

Quick Start Guide

1. Search by Attorney Docket Number

1.1 Description

Customers using the United States Patent and Trademark Office (USPTO) Private Patent Information and Retrieval (PAIR) system can enter their Attorney Docket Number and retrieve a list of applications with a matching number. Users also can add or modify Attorney Docket Numbers.

NEW

DESCRIPTION: The suffix “wildcard” search feature is modified in PAIR Version 7.1 to allow a minimum of three characters in the Attorney Docket Number search field. Formerly, the system required a minimum of four characters.

PROCEDURE: You can select the radio button labeled “Starts with” in the Attorney Docket Number field and type in three numbers letters instead of four. Next click the “Search” button—and the system will return a list of applications that have Attorney Docket Numbers starting with those three initial characters. (See Section 1.2.1—1.2.2)

BENEFIT: The new feature will reduce keystrokes, and save time and costs in entering Attorney Docket Numbers.

NOTE! For assistance with any of the steps shown in this guide, users can contact the Electronic Business Center (EBC) at the Customer Support Center. Information is shown in the table at the end of this guide (in Section 7).

1.2 Steps for Using Attorney Docket Number to Search for Applications

Users can navigate to the “Select New Case” screen by clicking the related tab shown in the screen on page 2. When that tab is clicked, the following screen will appear (see Figure 1-1).

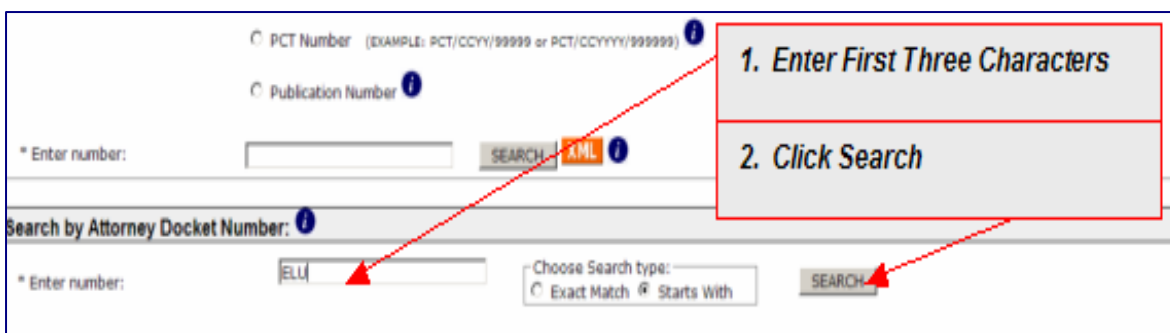


Figure 1-1 Select New Case Screen Using Three Characters

1.2.1 To use the “wildcard” method now available in PAIR 7.1, you simply enter the first three characters of the Attorney Docket Number, as shown in Step 1 in Figure 1-1 above.

1.2.2 Then, just click the “Search” button, as shown in Step 2 above.

However, it is still possible to use the full-text entry method that users may be familiar with in earlier versions of PAIR. The full-text entry method is described on the following page and shown in Figure 1-2.

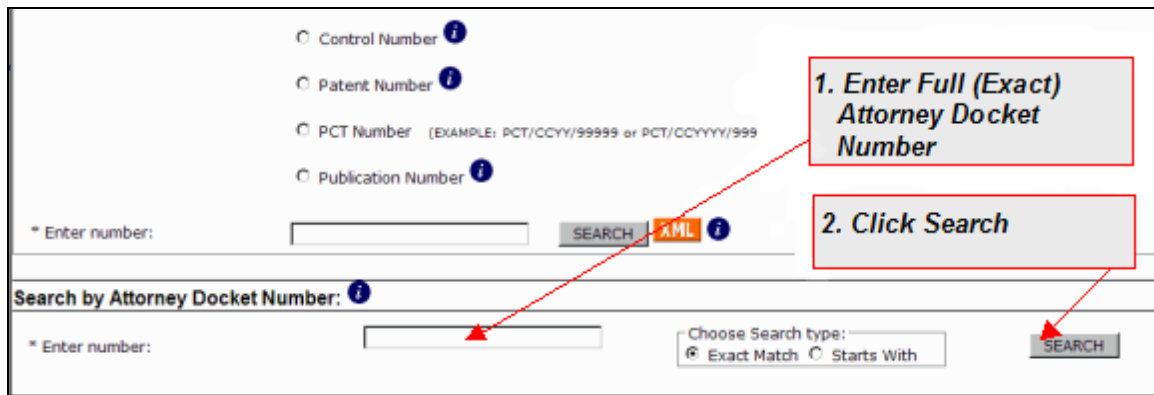


Figure 1-2 Using the Full Attorney Docket Number

NOTE! To use this method, you must enter your complete Attorney Docket Number. It is important to note that the number is “case sensitive.” Numbers also must reflect placement of hyphens, dashes or slashes (unless a three-character wild card is used, as described earlier).

1.2.3 You enter the Attorney Docket Number in the search field, according to the recommendations in the above Note. (Step 1 in the screen above.)

1.2.4 Next, click the Search button. (Step 2 in the screen above.)

2. Attorney Docket Number Search Results

Your search results are displayed in tabular format, sorted by descending order of Application Number. (See Figure 2-1.)

The screenshot shows the PAIR system interface for Attorney Docket Number Search Results. At the top, there are buttons for "Select New Case" and "Applications by Attorney Docket". Below this, the title "Attorney Docket Number Search Results" is displayed, followed by the message "2 records found for Attorney Docket Number: ELU-".

A search bar labeled "Enter New Attorney Docket Number" with a "Submit" button is present. Below the search bar is a table with the following columns: Application No., Patent No., Earliest Publication No., Attorney Docket No., Customer Number, Status Date, and Filing or 371(c) Date. Each column header has a small up/down arrow icon for sorting. The table contains two rows of data:

<input type="checkbox"/>	Application No. ↓↑	Patent No. ↓↑	Earliest Publication No. ↓↑	Attorney Docket No. ↓↑	Customer Number ↓↑	Status Date ↓↑	Filing or 371(c) Date ↓↑
<input type="checkbox"/>	60/762,679	-	-	ELU-101-A	48980	01-28-2007	01-27-2006
<input type="checkbox"/>	11/657,871	-	-	ELU-101-B	48980	04-11-2007	01-25-2007



Below the table, there are links for "Select ALL" and "Clear ALL". The text "Results sorted by Application No. Descending" is displayed. At the bottom, there is a help section titled "If you need help:" with the following instructions:

- Call the Patent Electronic Business Center at (866) 217-9197 (toll free) or e-mail EBC@uspto.gov for specific questions about Patent Application Information Retrieval (PAIR).
- Send general questions about USPTO programs to the [USPTO Contact Center \(UCC\)](#).
- If you experience technical difficulties or problems with this application, please report them via e-mail to [Electronic Business Support](#) or call 1 800-786-9199.

Figure 2-1 Attorney Docket Number Search Steps

2.1 The total number of applications found for the particular Attorney Docket Number searched is displayed. (Although two results are shown above, up to the first 100 search result records can be listed.)

2.2 Click on the Application Number link to view that application's data. (See link in figure above.)

2.3 Click on the up/down arrows  next to each column header to sort results by that column. For instance, to find the latest status change for one of your Applications, click on the up/down arrows  next to the Status Date column header.

2.4 Links to additional pages of search results are listed, if there are more than 100 search results. Click on any of the links to view additional results.

NOTE! To edit or update this information, type the Attorney Docket Number you want in the "Enter New Attorney Docket Number" field shown in Figure 2-1 above, and click the "Submit" button. Refer to Section 3 and 4 for more details.

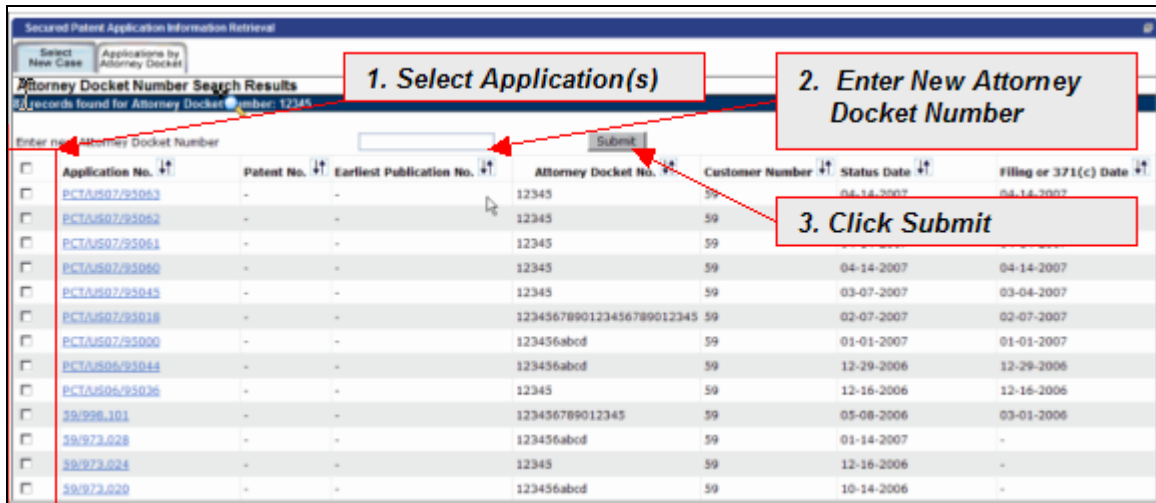


Figure 2-2 Second Example: Attorney Docket Search Results Screen

3. Self-Administration—Update Attorney Docket Number (for Multiple Applications)

On the Attorney Docket Number Search Results page (shown in the Second Example, Figure 2-2), you can also update the Attorney Docket Number for one or more applications. Follow the steps in the screen above, or noted in the procedures in Section 3.1 below.

3.1 Select one or more Applications using one of the following methods:

- Select the related checkbox(es) to indicate that you would like to update the Attorney Docket Number for all applications listed on the page. You can de-select the checkbox(es) to clear selection(s). (The check will disappear.)
- Click on the “Select All” link to indicate that you would like to update the Attorney Docket Number for all applications listed on the page. Click on the “Clear All” link to clear selection.

3.2 Enter the new Attorney Docket Number in the textbox.

- Click Submit. This will update the Attorney Docket Number of the Applications selected.

4. Self-Administration—Review Attorney Docket Number Updates

After reviewing the requested data changes on the Attorney Docket Number Update Review page, you can click the “Edit” button to return to the Attorney Docket Number Search Results page without saving the requested changes. If the displayed data is acceptable, click “Confirm” to save the new Attorney Docket Number for the Applications displayed. (See the sample screen shown below.)

Application Number	Customer Number	Previous Docket Number	New Docket Number
59997091	59	ABC123	ABCDEF
59997090	59	ABC123	ABCDEF
59997065	59	ABC123	ABCDEF
59997027	59	ABC123	ABCDEF
59997026	59	ABC123	ABCDEF

Figure 4-1 Review Attorney Docket Number Update(s) Screen

NOTE! The new Attorney Docket Number is saved to the selected applications immediately. However, to see the updated Attorney Docket Number, you need to return to the Select New Case screen to perform a query for the new Attorney Docket Number.

Once the update is complete, you can return to the search results for your previous Attorney Docket Number search.

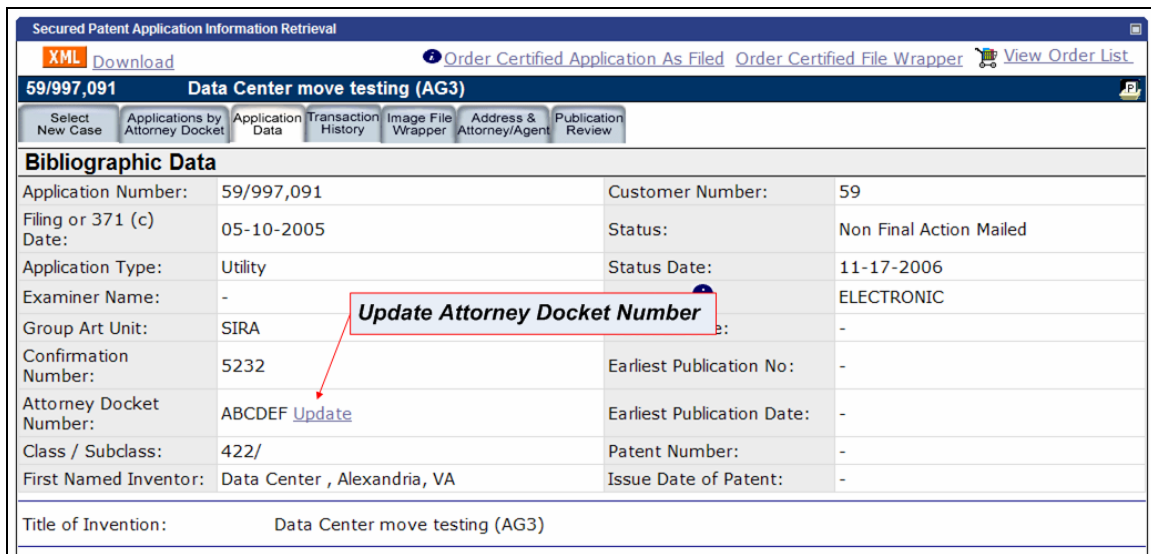
Application Number	Previous Docket Number	New Docket Number
59997091	ABC123	ABCDEF
59997090	ABC123	ABCDEF
59997065	ABC123	ABCDEF
59997027	ABC123	ABCDEF
59997026	ABC123	ABCDEF

Figure 4-2 Previous Attorney Docket Number Search Results Screen

5. View Application Data

The Application Data page displays bibliographic data for the application. You can get to this screen by:

- Clicking on the Application Number on the Attorney Docket Number Search Results Page.
- Searching for an application on the “Select New Case” tab.
- Clicking on the Application Number from the “Search by Customer Number” option on the “Select New Case” tab.



Secured Patent Application Information Retrieval			
XML Download		Order Certified Application As Filed	
Order Certified File Wrapper		View Order List	
59/997,091 Data Center move testing (AG3)			
Select New Case	Applications by Attorney Docket	Application Data	Transaction History
Image File Wrapper	Address & Attorney/Agent	Publication Review	
Bibliographic Data			
Application Number:	59/997,091	Customer Number:	59
Filing or 371 (c) Date:	05-10-2005	Status:	Non Final Action Mailed
Application Type:	Utility	Status Date:	11-17-2006
Examiner Name:	-	Publication Date:	ELECTRONIC
Group Art Unit:	SIRA	Attorney Docket Number:	ABCDEF Update
Confirmation Number:	5232	Earliest Publication No:	-
Attorney Docket Number:	ABCDEF Update	Earliest Publication Date:	-
Class / Subclass:	422/	Patent Number:	-
First Named Inventor:	Data Center , Alexandria, VA	Issue Date of Patent:	-
Title of Invention:	Data Center move testing (AG3)		

Figure 5-1 Viewing Application (Bibliographic) Data Screen

6. Self-Administration—Update Attorney Docket Number (for a Single Application)

To update the Attorney Docket Number for a single application, follow the steps below:

- Click the Update link on the Application Data screen to update the Attorney Docket Number for the application displayed.
- On the Edit Attorney Docket Number page, enter the new Attorney Docket Number in the textbox and click the Submit button.

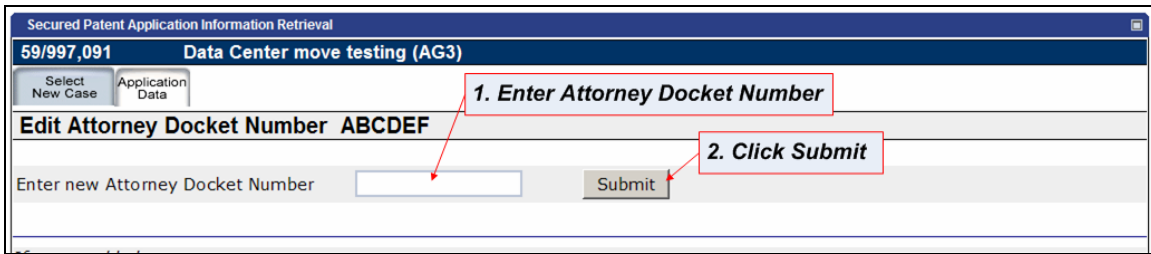


Figure 6-1 Edit Attorney Docket Number Screen

The results of your update are displayed as shown in the sample below.

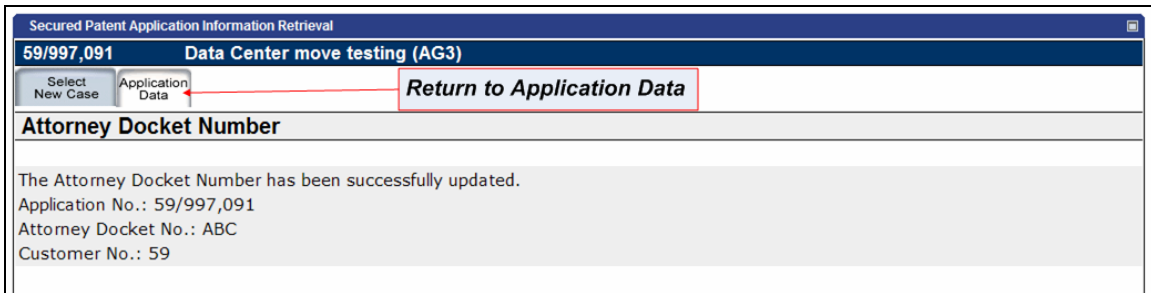


Figure 6-2 Results of Updating Attorney Docket Information

- Click on the Application Data tab to return to Bibliographic Data screen for the current Application.

See other User Guides and/or Quick Start Guides for further updates in the PAIR 7.1 release.

7. Questions? Contact Information for EBC

Call, e-mail, or send a fax (or letter by regular mail) to the USPTO regarding any questions you may have about the Attorney Docket Number or related matters. You can contact the USPTO Electronic Business Center (EBC) directly using the following telephone numbers or address information. The EBC hours of operation are also noted.

Weekday Operation: Monday – Friday: 6 AM - Midnight (Eastern Time)

Telephone: 1-866-217-9197 (toll-free)
571-272-4100 (local)

E-mail: ebc@uspto.gov

Fax: 571-273-0177

Postal: Mail Stop EBC
Commissioner for Patents
PO Box 1450
Alexandria, VA 22313-1450