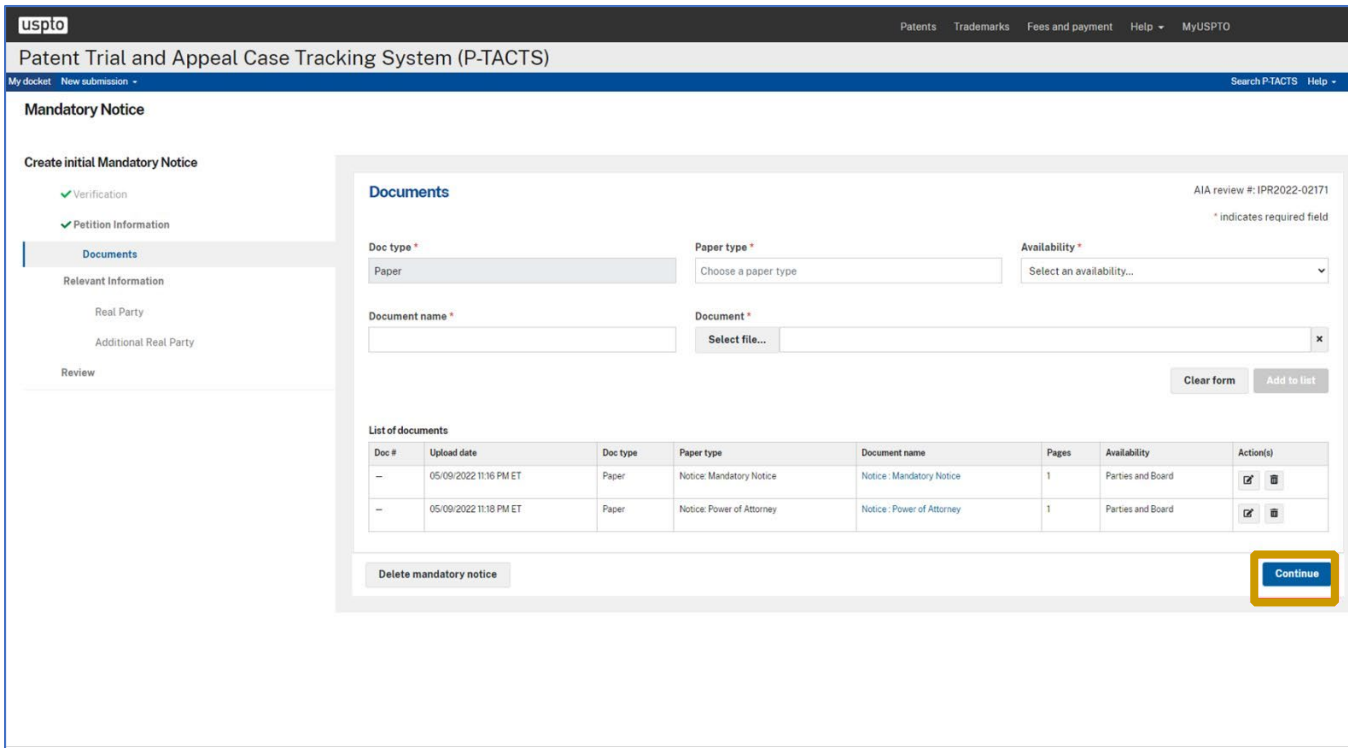


Figure 38: Continue with mandatory notice

## 5.5 Mandatory Notice Wizard – Real Party

1. A green checkmark will be displayed next to the Documents section. This indicates that you have completed the Documents section. Under “**Real Party in Interest,**” you will see mandatory fields with red \* asterisks. Note that at any time, you can select “**Delete Mandatory Notice.**” Real party in interest information fields include:

- Party type (Individual or Organization)
- Pro se (Yes or No)
- **? Not sure if this is left blank intentionally**
- **Patent Owner/Respondent information**
- First name\*
- Last name\*
- Email
- Phone number
- Extension
- Fax number



## Location information

- Country\*
- Address 1
- Address 2
- City
- State/Province
- Zip

Once information is entered into all required fields, select the **"Add Real Party"** button.

The screenshot displays the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The main heading is "Mandatory Notice" under the "Create initial Mandatory Notice" section. A sidebar on the left shows a navigation menu with "Real Party" selected. The main content area is titled "Real Party in Interest" and contains a form for entering party information. The form is divided into two main sections: "Patent Owner information" and "Location information".

**Patent Owner information:**

- Party type:  Individual,  Organization
- Pro se:  Yes,  No
- First name: Johnny
- Last name: West
- Email: [empty]
- Phone number: [empty]
- Extension: [empty]
- Fax number: [empty]

**Location information:**

- Country: UNITED STATES
- Address 1: [empty]
- Address 2: [empty]
- City: [empty]
- State/Province: ARKANSAS
- Zip: [empty]

At the bottom right of the form, there are buttons for "Clear", "Add Real Party" (highlighted with a yellow box), and "Continue". A "Delete mandatory notice" button is located at the bottom left of the form area.

Figure 39: Real party in interest

2. After the Real party is successfully added, select the **“Continue”** button to proceed with the Mandatory Notice Wizard.

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The main heading is 'Mandatory Notice'. On the left, there is a sidebar with a 'Create initial Mandatory Notice' section containing a checklist: Verification (checked), Petition Information (checked), Documents (checked), Relevant Information, and Real Party (selected). Below this is an 'Additional Real Party' section with a 'Review' button. The main content area is titled 'Real Party in Interest' and includes a notification 'Real party added successfully' in the top right corner. The form contains the following fields and options:

- Party type \***: Radio buttons for Individual (selected) and Organization.
- Pro se \***: Radio buttons for Yes and No (selected).
- Patent Owner information**:
  - First name \*: Johnny
  - Last name \*: West
  - Email: [empty]
  - Phone number: [empty]
  - Extension: [empty]
  - Fax number: [empty]
- Location information**:
  - Country \*: UNITED STATES (dropdown)
  - Address 1: [empty]
  - Address 2: [empty]
  - City: [empty]
  - State/Province \*: ARKANSAS (dropdown)
  - Zip: [empty]

Buttons at the bottom right include 'Clear', 'Update', and a highlighted 'Continue' button. A 'Delete mandatory notice' button is located at the bottom left of the form area.

Figure 40: Real party in interest continued

## 5.6 Mandatory Notice Wizard – Additional Real Party

1. Notice the green check mark indicating that you have completed the **“Real Party”** section. Also, notice that the **“Counsel”** section only appears after the **“Real Party”** section has been completed. If you have **“Additional Real Party”** follow the same steps as you did when you completed the **“Real Party”** section and complete the following information:

- Party type Individual/Organization

### **Patent Owner/Respondent information**

- First name\*
- Last name\*
- Email
- Phone number
- Extension
- Fax number

## Location information

- Country\*
- Address 1
- Address 2
- City
- State/Province
- Zip

Fill in all the required fields marked with red \* asterisks. Notice that the **“Add Real Party”** button is now blue and active. You will have the opportunity to **“Clear”** or **“Add Real Party.”** Select **“Add Real Party.”** Note that at any time you can select **“Delete Mandatory Notice”** And begin again. Select **“Continue”** to proceed to the next section.

The screenshot displays the 'Mandatory Notice' section of the USPTO P-TACTS system. On the left, a sidebar shows navigation options: 'Verification', 'Petition Information', 'Documents', 'Relevant Information' (with 'Real Party' selected), 'Additional Real Party', 'Counsel', and 'Review'. The main content area is titled 'Additional Real Party in Interest' and includes a form for entering details. The form is divided into 'Party type' (Individual or Organization), 'Patent Owner information', and 'Location information'. Required fields are marked with a red asterisk (\*). The 'Add Real Party' button is highlighted in blue. Below the form is a table for the 'List of Additional Real Party in Interest', which is currently empty. At the bottom, there are buttons for 'Delete mandatory notice' and 'Continue'.

Name	Individual or Organization	Address	Email	Phone number	Fax number	Action(s)
No Additional Real Party in interest added yet, use the form above to add Additional Real Party in interest.						

Figure 41: Additional real party

## 5.7 Mandatory Notice Wizard – Counsel

1. Under the “**Counsel**” section, you will need to enter the required fields as indicated with red asterisks (\*).
  - Counsel type\* (Lead counsel or Back-up counsel)
  - Find counsel by email address or registration number\* (An exact email address or registration number is required for search retrieval to pre-populate the form.)
  - First name\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - Last name\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - Email\* (This information is pre-populated and read-only based on the retrieved counsel account information.)
  - USPTO registration #\* (This information is pre-populated and read-only if previously entered. If no value was previously entered, however, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)
2. Please note that the following information fields are stored **only** with the current petition AIA Review case number record.
  - Phone number\* (This information is pre-populated based on the retrieved counsel account information and is editable.)
  - Fax number
  - Location information
  - Country\*
  - Address 1
  - Address 2
  - City
  - State/Province
  - Zip

- Fill in the required fields and click the **“Add”** button to add each counsel to the **“Mandatory Notice.”**

The screenshot shows the 'Counsel' entry screen in the USPTO P-TACTS system. The page title is 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. The left sidebar shows a progress indicator for 'Create initial mandatory notice' with steps: Verification, Petition information, Documents, Relevant information, and Real party. The 'Counsel' step is active. The main form is titled 'Counsel' and includes fields for 'Counsel type' (Lead counsel selected), 'Personal information' (First name, Last name, Email, USPTO registration #, Phone number, Fax number), and 'Location information' (Country, Address 1, Address 2, City, State/Province, Zip). The 'Add' button is highlighted with a yellow box. Below the form is a 'List of counsel' table with columns: Counsel type, Name, Email, USPTO reg #, Phone number, Fax number, and Actions. The table is currently empty. A 'Continue' button is visible at the bottom right of the form area.

Figure 42: Counsel entry screen with Add button

- When all counsel have been added to the Counsel information entry screen, click the **“Continue”** button to the review **“Mandatory Notice Page.”**

The screenshot shows the 'Mandatory Notice' screen in the USPTO P-TACTS system. The left sidebar shows a progress indicator for 'Create initial Mandatory Notice' with steps: Verification, Petition information, Documents, Relevant information, and Real Party. The 'Counsel' step is active. The main form is titled 'Counsel' and includes fields for 'Counsel type' (Back-up counsel selected), 'Personal information' (First name, Last name, Email, USPTO registration #, Phone number, Fax number), and 'Location information' (Country, Address 1, Address 2, City, State/Province, Zip). The 'Continue' button is highlighted with a yellow box. Below the form is a 'List of counsel' table with columns: Counsel type, Name, Email, USPTO reg #, Phone number, Fax number, and Action(s). The table contains one entry: Lead Counsel, Heather erndon, erndonlav@gmail.com, 17438, 571-272-4138, and empty Fax number and Action(s) fields. A 'Continue' button is visible at the bottom right of the form area.

Figure 43: Counsel section with Continue button active

## 5.8 Mandatory Notice Wizard – Review

1. Notice the green check mark indicating that you have completed all sections. Verify your information and click **“Submit”** to complete the process.

Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

### Mandatory Notice

Create initial Mandatory Notice

- ✓ Petition Information
- ✓ Documents
- Relevant Information
  - ✓ Real Party
  - Additional Real Party
  - ✓ Counsel

Review

---

**AIA review #: IPR2022-02171**

Status: **PENDING** Patent number: Tech center 2600 Art unit 2606 Parties Doe, John et al. v. --

Expand all | Collapse all

▼ Documents

Upload date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability
05/09/2022 11:16 PM ET	Notice - Mandatory Notice	Notice - Mandatory Notice	1	Parties and Board
05/10/2022 12:05 AM ET	Notice - Power of Attorney	Notice - Power of Attorney	1	Parties and Board

▼ Relevant Information

▼ Real party

Real Party

Name	Individual or Organization	Address	Email	Phone number	Fax number
Johnny West	Individual	AR, US			

Additional Real Party  
No Additional Real Party information has been entered

▼ Counsel

Counsel Type	Name	Email	USPTO Reg #	Phone number	Fax number
Lead Counsel	Heather emdon	emdonlaw@gmail.com	17438	571-272-4136	

Delete Mandatory Notice Submit

Figure 44: Review section

- Notice the **“Certification”** message. Select the **“Continue”** button to complete the **“Mandatory Notice”** submission process.

The screenshot displays the P-TACTS interface for a Mandatory Notice submission. A pop-up dialog titled "Certification" is centered on the screen, containing a checked checkbox and the text: "I certify that all counsel entered in P-TACTS have been designated to represent the Patent Owner/Respondent." Below the text are "Cancel" and "Continue" buttons. The background interface shows the "Mandatory Notice" section with a sidebar on the left containing navigation options like "Verification", "Petition Information", "Documents", "Relevant Information", "Real Party", "Additional Real Party", and "Counsel". The main area displays "AIA review #: IPR2022-0...", "Status: PENDING", and a table of documents. Below this is the "Relevant Information" section, including a "Real party" table with one entry for "Johnny West" and a "Counsel" table with one entry for "Heather rindon".

Upload date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability
05/09/2022 11:16 PM ET	Notice - Mandatory Notice	Notice - Mandatory Notice	1	Parties and Board
05/10/2022 12:05 AM ET	Notice - Power of Attorney	Notice - Power of Attorney	1	Parties and Board

Name	Individual or Organization	Address	Email	Phone number	Fax number
Johnny West	Individual	AR, US			

Counsel Type	Name	Email (Ⓔ)	USPTO Reg #	Phone number	Fax number
Lead Counsel	Heather rindon	hmdonlaw@gmail.com	17438	571-272-4136	

Figure 45: Certification

## 6. General Navigation

### 6.1 General Navigation – Welcome

1. Below the blue bar, you will notice multiple tabs. The **“Welcome”** tab provides a brief overview of the P-TACTS system. The additional tabs provide valuable information regarding AIA trials.

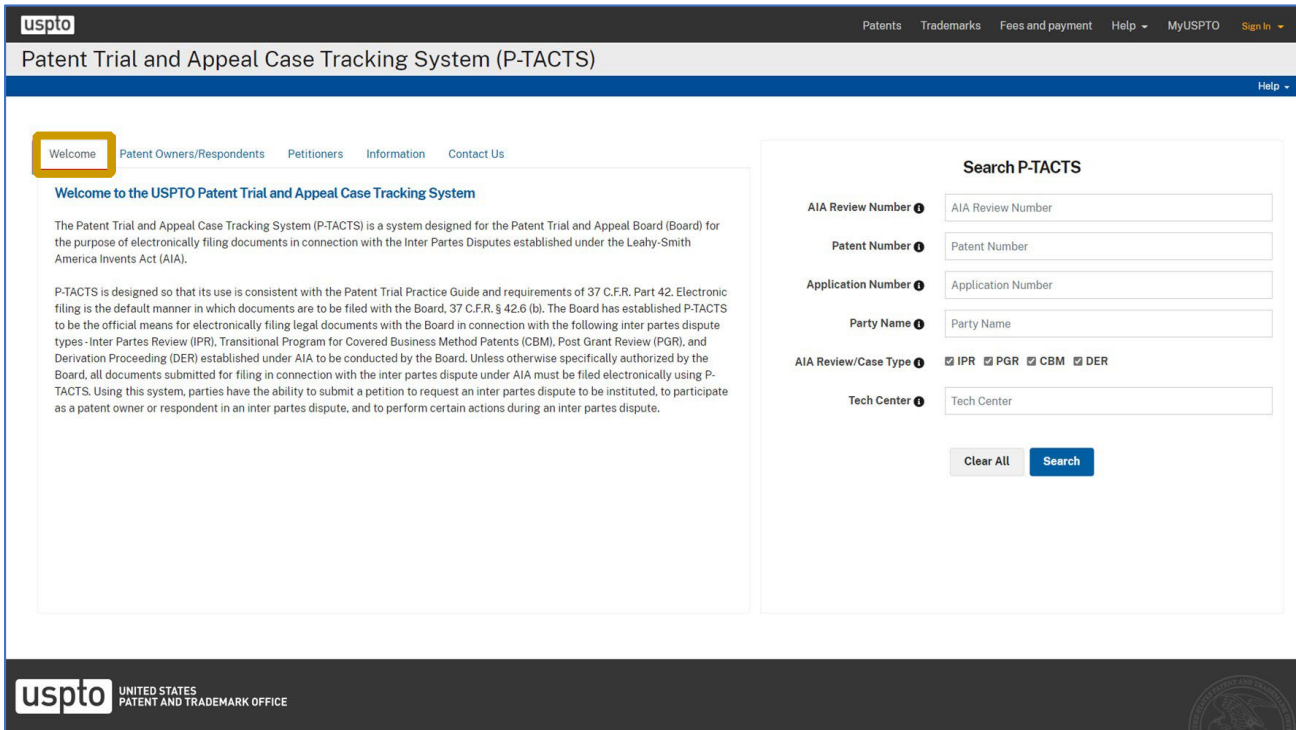


Figure 46: P-TACTS landing page



## 6.2 General Navigation – Anonymous Search P-TACTS

1. On the right side of the page, you have the option to do anonymous search without signing in to P-TACTS. You can search by typing the full or partial AIA Review number, or by the Patent Number, Application Number, Partial Party Name full or partial or by the tech center. You can also refine your search by unchecking any of the AIA Review Case Type boxes.

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) search interface. The page title is "Patent Trial and Appeal Case Tracking System (P-TACTS)". The navigation menu includes "Welcome", "Patent Owners/Respondents", "Petitioners", "Information", and "Contact Us". The main content area is divided into two columns. The left column contains a "Welcome to the USPTO Patent Trial and Appeal Case Tracking System" section with a brief description of the system. The right column contains a "Search P-TACTS" form. The form includes the following fields and options:

- AIA Review Number: IPR2020-0
- Patent Number: Patent Number
- Application Number: Application Number
- Party Name: Party Name
- AIA Review/Case Type:  IPR  PGR  CBM  DER
- Tech Center: Tech Center

Below the form are two buttons: "Clear All" and "Search".

Figure 47: Search options

## 6.3 General Navigation – Sign In

1. Select the **“Sign-In”** link in the black bar to access your P-TACTS account and view your docket.

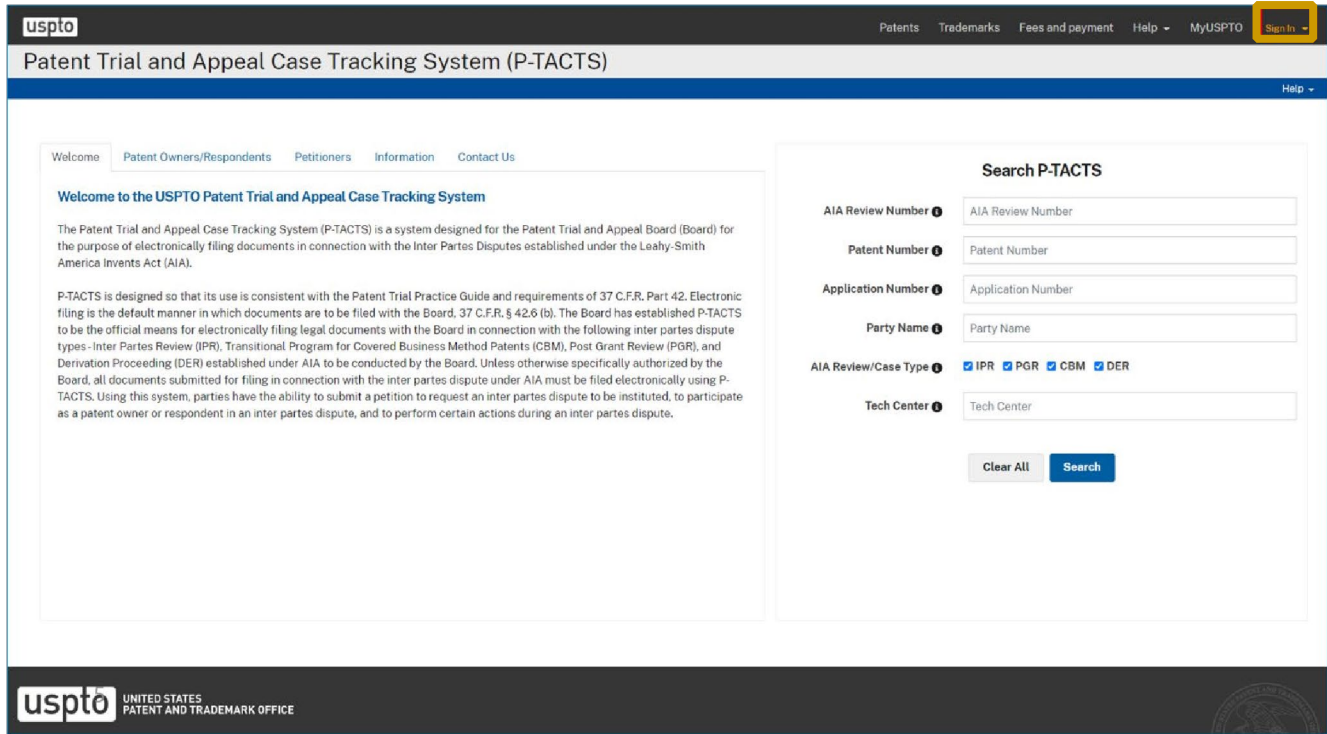


Figure 48 P-TACTS Sign In link

## 6.4 General Navigation – My docket Blue Bar

1. Upon signing in, you will be taken to **“My docket.”** This is a dashboard that displays all of your AIA cases in PTAB. Along the blue menu bar, from left to right, you will notice:

**My docket | New submissions dropdown | Search P-TACTS | Help dropdown**

Click on **“Search P-TACTS”**

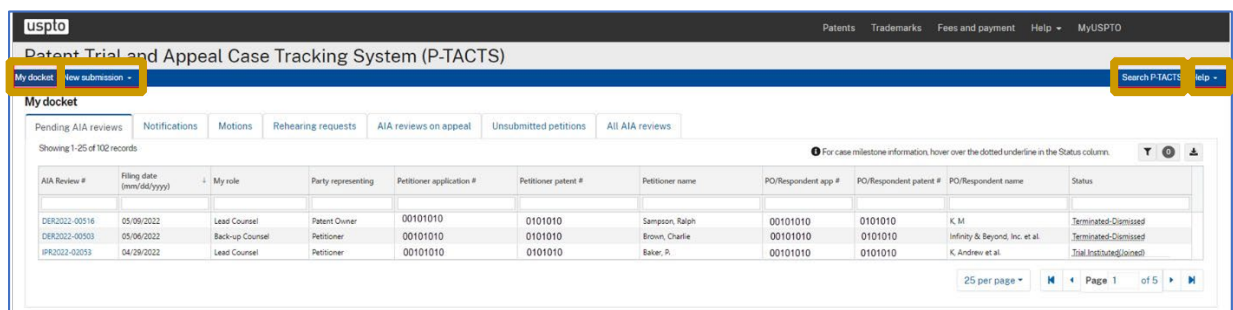


Figure 49: My docket

## 6.5 General Navigation – Search P-TACTS

1. In the Search P-TACTS section you will have the ability to perform searches while signed into P-TACTS. You can search by typing the full or partial:

**AIA Review number |Patent Number |Application Number |Party Name full or partial |Tech center**

You can also refine your search by unchecking any of the AIA Review Case Type boxes. What's different about this search from the anonymous search is that your search will return more results from cases you were privy to such as (i.e. cases marked parties and board, and filing parties and board).

The screenshot shows the 'Search P-TACTS' interface. It features a search bar with several input fields: 'AIA review #', 'Patent #', 'Application #', 'Party name', 'AIA review/case type' (with a dropdown menu set to 'All'), and 'Tech center'. There are 'Clear' and 'Search' buttons at the bottom right of the search area.

Figure 50: Logged-in user case search

## 6.6 General Navigation – My docket Table Grid

1. Select the **"My docket"** blue menu bar link. The tabs under the **"My docket"** section will be covered more extensively in the **"My docket"** section described in the next section of this User Guide. In the table grid below, your docketed cases with your role for each case are listed. The "i" icon is a tool tip that provides additional information when you hover over it with your mouse. The filter icon allows you to filter by specific fields or clear any filters you may have created. You may also use the search boxes for each column to locate a specific case or group of cases associated with your search term. The badge icon which displays a number in it, shows you the number of filters you have. The download icon, shaped like a triangle, allows you to download the table in an Excel (.xlsx) or Comma Separated Delimited (.csv) file format.

The screenshot shows the 'My docket' section with a table of pending AIA reviews. The table has the following columns: AIA Review #, Filing date (mm/dd/yyyy), My role, Party representing, Petitioner application #, Petitioner patent #, Petitioner name, PO/Respondent app #, PO/Respondent patent #, PO/Respondent name, and Status. A tooltip for 'Key milestones (IPR2022-02053)' is visible, showing dates for Petition filed, NOFDA sent, Preliminary response, Institution decision, and Termination decision.

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
DER2022-00516	05/09/2022	Lead Counsel	Patent Owner	00101010	0101010	Sampson, Ralph	00101010	0101010	K, M	Terminated-Dismissed
DER2022-00503	05/06/2022	Back-up Counsel	Petitioner	00101010	0101010	Brown, Charlie	00101010	0101010	Infach, S. Raymond, Joseph A.	Terminated-Dismissed
IPR2022-02053	04/29/2022	Lead Counsel	Petitioner	00101010	0101010	Baker, P.	00101010	0101010	Infach, S. Raymond, Joseph A.	Terminated-Dismissed

Figure 51: Pending AIA reviews

# 7. My docket View

## 7.1 My docket View – Pending AIA Reviews

1. The tabs below the **“My docket”** heading will provide access to the following tabs “Pending AIA reviews, Notifications, Motions, Rehearing’s request, AIA reviews on appeal, Unsubmitted petitions, and All AIA reviews.” Clicking on any blue text in any table within P-TACTS will hyperlink you to another section. In this example, if you were to click on a blue AIA review number you will be taken to the case viewer for that AIA review. The case viewer will be shown in more detail in another section. Note that you are currently on the **“Pending AIA reviews”** tab. This tab consists of the following columns:

**AIA reviews # | Filing date | My role | Party representing | Petitioner application# | Petitioner patent # | Petitioner name | PO/Respondent app# | PO/Respondent name | Status**

The lower right corner, contains the number of cases per page, as well as the options to move between pages.

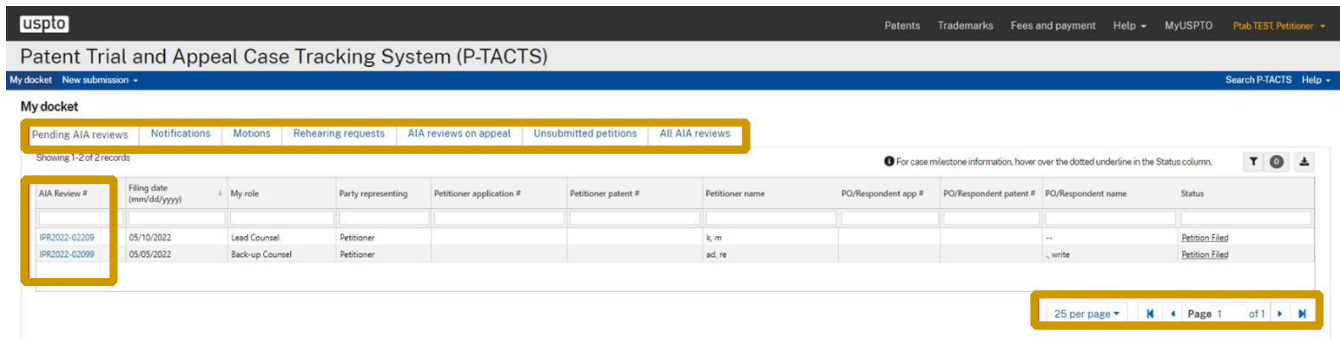
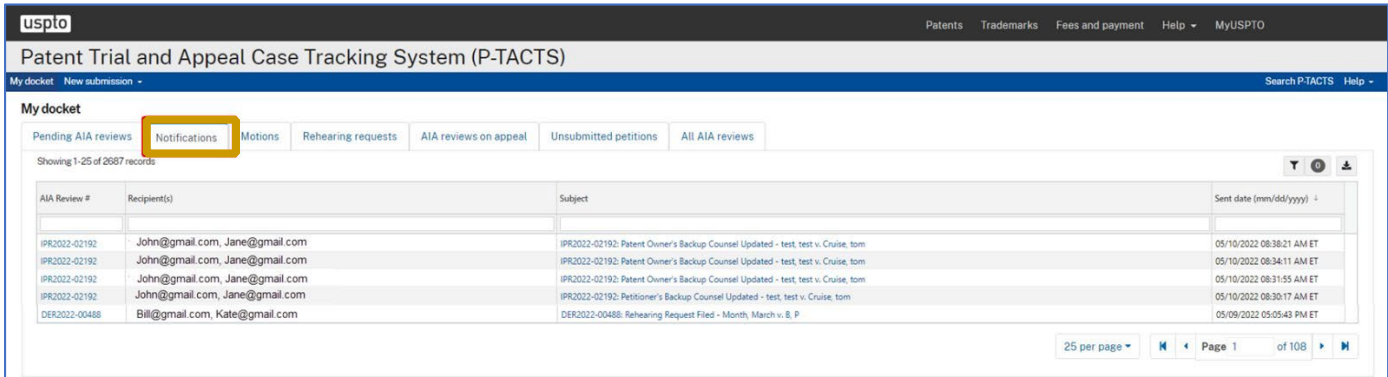


Figure 52: Pending AIA reviews continued

## 7.2 My docket View – Notifications

1. Note that you are currently on the “**Notifications**” tab. The “**Notifications**” tab consists of the following columns:

**AIA Review number |Recipients |Subject |Sent date**



AIA Review #	Recipient(s)	Subject	Sent date (mm/dd/yyyy)
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:38:21 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:34:11 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:31:55 AM ET
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Petitioner's Backup Counsel Updated - test, test v. Cruise, tom	05/10/2022 08:30:17 AM ET
DER2022-00488	Bill@gmail.com, Kate@gmail.com	DER2022-00488: Rehearing Request Filed - Month, March v. B, P	05/09/2022 05:05:43 PM ET

Figure 53: Notifications

## 7.3 My docket View – Motions

- Note that you are currently on the “**Motions**” tab. The “**Motions**” tab consists of all motions filed in any of your cases, but defaults to the list of pending motions, and consists of the following columns:

**Motion submitted date |AIA Review number |Filing party |Party representing |Motion type |Motion status |View motion**

uspto Patents Trademarks Fees and payment Help MyUSPTO

Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Enter case # Open Advanced search Help

My docket

Pending AIA reviews Notifications **Motions** Rehearing requests AIA reviews on appeal Unsubmitted petitions All AIA reviews

Pending 107 All 167 Unsubmitted 47

Showing 1-25 of 107 records

Motion submitted date (mm/dd/yyyy)	AIA review #	Filing party	Party representing	Motion type	Motion status	View motion
> 04/08/2022 02:28 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/07/2022 08:50 PM ET	IPR2022-00763	Patent Owner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/06/2022 10:04 PM ET	IPR2022-00763	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 04/06/2022 02:18 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/06/2022 10:47 AM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion for Additional Discovery	Pending Review	<a href="#">View motion</a>
> 04/05/2022 11:13 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/05/2022 10:52 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/05/2022 04:00 PM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion	Pending Review	<a href="#">View motion</a>
> 04/04/2022 06:31 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	<a href="#">View motion</a>
> 04/04/2022 06:29 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion for Oral Hearing	Pending Review	<a href="#">View motion</a>
> 03/28/2022 04:00 PM ET	IPR2021-01342	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/28/2022 03:11 PM ET	IPR2022-01670	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 04:10 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 03:52 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 03:33 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 02:30 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>
> 03/24/2022 02:25 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	<a href="#">View motion</a>

Figure 54: Motions

## 7.4 My docket View – Rehearing Request

- Note that you are currently on the “**Rehearing requests**” tab. The “**Rehearing requests**” tab shows all of your cases for which a rehearing request has been filed and consists of the following columns:

**Rehearing submitted date | AIA Review number | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing request**

Rehearing submitted date (mm/dd/yyyy)	AIA review #	Filing party	Party representing	Rehearing request type	Rehearing request status	View rehearing request
> 03/28/2022	IPR2021-01342	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/16/2022	IPR2022-01142	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/15/2022	IPR2021-01295	Patent Owner	Patent Owner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01117	Patent Owner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01105	Patent Owner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01292	Patent Owner	Patent Owner	Others	Pending Review	<a href="#">View rehearing</a>
> 03/07/2022	IPR2021-01292	Patent Owner	Patent Owner	Others	Pending Review	<a href="#">View rehearing</a>
> 02/15/2022	IPR2022-00188	Petitioner	Petitioner	Others	Pending Review	<a href="#">View rehearing</a>
> 02/11/2022	IPR2021-01336	Petitioner	Petitioner	Final Written Decision	Pending Review	<a href="#">View rehearing</a>
> 02/07/2022	IPR2021-01300	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 02/02/2022	IPR2022-00188	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2022-00012	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2021-01300	Petitioner	Petitioner	Final Written Decision	Pending Review	<a href="#">View rehearing</a>
> 01/14/2022	IPR2021-01300	Petitioner	Petitioner	Institution Decision	Pending Review	<a href="#">View rehearing</a>

Figure 55: Rehearing requests



## 7.5 My docket View – AIA Reviews on Appeal

- Note that you are currently on the **AIA reviews on appeal** tab. The AIA reviews on appeals tab shows all of your cases that have been appealed and consists of the following columns:

**Date appeal filed |AIA Review number |Filing party |My role |Party representing |Appeal status |View appeal**

Date appeal filed (mm/dd/yyyy)	AIA review #	Filing party	My role	Party representing	Appeal status	View appeal
> 07/13/2015	IPR2013-00601	Patent Owner	Back-up Counsel	Petitioner	Awaiting Decision	<a href="#">View appeal</a>
> 03/21/2022	IPR2021-01295	Patent Owner	Lead Counsel	Patent Owner	Awaiting Decision	<a href="#">View appeal</a>
> 03/21/2022	IPR2013-00601	Petitioner	Back-up Counsel	Petitioner	Awaiting Decision	<a href="#">View appeal</a>

Figure 56: AIA reviews on appeal

## 7.6 My docket View – Pending Unsubmitted Petitions

Note that you are currently on the “**Unsubmitted petitions**” tab. The “**Unsubmitted petitions**” tab consists of all petitions that you have initiated, but not submitted, and consists of the following columns:

**AIA Review number |Initiated date |My role |Petitioner application # |Petitioner patent # |Petitioner name |PO/Respondent app# |PO/Respondent patent # |PO/Respondent name |Last updated date |Action**

AIA Review #	Initiated date (mm/dd/yyyy)	My role	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Last updated date (mm/dd/yyyy)	Action
IPR2022-02182	05/09/2022	Pro se			Taylor, D			--	05/10/2022 09:07:38 AM ET	Continue
IPR2022-02179	05/09/2022				Peppas, Steven			--	05/09/2022 11:41:27 AM ET	Continue
IPR2022-02069	05/02/2022				--			--	05/02/2022 08:08:35 AM ET	Continue

Figure 57: Unsubmitted petitions



## 7.7 My docket View – All AIA Reviews

- Note that you are currently on the “**All AIA reviews**” tab. The “**All AIA reviews**” tab consists of all of your cases, including closed cases, and the following columns:

**AIA Review number | Filing date | My role | Party representing | Petitioner application # | Petitioner patent # | Petitioner name | PO/Respondent app # | PO/Respondent patent # | PO/Respondent name | Status**

AIA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
IPR2022-04776	09/13/2022	Backup Counsel	Petitioner			Smith, Fred	07530220	123456	James, LeBron	PO: Petition Filed
IPR2022-02088	09/07/2022	Lead Counsel	Petitioner			Chemical Corporation et al.	15106041	9713659	...	Petition filed
IPR2022-04357	09/07/2022	Backup Counsel	Petitioner			Moore, Roger et al.	11152835	8640520	...	Petition filed
DER2022-00908	09/02/2022	Lead Counsel	Petitioner	14417709	9645321	Sanyal, Tom et al.	14791422	8586442	Big corp. et al.	Final Written Decision - Appealed
IPR2022-04637	08/31/2022	Lead Counsel	Patent Owner			Taylor, Test	15328505	10101010	Myself, Me	Petition filed
IPR2022-04395	08/11/2022	Backup Counsel	Petitioner			ABC corp	06183369	5555555	org 1	Final Written Decision - Appealed
IPR2022-02089	08/01/2022	Lead Counsel	Patent Owner			Apple Inc.	14311606	8277496	Rice, Jerry et al.	Final Written Decision
IPR2022-04211	07/27/2022	Lead Counsel	Patent Owner			Time & Chance, Inc.	09193294	6064970	Charles, Ray et al.	Final Written Decision
DER2022-00816	07/21/2022	Pro se	Petitioner	12121212		smith, p	13131313	8439823	...	Notice of Filing Date Accorced
IPR2022-04059	07/15/2022	Pro se	Patent Owner			Sreeni Inc et al.	09040171	6064960	smith, p	Final Written Decision

Figure 58: All AIA reviews

# 8. Notifications

## 8.1 Notifications – Tab

1. You are currently on the “**Notifications**” tab. When you submit a document to P-TACTS, your notification information will be shown here. Every notification for each of your cases will be in this tab. You will see the following columns:

**AIA Review number | Recipients | Subject | Sent date**

Clicking on the blue hyperlink text under the AIA Review column will bring up case viewer for that AIA Review. Clicking on the blue hyperlink text under the Subject column will bring up a particular notification sent for that AIA Review.

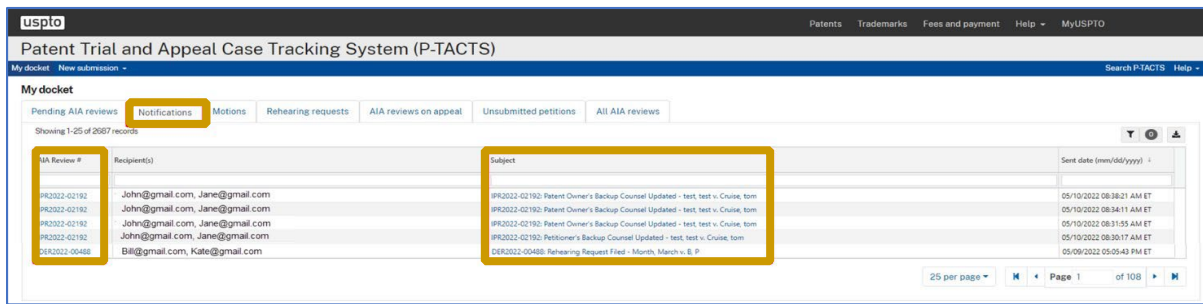


Figure 59: Notifications

## 8.2 Notifications – Notice

1. In this example, a motion was filed, and the P-TACTS system generated notification was sent to the user who submitted the motion and all parties were notified via cc. The subject line indicates the AIA Review number, the type of document filed and the Parties involved in the case. The body of the notification contains the following:

- AIA Review number
- Petitioner
- Patent Owner
- Patent No
- Motion Filing Party
- Motion Type
- Motion Filing Date
- Submitted By
- Document List

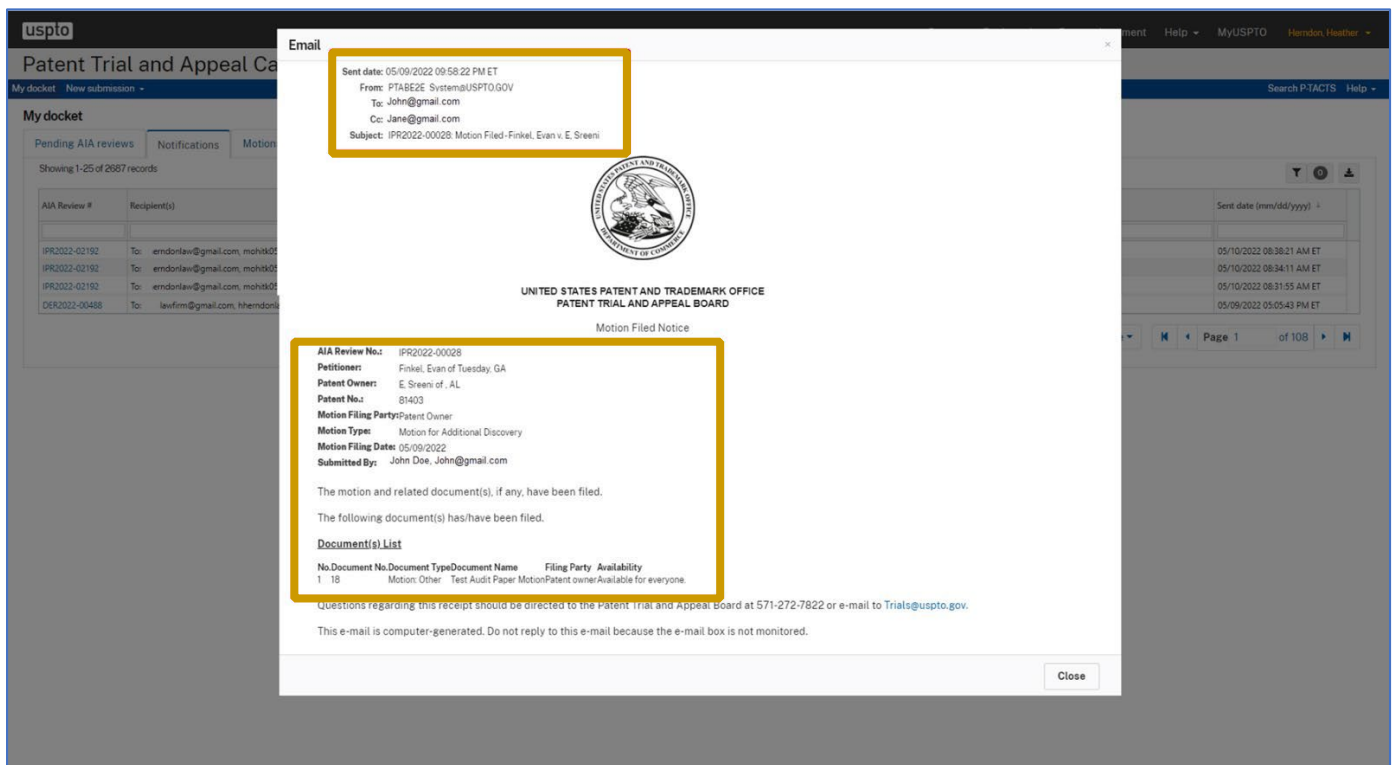


Figure 60: Notification Email example

# 9. Case Viewer

## 9.1 Case Viewer – My docket

1. To access “**Case Viewer**”, go to your docket and click on any hyperlinked **AIA Review case number**.

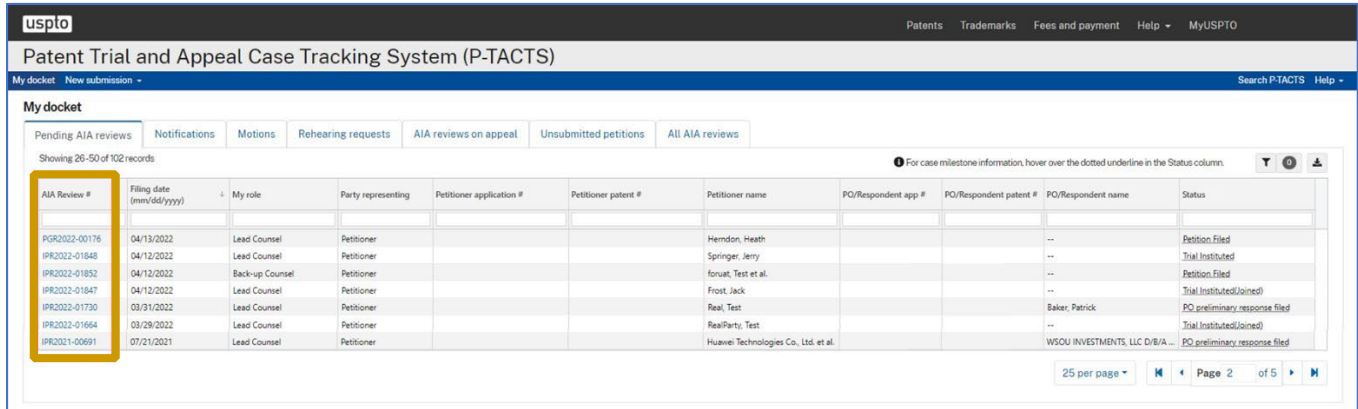


Figure 61: Blue hyperlinked case number in My docket

## 9.2 Case Viewer

1. After selection of a hyperlinked AIA Review case number, the “**Case Viewer**” screen will open in a new browser tab. Just below the blue menu bar you will see a gray header with the following sections:

- Case number
- Small Icon (indicating if your case is joined with another case or not)
- Case status (for this one the status shows that the Trial is Instituted and it is Joined with another case)
- Patent number
- Parties
- Tech center
- Art unit

Below the gray header you will see 4 tabs (AIA review Information, Motions, Rehearing request and Notice of appeal). We start by examining the first tab “**AIA review information.**” Note that there is a Documents tab and a Claims tab, and on the next line to the right there is a refresh button to update your data, an export to csv button, and a button for adding additional papers and exhibits.

Let's start with Documents tab which consists of papers and exhibits. For papers, note the indicator to the right alerting you about the next available paper number. Note the badge numbers indicated in All, Board, Petitioner, Patent Owner/Respondent, and Active filters indicating the number of records for each of those categories. If there were any filters in this example you could clear them by pressing **"Clear all."** Exhibits are sortable by All, 1000 series (petitioner), 2000 series (patent owner), and 3000 series (Board), each with badge numbers indicating the number of exhibits for each category.

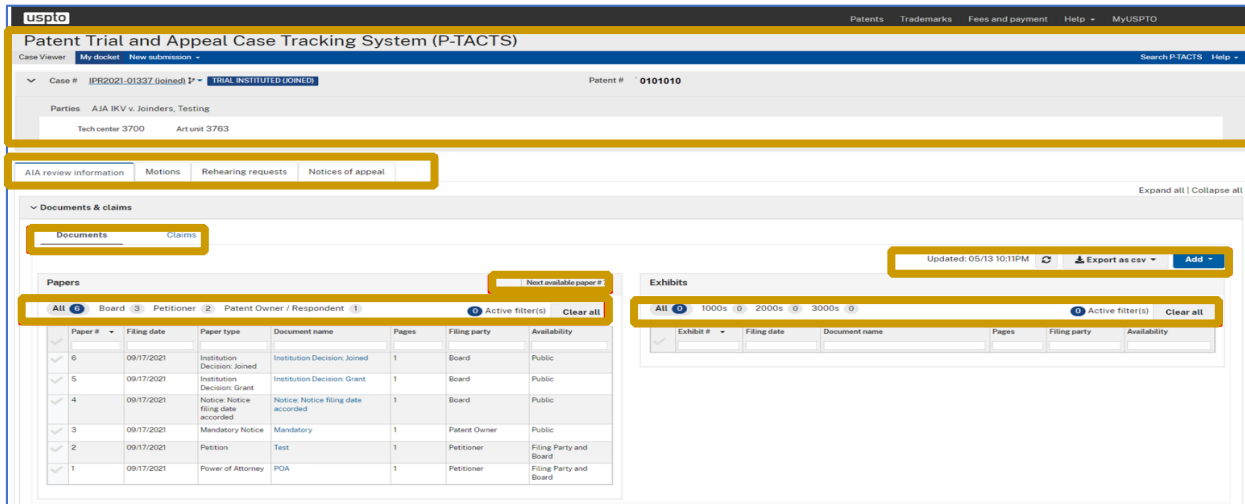


Figure 62: Case viewer

### 9.3 Case Viewer – Header/Tabs

1. Just below **"Documents and claims"** you will see a gray header for Real party with the following sections:

- Petitioner side
  - Patent Owner/Respondent side
- And a refresh data button

2. Just below **"Real party"** you will see a gray header for **"Counsel"** with the following sections:

- Petitioner side
  - Patent Owner/Respondent side
- And a refresh data button

3. Just below **“Counsel”** you will see a gray header for **“Payments”** with the following columns:

- Party
- Transaction date
- Payment method
- Description
- Fee code
- Quantity
- Fee amount
- Fee total
- Refresh data button

The screenshot shows the 'Case Viewer' interface for case # [EP2021-01337-01] titled 'TRIAL INSTITUTED (DINING)'. The patent number is 0101010. The parties are AJA IKV v. Joinders, Testing, with Tech center 3700 and Art unit 3763. The interface includes tabs for 'AIA review information', 'Motions', 'Rehearing requests', and 'Notices of appeal'. A 'Documents & claims' section is expanded to show the 'Real party' section, which contains two tables:

PETITIONER side						
Name	Individual or Organization	Address	Email	Phone number	Fax number	
AJA IKV	Organization	US	cv@yahoo.com			

Patent Owner / Respondent side						
Name	Individual or Organization	Address	Email	Phone number	Fax number	
Testing Joinders	Individual					

Below these is the 'Counsel' section, updated on 05/13 10:11PM:

Petitioner side						
Counsel Type	Name	Email	USPTO Reg #	Phone number	Fax number	
Lead Counsel	Derek	ta@taxfirm@gmail.com	30000			

Patent Owner / Respondent side						
Counsel Type	Name	Email	USPTO Reg #	Phone number	Fax number	
Lead Counsel	Heather Herr	wendonlaw@gmail.com	17438			

Figure 63: Case viewer continued

4. Just below “**Counsel**” you will see a gray header for only your “**Payments**” with the following columns:

- Party
- Transaction date
- Payment method
- Description
- Fee code
- Quantity
- Fee amount
- Fee total
- Refresh data button

The screenshot displays the USPTO P-TACTS interface for Case # IPR2021-01337. The 'Payments' section is highlighted with a yellow border and contains the following data:

Party	Transaction date (mm/dd/yyyy)	Payment method	Description	Fee code	Quantity	Fee amount	Fee total
Petitioner	09/17/2021	Credit Card	Inter Partes Review Post-Institution Fee - Up To 20 Claims	1414	1	\$22,500.00	\$22,500.00
Petitioner	09/17/2021	Credit Card	Inter Partes Review Request Fee - Up To 20 Claims	1406	1	\$19,000.00	\$19,000.00

Figure 64: Case viewer - payments

## 9.4 Case Viewer – Claims

We are now on the “**Claims**” tab. The total number of claims is shown just above the claims table grid, and to the right shows the number of active filters, Clear all button, and refresh data button. The table grid shows the following:

### Challenged claim number |Ground |Prior art

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The main header displays the USPTO logo and navigation links for Patents, Trademarks, Fees and payment, Help, and MyUSPTO. The sub-header indicates the current case is Case # IPR2021-01337 (opened) with Patent # 0101010. The 'Claims' tab is selected and highlighted. Below the tabs, the 'Documents & claims' section is expanded, showing a table with the following data:

Challenged claim number	Ground	Prior art
2.3	35 U.S.C. 102	Text

The interface also shows 'Total claims: 2' and 'Active filter(s)' with a 'Clear all' button and a refresh icon. The 'Real party', 'Counsel', and 'Payments' sections are also visible but collapsed.

Figure 65: Case viewer - claims



## 9.5 Case Viewer – Motions

1. We are now on the “**Motions**” tab. You will have the ability to Expand or Collapse all motions, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You’ll have the ability to Clear filters, see badge numbers for filters, and download your motions. Below you will see a table with the following columns:

- Motions submitted date
- Filing party
- Party representing
- Motion type
- Motion status
- View motion

The screenshot displays the USPTO P-TACTS interface for case IPR2021-01292. The 'Motions' tab is active, showing a table of motions. The table has the following columns: Motion submitted date (mm/dd/yyyy), Filing party, Party representing, Motion type, Motion status, and View motion. The first row shows a motion submitted on 04/06/2022 10:47 AM ET by the Patent Owner, representing the Patent Owner, for a Motion for Additional Discovery, currently in Pending Review status. Below the table, there is a section for documents with columns for Doc #, Doc type, Paper type, Document name, Pages, Filing party, and Availability. The first document listed is a Motion (Doc # 16) with 9 pages, filed by the Patent Owner, and is available to Parties and Board.

Motion submitted date (mm/dd/yyyy)	Filing party	Party representing	Motion type	Motion status	View motion
04/06/2022 10:47 AM ET	Patent Owner	Patent Owner	Motion for Additional Discovery	Pending Review	<a href="#">View motion</a>

Doc #	Doc type	Paper type	Document name	Pages	Filing party	Availability
16	Paper	Motion Other	Motion	9	Patent Owner	Parties and Board
2006	Exhibit	--	Notice	9	Patent Owner	Parties and Board

Figure 66: Case viewer - motions

## 9.6 Case Viewer – Rehearing Request

We are now on the “**Rehearing request**” tab. You will have the ability to Expand or Collapse all rehearing requests, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You’ll have the ability to Clear filters, see badge numbers for filters, and download your rehearing requests. Below you will see a table with the following columns:

**Rehearing submitted date | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing**

The screenshot displays the USPTO P-TACTS interface for Case # IPR2021-01292. The 'Rehearing requests' tab is active, showing a filter for 'Pending' (2) requests. A table lists the details of these requests:

Rehearing submitted date (mm/dd/yyyy)	Filing party	Party representing	Rehearing request type	Rehearing request status	View rehearing request
03/07/2022	Patent Owner	Patent Owner	Others	Pending Review	<a href="#">View rehearing</a>

Below this, a document table provides further details:

Doc #	Doc type	Paper type	Document name	Pages	Filing party	Availability
12	Paper	Rehearing request: Other	RR 2-PO only	61	Patent Owner	Filing Party and Board
2002	Exhibit	-	Exhibit 2002-PO only	29	Patent Owner	Filing Party and Board
2003	Exhibit	-	Exhibit 2003-Board only	68	Patent Owner	Board

Figure 67: Case viewer rehearing request

## 9.7 Case Viewer – Notice of Appeal

We are now on the “**Notices**” of appeal tab. You will have the ability to Expand or Collapse all Notice of appeal badge numbers are shown for the number of Pending, All, and Unsubmitted Notice of appeal. You’ll have the ability to Clear filters, see badge numbers for filters, and download your notice of appeal. Below you will see a table with the following columns:

**Filing date | Date appeal filed | Filing party | Appeal status | Court decision date | Decision by Court mandate date | View appeal**

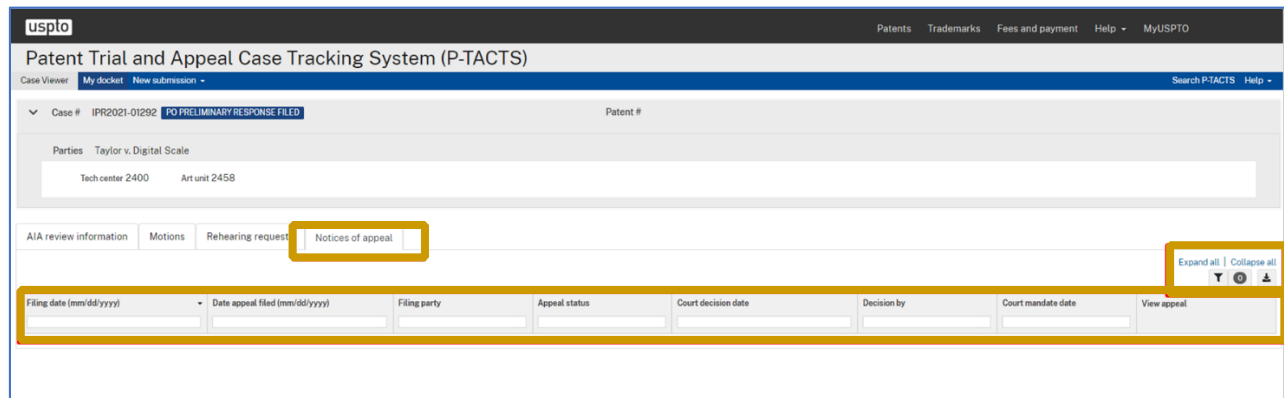


Figure 68: Case viewer Notice of appeal

# 10.Filing Motions

## 10.1 Filing a Motion

1. In this example, we will be filing a **motion** to appear **Pro Hac Vice**. From the Case Viewer for a particular AIA Review case number, click the **"Add"** button, and you will see a list of options, including File a motion.

Click on **"File a Motion"** in the drop-down menu.

The screenshot displays the USPTO P-TACTS Case Viewer interface. At the top, the navigation bar includes 'uspto', 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Smith, P.'. The main header identifies the system as 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. Below this, the case information is shown: Case # IPR202- (Patent # 6064980) and Parties Sreeni Inc et al. v. smith, p. The interface is divided into tabs for 'AIA review information', 'Motions', 'Rehearing requests', and 'Notices of appeal'. The 'Documents & claims' section is expanded, showing 'Papers' and 'Exhibits' tables. The 'Papers' table lists documents such as 'Notice: Exhibit list', 'Rehearing request: Institution', and 'Notice: Mandatory Notice'. The 'Exhibits' table lists 'POPR exhibit' and 'Ex 1001'. A '+ Add' button is highlighted in the top right, and a dropdown menu is open, showing 'File a motion' as the selected option.

Figure 69: Case viewer Add document modal – File a motion

## 10.2 Filing a Motion – Motion Types

1. Once the Add document modal is displayed, select the **Motion** type drop-down. An example listing of available motions is provided below. For this example, select Motion to Appear Pro Hac Vice from the Motion type drop-down list, and enter the remaining information for the required fields marked with red asterisks (\*).

**File a motion**
AIA review # IPR202 ✕

**Filing party \***

Select a filing party... ▼

**Doc type \***

Paper  Exhibit

**Document name \***

**Motion type \***

Select a motion type... ▼

Select a motion type...

- Motion
- Motion for Additional Discovery
- Motion for Adverse Judgment
- Motion for Compelling Testimony Outside US Testimony
- Motion for Joinder
- Motion for Judgment Based on Supplemental Information
- Motion for Non-Electronic Filing
- Motion for Observations on Cross Examination
- Motion for Oral Hearing
- Motion to Amend the Claims
- Motion to Appear Pro Hac Vice
- Motion to Compel Testimony
- Motion to Dismiss (Settlement) -Before Institution
- Motion to Exclude Evidence
- Motion to Expunge Information
- Motion to File Supplemental Evidence
- Motion to File Supplemental Information
- Motion to Seal
- Motion to Terminate (Settlement) -After Institution

**List of documents**

Doc #	Upload date	Doc type	Pa
No document added yet. Use the form above to add documents.			

Figure 70: Motion types

## 10.3 Filing a Motion – File an Opposition

1. To file an “**Opposition**”, from the Case Viewer Add document menu, select the “**File an opposition**” menu option.

The screenshot displays the USPTO P-TACTS Case Viewer interface. At the top, the case number is IPR202, and the patent number is 6064980. The parties are Sreeni Inc et al. v. smith, p. The interface includes a navigation bar with 'Motions', 'Rehearing requests', and 'Notices of appeal'. The 'Documents & claims' section is active, showing a table of papers and exhibits. A dropdown menu is open over the 'Add' button, with 'File an opposition' highlighted.

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
22	09/13/2022	Notice: Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public
19	07/20/2022	Rehearing request: Institution	psmtin rehearing request 7/20/22	4	Patent Owner	Public
18	07/20/2022	Notice: Mandatory Notice	Notice: Mandatory Notice	3	Patent Owner	Public

Exhibit #	Filing date	Document name	Pages	Filing party
2001	07/15/2022	POPR exhibit	2	Patent Owner
1001	07/15/2022	Ex 1001	1	Petitioner

Figure 71: Case Viewer – File an opposition

Select a motion that you are responding to in the drop-down motion list field. The Paper type of Opposition is auto-populated as read-only within the File an opposition Add document modal. When all required information has been entered, select the “Add to list” button and then the “**Submit**” button.

The screenshot shows the 'File an opposition' modal form. It includes a dropdown menu for 'Select a motion you are responding to \*', an 'Availability \*' dropdown, and a 'Document name \*' field with a 'Select file...' button. Below the form is a 'List of documents' table with columns for Doc #, Upload date, Doc type, Paper type, Document name, Pages, Availability, and Action(s). The table is currently empty, with a message: 'No document added yet. Use the form above to add documents.'

Figure 72: File an opposition – Select motion to respond to

## 10.4 Filing a Motion – File an Opposition

1. To file a **Reply**, from the Case Viewer Add document menu, select the **“File a reply”** menu option.

The screenshot displays the USPTO P-TACTS interface. At the top, the navigation bar includes 'uspto', 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Smith, P'. The main header identifies the system as 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. Below this, the case information is shown: Case # IPR202- (TRIAL INSTITUTED) and Patent # 6064980. The parties are listed as 'Sreeni Inc et al. v. smith, p' with Tech center 2700 and Art unit 2761. The 'Documents & claims' section is expanded, showing a list of papers and exhibits. A dropdown menu is open, highlighting the 'File a reply' option.

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
22	09/13/2022	Notice: Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public
19	07/20/2022	Rehearing request: Institution	pmotin rehearing request 7/20/22	4	Patent Owner	Public
18	07/20/2022	Notice: Mandatory Notice	Notice: Mandatory Notice	3	Patent Owner	Public

Exhibit #	Filing date	Document name	Pages	Filing party
2001	07/15/2022	POPR exhibit	2	Patent Owner
1001	07/15/2022	Ex 1001	1	Petitioner

Figure 73: File a reply

2. Select an opposition that you are responding to in the drop-down motion list field. The Paper type of Reply to Opposition is auto-populated as read-only within the File a reply Add document modal. When all required information has been entered, select the **“Add to list”** button and then the **“Submit”** button.

## 10.5 Submitting a Motion

1. In continuation of the previous example from the “**Filing a Motion**” section, after the Motion type of Motion to Appear Pro Hac Vice has been selected, enter the remaining information required by the Add document modal, and then click the “**Add to list**” button.
2. You will see a pop-up window and an alert reminding you that a separate motion must be filed for each pro hac vice attorney, and the fee for each pro hac vice motion is payable upon submission. You will see the following fields:
  - a. Filing party
  - b. Motion type
  - c. Doc type paper (pre-selected)
  - d. Paper type – (Click the Paper type text box and select Mandatory notice)
  - e. Availability – (Select an availability)
  - f. Document name – (Notice that Document name has been prefilled)
  - g. Select file – (Select file from your computer and upload your Document)

**File a motion** AIA review # IPR202 ✕

▲ A separate motion must be filed for each pro hac vice attorney.

▲ The fee for pro hac vice motion is payable upon submission.

**Filing party \***  ▼      **Motion type \***  ▼

**Doc type \***  Paper  Exhibit      **Paper type \***       **Availability \***  ▼

**Document name \***       **Document \***   ✕

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

◀

Figure 74: Add document modal – Add a Pro Hac Vice motion document to the List of documents



- Once your Pro Hac Vice motion has been added to your List of documents table, select the **"Pay and submit"** button. Please note that you will have the option to **"cancel and close"** or **"save documents"** in addition to the **"pay and submit"** option.

**File a motion**
AIA review # IPR2022-04637 ✕

⚠ A separate motion must be filed for each pro hac vice attorney.

⚠ The fee for pro hac vice motion is payable upon submission.

**Filing party \***

**Motion type \***

**Doc type \***

Paper  Exhibit

**Paper type \***

**Availability \***

**Document name \***

**Document \***

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	10/03/2022 09:46 PM ET	Paper	Motion: PHV	<a href="#">PHV</a>	21	Public	<span style="font-size: 0.8em;">✎</span> <span style="font-size: 0.8em;">✖</span>

**Payment information**

Quantity	Type of fee	Unit cost	Subtotal
1	Pro Hac Vice admission fee	\$250.00	\$250.00

Total due: \$250.00

Figure 75: Add document modal – File a Pro Hac Vice motion with Pay and submit button

## 10.6 Filing a Motion – Payments

1. You will be taken to the “**Make Payment**” page. Continue filling out the payment information.

**uspto** About Us Careers Contact Us

### Make Payment

Help

#### Payment

Order Details ⓘ

TOTAL	TRANSACTION DESCRIPTION
\$250.00	PTABE2TRANSACTION

Sale Item Reference #	Attorney Docket # ⓘ	Fee Code	Item Price	Qty	Item Total
IPR2022-04211		1418	\$250.00	1	\$250.00

#### Payment Information

Required fields \*

Payment Options \* ⓘ

Stored Payment Method  
 Credit/Debit Card

Stored Payment Method \*

Submit Payment Cancel

Figure 76: Pro Hac Vice motion payment entry screen

2. Submit your payment by selecting the payment option and method. Upon receiving a success message, your Pro Hac Vice motion will be displayed within the Case Viewer file listing. You will now be taken to the Make Payment page. Verify your information and click “**Submit payment**” to complete the process.

**uspto** Patents Trademarks Fees and payment Help MyUSPTO Search P-TACTS Help

### Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission Search P-TACTS Help

**United States Patent and Trademark Office**

USPTO  
P.O. Box 1450  
Alexandria, VA 22313-1450  
www.uspto.gov

Pro hac vice motion submission successful for IPR2022-04211

Your payment was successful and the pro hac vice motion has been submitted.

Click IPR2022-04211 to return to the Case Viewer.

If you experience any problems, please contact PTAB at 571-272-7822 during normal business hours. If the issue occurs after the normal business hours, please email your motion and any related documents to [Trials@uspto.gov](mailto:Trials@uspto.gov) and [PTABP-TACTSAdmin@uspto.gov](mailto:PTABP-TACTSAdmin@uspto.gov).

Fee payments receipt [Print Receipt](#)

AIA REVIEW NUMBER IPR2022-04211	AIA REVIEW TYPE Inter Partes Review
PATENT OWNER/RESPONDENT'S PATENT NUMBER 6064970	RECEIPT DATE 10/03/2022 20:02:20 ET
PAYMENT STATUS CLEARED	TOTAL PAYMENT \$250.00

Payment Summary

Transaction Date	Payment Method	Description	Fee Code	Quantity	Fee Amount	Fee Total
10/03/2022 20:02:20	CARD	Pro Hac Vice admission fee	1418	1	\$250.00	\$250.00
					<b>Total Fees</b>	<b>\$250.00</b>

Figure 77: Pro Hac Vice motion payment confirmation

# 11.Filing PO Preliminary Response

## 11.1 Filing Patent Owner Preliminary Response – Dropdown

1. In this example, we will be filing a Patent Owner Preliminary Response (POPR). In the case viewer, click the **“Add”** button, and you will see a list of documents. Your options for this particular case are as follows:

- File a preliminary response
- File a motion
- File a rehearing request
- File other documents

Select **“File a preliminary response”** from the dropdown list.

The screenshot displays the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The top navigation bar includes 'uspto', 'Patents', 'Trademarks', 'Fees and payment', 'Help', and 'MyUSPTO'. The main header reads 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. Below this, the case information is shown: Case # IPR2021-01292 (PO PRELIMINARY RESPONSE FILED) and Patent # 0101010. The interface is divided into several sections: 'AIA review information', 'Motions', 'Rehearing requests', and 'Notices of appeal'. The 'Documents & claims' section is expanded, showing a list of papers and exhibits. The 'Papers' section has a filter for 'Patent Owner / Respondent' and shows a table of papers. The 'Exhibits' section has a filter for '1000s' and shows a table of exhibits. The 'Add' button is highlighted, and a dropdown menu is open, showing options: 'File a preliminary response', 'File a motion', 'File a rehearing request', and 'File other documents'.

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
3	08/13/2021	Notice: Notice filing date accorded	Notice: Notice filing date accorded	5	Board	Public
16	01/03/2022	Motion: Oral Hearing Request	Testing	2	Petitioner	Public
15	04/06/2022	Motion: Other	Motion	9	Patent Owner	Parties and Board
14	04/06/2022	Motion: Other	Sample	9	Patent Owner	Parties and Board
13	03/11/2022	POPR: filed	v	5	Patent Owner	Public
12	03/07/2022	Motion: Joinder	Motion (joinder)-Petitioner only	65	Petitioner	Filing Party and Board
11	03/07/2022	Rehearing request: Other	RR 2-PO only	61	Patent Owner	Filing Party and Board
10	03/07/2022	Rehearing request: Other	Board only	4	Patent Owner	Board
9	03/07/2022	Motion: Other	Motion: Petitioner only	50	Petitioner	Filing Party and Board
8	03/07/2022	Motion: Other	Motion: for PO only	3	Patent Owner	Filing Party and Board
7	03/07/2022	Other: Other	for Board only	62	Petitioner	Board

Figure 78: Preliminary response dropdown

## 11.3 Filing PO Preliminary Response – Modal

1. You will see a pop-up window and will see sections with mandatory fields marked with red \* asterisks. For this example, we are filing a POPR. You will see the following:
  - Filing party (Pre-selected)
  - Preliminary response type (Select type)
  - Doc type paper (Pre-selected)
  - Paper type – (Pre-selected)
  - Availability – (Select an availability)
  - Document name - (Provide name)
  - Select file- (Select file from your computer and upload your Document)
2. Notice that the **“Add to list”** button is now blue and active. You’ll have the opportunity to **“Clear form”** or **“Add to list.”**
3. Complete all of the required sections, and notice that the **“Add to list”** button is now blue. You’ll have the opportunity to **“Clear form”** or **“Add to list.”** Select **“Add to list.”**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 79: Preliminary response modal

4. You will see your list of documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- Action(s)

# 12.Filing Rehearings

## 12.1 Filing Rehearing – Dropdown

1. In this example, we will be filing a Rehearing request. In the case viewer, click “**Add**,” and you will see a list of documents. In this particular case, the status is “**Final Written Decision**.” Therefore, your options are as follows:

- File a motion
- File a rehearing request
- File a notice of appeal
- File other documents

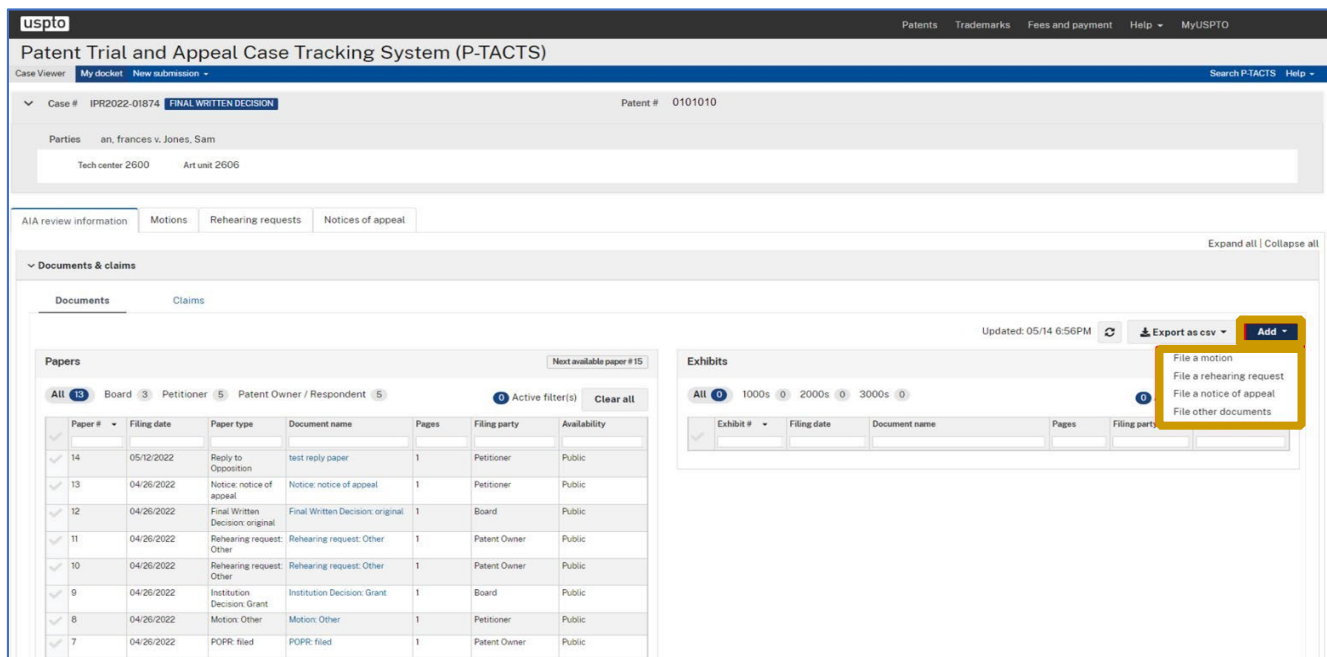


Figure 80: Rehearing

## 12.2 Filing Rehearing – Modal

1. You will see a pop-up modal and will see mandatory sections marked with red \* asterisks. For this example, we are filing a rehearing request. You will see the following:

- Filing party (Pre-selected)
- Rehearing type\* (Final Written Decision, Institution Decision, Other) • Doc type paper (Pre-selected)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)

- Select file- (Select file from your computer and upload your Document)
2. Complete all of the required sections, and notice that the **“Add to list”** button is now blue and active. Note that you can add the motion paper as well as exhibits to the list of documents to be submitted. You’ll have the opportunity to **“Clear form”** or **“Add to list.”** Select **“Add to list.”**

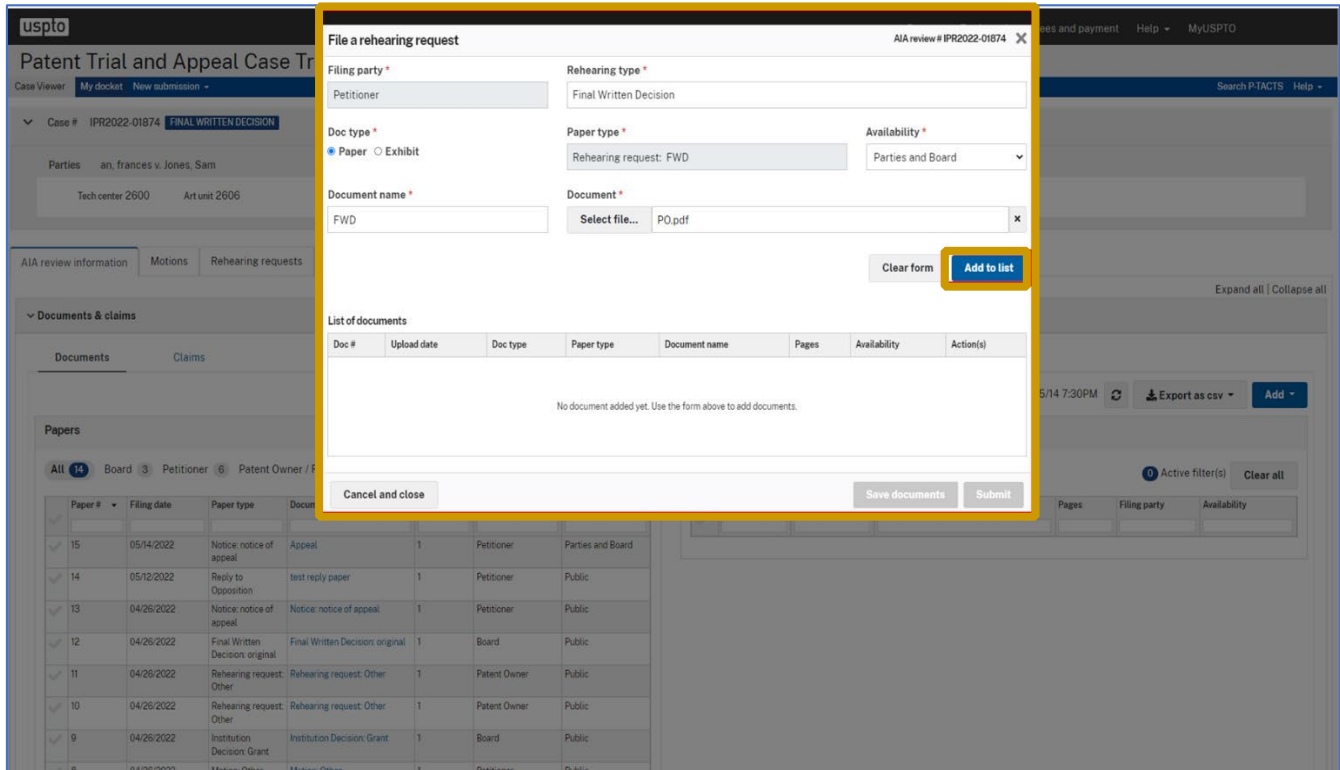


Figure 81: Rehearing modal

## 12.3 Filing Rehearing – Submit

1. You will see your list of documents associated with the rehearing to be filed with the following columns:
  - Document number
  - Upload date
  - Document type
  - Paper type
  - Document name
  - Pages
  - Availability
  - Action(s)
2. You will have the option to **“cancel and close”, “save documents”, or “submit the rehearing request.”**



# 13.Filing Appeal to Federal Circuit

## 13.1 Filing Appeal to Federal Circuit – Dropdown

1. In this example, we will be filing an **“Appeal to Federal Circuit.”** In the case viewer, click **“Add,** and you will see a list of documents. In this particular case, the status is **“Final Written Decision”**. Therefore, your options are as follows:

- File a motion
- File a rehearing request
- File a notice of appeal
- File other documents

The screenshot displays the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. The case viewer shows Case # IPR2022-01874 with a status of 'FINAL WRITTEN DECISION'. The 'Documents & claims' section is expanded to show a list of papers. A yellow box highlights the 'Add' button in the 'Export as csv' dropdown menu, which contains options: 'File a motion', 'File a rehearing request', 'File a notice of appeal', and 'File other documents'.

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
14	05/12/2022	Reply to Opposition	test reply paper	1	Petitioner	Public
13	04/26/2022	Notice: notice of appeal	Notice: notice of appeal	1	Petitioner	Public
12	04/26/2022	Final Written Decision: original	Final Written Decision: original	1	Board	Public
11	04/26/2022	Rehearing request: Other	Rehearing request: Other	1	Patent Owner	Public
10	04/26/2022	Rehearing request: Other	Rehearing request: Other	1	Patent Owner	Public
9	04/26/2022	Institution Decision: Grant	Institution Decision: Grant	1	Board	Public
8	04/26/2022	Motion: Other	Motion: Other	1	Petitioner	Public
7	04/26/2022	POPR: filed	POPR: filed	1	Patent Owner	Public

Figure 82: Federal circuit dropdown

## 13.2 Filing Appeal to Federal Circuit – Modal

1. You will see a pop-up window and will see mandatory sections marked with red \* asterisks. For this example, we are filing an Appeal to United States Court of Appeals for the Federal Circuit. You will see the following:

- Filing party (Pre-selected)
- Date appeal filed (Select mm/dd/yyyy)
- Doc type paper (Pre-selected)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)
- Select file- (Select file from your computer and upload your Document)

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 83: Federal circuit dropdown

### 13.3 Filing Appeal to Federal Circuit – Add to List

1. Complete all of the required sections, and notice that the **“Add to list”** button is now blue and active. You’ll have the opportunity to **“Clear form”** or **“Add to list.”** Select **“Add to list.”**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 84 Federal circuit modal

### 13.4 Filing Appeal to Federal Circuit – Submit

1. You will see your list of documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- And Action(s)

You’ll have the option to “cancel and close”, “save documents”, or “submit.”

# 14.Filing Other Documents

## 14.1 Filing Other Documents

1. Filing other documents in P-TACTS consists of the following choices:

- Notice: Exhibit list
- Notice: Mandatory Notice
- Notice: Notice of deposition
- Notice: Other
- Notice: Power of Attorney
- Other: Fed. Cir. Mandate
- Other: Refund request
- Petition Reply to: PO Resp
- Petition: Corrected

As with other submissions, you have the choice of adding the other document as a paper or an exhibit in the 1000 or 2000 series depending on whether you are a petitioner (1000 series) or patent owner (2000 series).

## 14.2 Filing Other Documents – Dropdown

1. In the Case Viewer, click “**Add**” and to see a list of documents and select the last option in the list, “File Other Documents.”

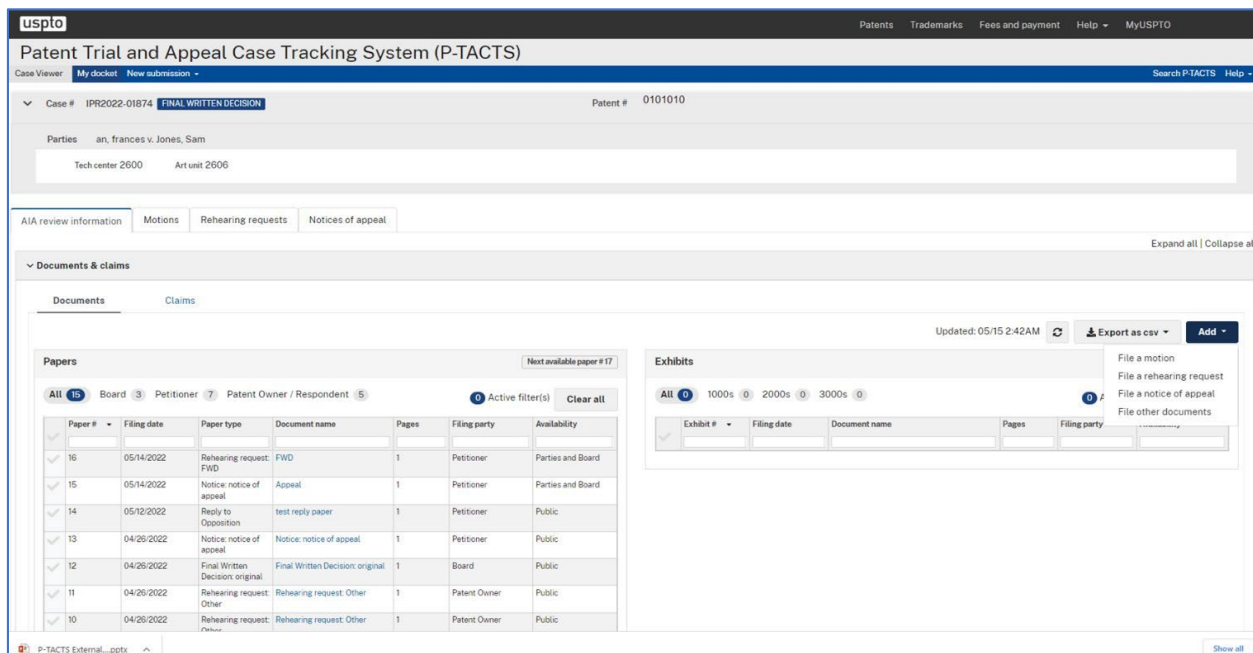


Figure 85: Add documents dropdown

## 14.3 Filing Other Documents – Modal

1. You will see a pop-up window and will see mandatory sections marked with red \* asterisks. For this example, we are filing other documents. You will see the following:

- Filing party (Pre-selected)
- Doc type paper (Pre-selected/Editable)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)
- Select file- (Select file from your computer and upload your Document)

The screenshot shows a 'File other documents' modal window. The form fields are as follows:

- Filing party \* (Pre-selected)
- Petitioner (Text input)
- Doc type \* (Radio buttons: Paper (selected), Exhibit)
- Paper type \* (Dropdown: Choose a paper type)
- Availability \* (Dropdown: Select an availability...)
- Document name \* (Text input)
- Document \* (Text input with 'Select file...' button)

Buttons: Clear form, Add to list, Cancel and close, Submit.

List of documents table:

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 86: File other documents modal

## 14.4 Filing Other Documents – Add to List

1. Complete all of the required sections, and notice that the **“Add to list”** button is now blue and active. You’ll have the opportunity to **“Clear form”** if the information is incorrect or **“Add to list.”** Select **“Add to list.”**

The screenshot shows the 'File other documents' form in the USPTO system. The form is for case 'AIA review # IPR2022-01874'. The 'Filing party' is 'Petitioner'. The 'Doc type' is 'Paper' and the 'Paper type' is 'Notice: exhibit list'. The 'Availability' is 'Public'. The 'Document name' is 'doc' and the 'Document' is 'PO.pdf'. The 'List of documents' table is empty, with a message 'No document added yet. Use the form above to add documents.' The 'Add to list' button is highlighted in blue. Other buttons include 'Clear form', 'Cancel and close', and 'Submit'.

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Figure 87: Add to list

## 14.5 Filing Other Documents – Submit

1. You will see your list of added documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- Action(s)

You'll have the option to **“cancel and close,”** save documents by navigating away from this page for later completion, or Submit.

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
--	05/15/2022 02:59 AM ET	Paper	Notice Exhibit list	doc	1	Parties and Board	

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
16	05/14/2022	Rehearing request: FWD	FWD	1	Petitioner	Parties and Board
15	05/14/2022	Notice notice of appeal	Appeal	1	Petitioner	Parties and Board
14	05/12/2022	Reply to Opposition	test reply paper	1	Petitioner	Public
13	04/26/2022	Notice notice of appeal	Notice notice of appeal	1	Petitioner	Public
12	04/26/2022	Final Written Decision original	Final Written Decision original	1	Board	Public
11	04/26/2022	Rehearing request: Other	Rehearing request: Other	1	Patent Owner	Public
10	04/26/2022	Rehearing request: Other	Rehearing request: Other	1	Patent Owner	Public
9	04/26/2022	Institution	Institution Decision Grant	1	Board	Public

Figure 88: Submit document

# 15.Add/Edit Staff Role

## 15.1 Add Staff Role

1. A Lead Counsel user can add up to 3 staff users. Back-up counsel may not add or delete staff users. The **“Add staff”** button will be disabled once the user adds the third staff user until the Lead Counsel deletes one or more of the staff users. Petitioner’s counsel cannot view patent owner staff users and vice versa.

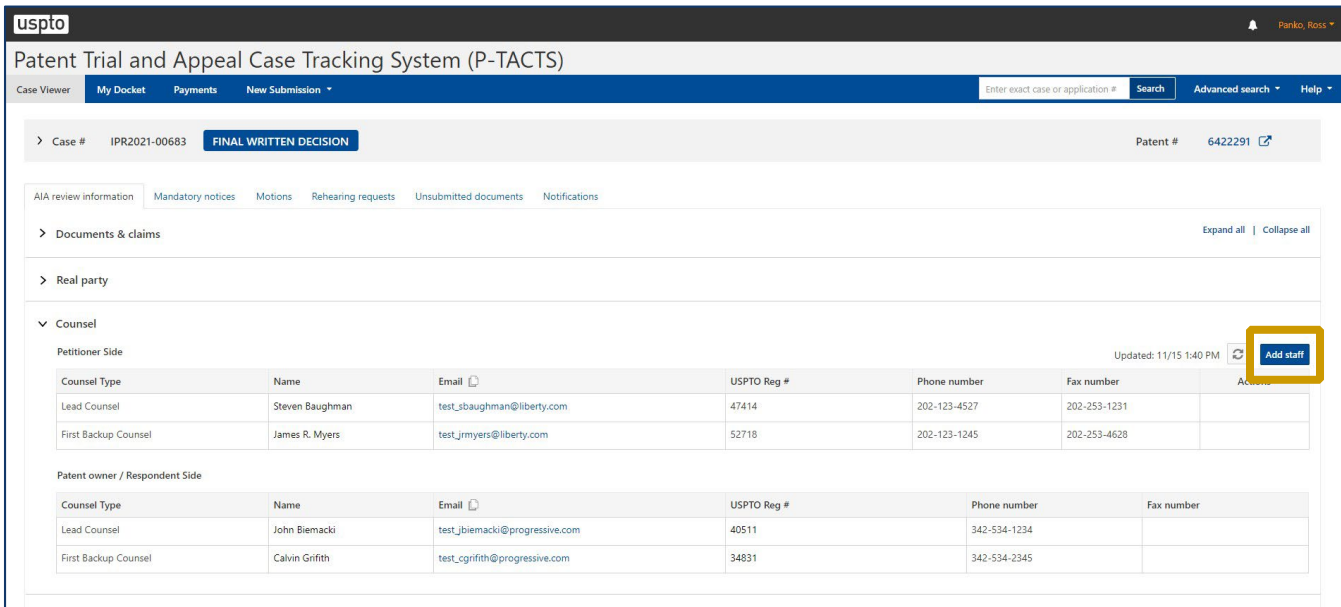


Figure 89: Counsel section showing add Staff button

2. A pop-up dialog box will appear to search for Staff Member by email address.

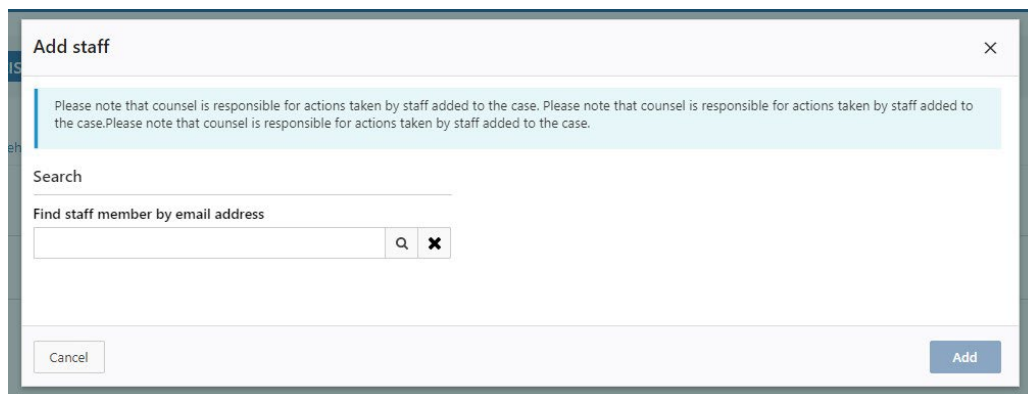


Figure 90: Dialog box showing find Staff by email



3. If the system cannot locate the staff user (may not be registered with MyUSPTO), the system will display an error message as shown. The message should also provide a link for the staff user to register for MyUSPTO account.

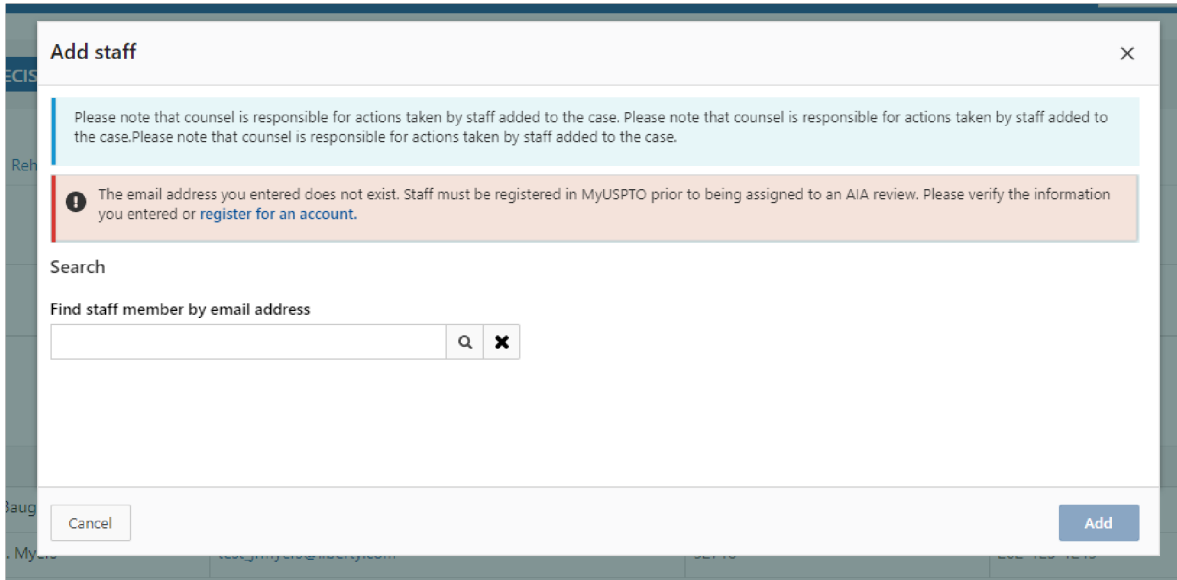


Figure 91: Dialog box showing email error

4. The **"Add"** button is disabled until the user's search returns data for an account matching the search criteria from MyUSPTO.

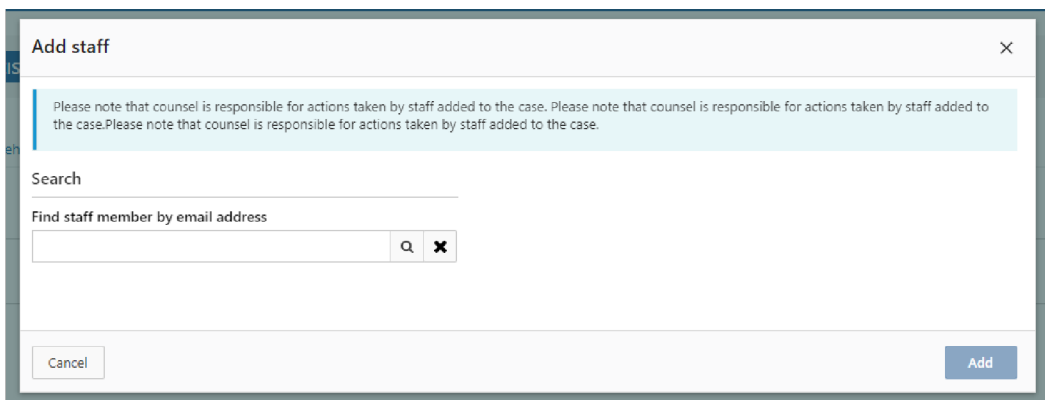


Figure 92: Add button disabled until email is entered

- Country field is always required. State field is required only for specific countries, e.g. USA, UK, Canada (check **“Add Counsel”** feature for complete list). The rest of the address fields are optional.

**Add staff**

Please note that counsel is responsible for actions taken by staff added to the case. Please note that counsel is responsible for actions taken by staff added to the case.

Search

Find staff member by email address

Name

John J. Doe  
john.doe@lawfirm.com

Phone number \*

252-322-2000

Fax number

Address

Country \*

United States

Address 1

Address 2

City

State / Province \*

Select a state...

Zip

Cancel

Add

Figure 93: Dialog box showing required fields

## 15.2 Edit Staff Role

- Lead counsel has an option to **“Edit”** or **“Remove”** the staff member by clicking respective action buttons (icons) next to the staff user’s listing.

uspto

Patent Trial and Appeal Case Tracking System (P-TACTS)

Case # IPR2021-00683 FINAL WRITTEN DECISION Patent # 6422291

Counsel

Counsel Type	Name	Email	USPTO Reg #	Phone number	Fax number	Actions
Lead Counsel	Steven Baughman	test_sbaughman@liberty.com	47414	202-123-4527	202-259-1231	
First Backup Counsel	James R. Myers	test_jrmyers@liberty.com	52718	202-123-1245	202-253-4628	
Staff	John Doe	john_doe@liberty.com	--	212-855-9600		

Figure 94: Counsel section showing that Staff was entered