

Quick Start Guide

E-Office Action
(Electronic Notification of Outgoing Correspondence)

Private PAIR 7.1

1. Overview

Customers using the United States Patent and Trademark Office (USPTO) Private Patent Application Information and Retrieval (PAIR) 7.1 release can view outgoing correspondence lists and receive e-mail notification(s) when their Applications have new correspondence from USPTO.

(Opting-in to receive e-Office Action notices will automatically stop the Office from sending most paper copies of their Office Actions and related references by postal mail. However, Customers may still receive some paper mailings from USPTO offices that have not yet implemented e-Office Action.)

NEW

DESCRIPTION: The USPTO e-Office Action now provides users with the option of receiving e-mail notification when a new Office Action is available for viewing in Private PAIR. The user may view Outgoing Correspondence from the last 3 days—a new feature—as well as 7, 30, 60, or 90 days in Private PAIR. This feature is available in lieu of receiving a copy via postal mail. A record of the electronic notification will be placed in the Image File Wrapper (IFW) when an e-Office Action notice is sent to the customer.

PROCEDURE: To “Opt-in” to the new service: Customers select the “Customer Details” radio button from the PAIR main search page, and choose the desired Customer Number. A test message will be sent to all new or modified e-mail addresses submitted. Copies of correspondence will not be mailed for any Application associated with the selected Customer Number. Documents not viewed within seven days will receive a courtesy postcard.

BENEFIT: Viewing a list of Outgoing Correspondence e-Office Actions will save time (and therefore costs), in tracking Office correspondence.

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 4).

Advisory

- ✓ To start receiving e-Office Action notifications, users are required to login to Private PAIR and select the “Receive Correspondence Notification via E-mail” option and provide up to three e-mail addresses on the Customer Details Tab.
- ✓ Several areas of the Office have independent mailing processes. Until all USPTO offices implement e-Office Action, users may continue to receive paper mailings, in addition to e-Office Action notifications, for correspondence originating from those areas including but not limited to: Office of Initial Patent Examination, Petitions (OIPE), the Patent Cooperation Treaty (PCT), Appeals, Publications, Interference, and Reexamination.
- ✓ Please add the “USPTO.gov” domain to the white list in your e-mail blocking program to allow our e-Office Action notification messages to be received. E-mail blocking programs, also called a spam filters, are intended to prevent most unsolicited e-mail messages (spam) from appearing your inboxes.
- ✓ When Customers have opted in and choose to opt back out by eliminating e-mail addresses, it is important to note that at least one e-mail address should be left in Private PAIR for at least 15 days. This is to provide time for documents in process to get to their destination.

2. Steps for Opting-in to Receive e-Mail Notices

The following steps will show you how to receive electronic notification when newly arrived Outgoing Correspondence is available for viewing in Private PAIR. (Note: This feature is only available to e-Office Action participants.)

2.1 Select New Case Page

1. Choose “View or update Customer Number Details,” labeled “1” in Figure 2-1, shown below.
2. Select the Customer Number for which you wish to receive electronic notification of Outgoing Correspondence (Step 2 in the figure below).

Figure 2-1 Selecting Customer Number Details

3. Click on the “SEARCH” button (Step 3 in Figure 2-1). This brings up the “Customer Details” screen (Figure 2-2 below).

2.2 Customer Details Page

On the “Customer Details” screen, you can review the data currently on file. If you decide to change any of the information, click on the “Request Customer Data Change(s)” button (Figure 2-2).

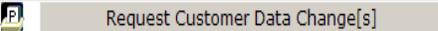
Customer Details		Last Private PAIR Update:2007-04-20 11:49:25	
Details For Customer Number : 140		Outgoing Correspondence:MAIL	
Correspondence Address:	Acme Corp12 TEST12 555 Main Street ALEXANDRIA VA 22125 UNITED STATES		
Correspondence E-Mail:	flip@skip.com two@three.org flip@skip.com		
Telephone Numbers:	555-555-5555 555-456-8955 -		
Fax Numbers:	- -		
Associated Individuals:	<table border="1"><tr><td>33331 Knab, Ann 35212 Kaufman, Marc 38434 Do, Luan</td></tr></table>	33331 Knab, Ann 35212 Kaufman, Marc 38434 Do, Luan	
33331 Knab, Ann 35212 Kaufman, Marc 38434 Do, Luan			
			

Figure 2-2 Request Customer Data Change(s)

This step brings up the “Edit Customer Details” screen (Figure 2-3). Proceed to the following section for steps on how to enter data changes.

2.3 Edit Customer Details Page

When you have followed the steps described above (Section 2.1—2.2), the “Edit Customer Details” web page appears, with fields available for data entry, as shown in the figure below.

Secured Patent Application Information Retrieval

Select New Case Customer Details

Edit Customer Details Last Private PAIR Update: 2006-12-16 16:22:15

* indicates a required field

Details For Customer Number : 67577 Outgoing Correspondence: MAIL

These address changes apply only to the US applications associated with the Customer Number. PCT applicants must file a paper under PCT Rule 92bis with either the receiving Office or the International Bureau to change the correspondence address for an international application.

Name of Individual Submitting Request: John Doe Testing * Practitioner No. (required): 1.

Receive Outgoing Correspondence Notification via:

Receive Correspondence via Postal Mail

Receive Correspondence Notification via e-Mail *i* 2.

Please Enter Customer Correspondence Address Changes Below. *i*

<input type="text" value="Dewey, Cheatum, & Howe"/>	* Firm or Individual Name Line 1	
<input type="text" value="Test"/>	Firm or Individual Name Line 2	
<input type="text" value="600 Dulany Street"/>	* Address Line 1	
<input type="text"/>	Address Line 2	
<input type="text" value="Alexandria"/>	* City	3.
<input type="text" value="VA"/>	State	
<input type="text" value="22314"/>	Zip	
<input type="text" value="UNITED STATES"/>	* Country	
<input type="text" value="(571)555-1212"/>	* Telephone	
<input type="text"/>	Telephone2	
<input type="text"/>	Telephone3	
<input type="text" value="pair@uspto.gov"/>	* E-Mail Required for E-mail Notification	
<input type="text"/>	E-Mail2	4.
<input type="text"/>	E-Mail3	
<input type="text"/>	Fax	

Figure 2-3 Edit Customer Details Screen

Follow the steps below to edit customer details (when the details are already entered in PAIR).

1. A Practitioner Registration Number must be entered to submit your Customer data changes unless you are a Pro Se inventor (in which case, this field will not appear).
2. Select the checkbox labeled “Receive Correspondence Notification via e-Mail” to Opt-in. If you wish to Opt-out later, you may return to this screen and select the “Receive Correspondence via Postal Mail” checkbox.
3. Enter at least one e-mail address into the Customer Number address screen. You may enter up to three e-mail addresses. When new Outgoing Correspondence is available for viewing in Private PAIR, an e-mail notification will be sent to the e-mail addresses that you enter here.

4. You must enter a Point of Contact (POC) Name, Telephone number and an e-mail address.
5. Click on “Preview Changes” to verify the changes that you have made.

2.4. Reviewing Corrections

To review corrections prior to submitting the information you have entered, perform the following steps.

1. Verify the changes you have made. If there is an error, click on “Edit Changes” to return to the previous screen and continue making changes.
2. When the changes are correct, click on “Transmit Request to USPTO” to submit the changes that you have made. A test message will be sent to each new or modified e-mail address in the submittal. If you do not receive the test message, please contact the EBC. (A message will appear beside the changed or modified address that a “Test e-mail will be sent.”)

Secured Patent Application Information Retrieval

Select New Case Customer Details

Customer Number - Review corrections prior to submission Last Private PAIR Update: 2006-12-01 14:51:15

Data Changes For Customer Number: 59 Outgoing Correspondence: EMAIL

These address changes apply only to the US applications associated with the Customer Number. PCT applicants must file a paper under PCT Rule 92bis with either the receiving Office or the International Bureau to change the correspondence address for an international application.

Name of Individual Submitting Request Jane Doe

Changed address is as follows:

	Previous	New
Firm or Individual Name Line 1:	SIRA	SIRA
Firm or Individual Name Line 2:		
Address Line 1:	600 DULANEY STREET	600 DULANEY STREET
Address Line 2:		
City:	ALEXANDRIA	ALEXANDRIA
State:	VA	VA
Zip:	22314	22314
Country:	UNITED STATES	UNITED STATES
Telephone:	703 333-3333	866 217 9197
Telephone2:		
Telephone3:		
E-Mail:	PAIR@uspto.gov	PAIR@uspto.gov
E-Mail2:		Jane.Doe@uspto.gov
E-Mail3:		
Fax:		
Fax2:		
Receive Outgoing Correspondence Notification:	EMAIL	EMAIL

Point of Contact:

Point of Contact Name: Jane Doe
 Telephone : 703 333-3333
 E-Mail: Jane.Doe@uspto.gov

Edit Changes Transmit Request to USPTO

Figure 2-4 Editing and Transmitting Changes to the USPTO

2.5 Customer Number – Corrections Accepted Page

When the changes are submitted, the system will display a screen similar to the sample shown in Figure 2-5. This screen will include a message telling you whether or not your request was successfully submitted.

Secured Patent Application Information Retrieval

Select New Case Customer Details

Customer Number - Corrections Accepted Last Private PAIR Update:2006-12-01 14:51:15

Change request successfully submitted.

From: Jane Doe e, Reg# Time: 12-15-2006::14:06:46 Change Request for Customer Number: 59 Outgoing Correspondence:EMAIL

Name of Individual Submitting Request: Jane Doe

Changed address is as follows:

	Previous	New
Firm or Individual Name Line 1:	SIRA	SIRA
Firm or Individual Name Line 2:		
Address Line 1:	600 DULANEY STREET	600 DULANEY STREET
Address Line 2:		
City:	ALEXANDRIA	ALEXANDRIA
State:	VA	VA
Zip:	22314	22314
Country:	UNITED STATES	UNITED STATES
Telephone:	866 217 9197	866 217 9197
Telephone2:		
Telephone3:		
E-Mail:		PAIR@uspto.gov
E-Mail2:		Jane.Doe@uspto.gov
E-Mail3:		
Fax:		
Fax2:		
Receive Outgoing Correspondence Notification:	EMAIL	EMAIL

Point of Contact:

Point of Contact Name: Jane Doe
Telephone : 703 333-3333
E-Mail: Jane.Doe@uspto.gov

Figure 2-5 Checking For Verification of Transmission

Note! The screen above (Figure 2-5) also will indicate that new e-mails added or addresses modified, will receive test e-mails.

Customers who have modified or added e-mail addresses will receive the following electronic notification (Figure 2-6).

From:	PAIR_eOfficeAction@USPTO.gov
Posted At:	(Day) (Date) (Time)
Subject:	E-mail Address Change for Customer Number (Field) via Private PAIR
Date:	(Date)

Dear PAIR Customer:

(Name of Company)
(Address)
(City, State Zip Code)
(Country if not US)
(New email address)

Greetings! You are receiving this e-mail because you have chosen to add the above-identified e-mail address as a new e-mail address or as an update to an existing e-mail address associated with your customer number: (field).

To view your correspondence online or to update your e-mail addresses, please visit us at:
<https://sportal.uspto.gov/secure/myportal/privatepair>.

If you have any questions, please email the Electronic Business Center (EBC) at EBC@uspto.gov, or call 1-866-217-9197, Monday-Friday 6:00 a.m. to 12:00 a.m. Eastern Standard Time (EST).

If you have received this e-mail in error, please contact the PAIR Team at PAIR@USPTO.gov

Sincerely,
The PAIR Team

Figure 2-6 E-mail Message Received When Customers Change/ Modify E-mail Addresses

Note! Please see the advisory at the beginning of this document that warns against eliminating all e-mail addresses. When opting out, Private PAIR e-Office Action participants are advised to leave at least one e-mail address in Private PAIR for 15 days so that documents in process can reach their destination. See Figure 2-7 for sample message urging Customers to leave one e-mail address in the system.

Data Changes For Customer Number: 7055		Outgoing Correspondence:EMAIL
These address changes apply only to the US applications associated with the Customer Number. PCT applicants must file a paper under PCT Rule 92bis with either the receiving Office or the International Bureau to change the correspondence address for an international application.		
Name of Individual Submitting Request	sandra oconnerstest	
Practitioner No.	12345	
Changed address is as follows:		
	Previous	New
Firm or Individual Name Line 1:	Dewey, Cheatem and Howe	Dewey, Cheatem and Howe
Firm or Individual Name Line 2:		
Address Line 1:	1500 Pennsylvania Ave.	1500 Pennsylvania Ave.
Address Line 2:		
City:	RESTON	RESTON
State:	VA	VA
Zip:	20191	20191
Country:	UNITED STATES	UNITED STATES
Telephone:	800-555-1212	800-555-1212
Telephone2:		
Telephone3:		
E-Mail:	sandra_dayoconner@athomenow.apo	Suggest you leave an email address in for 15 days.
E-Mail2:		
E-Mail3:		
Fax:	888-555-1212	
Fax2:		
Receive Outgoing Correspondence Notification:	EMAIL	MAIL

Figure 2-7 Sample Private PAIR Message To Leave One E-Mail

3. View Outgoing Correspondence

To view or download any Outgoing Correspondence already in Private PAIR, follow the steps below.

3.1 Select New Case Page

To start the process for viewing Outgoing Correspondence, click the “New Case” tab shown in Figure 3-1 below. (Note the figure below shows samples of several of the new Private PAIR drop-down features on the Search screen; however you will not be able to see all of those features at one time.)

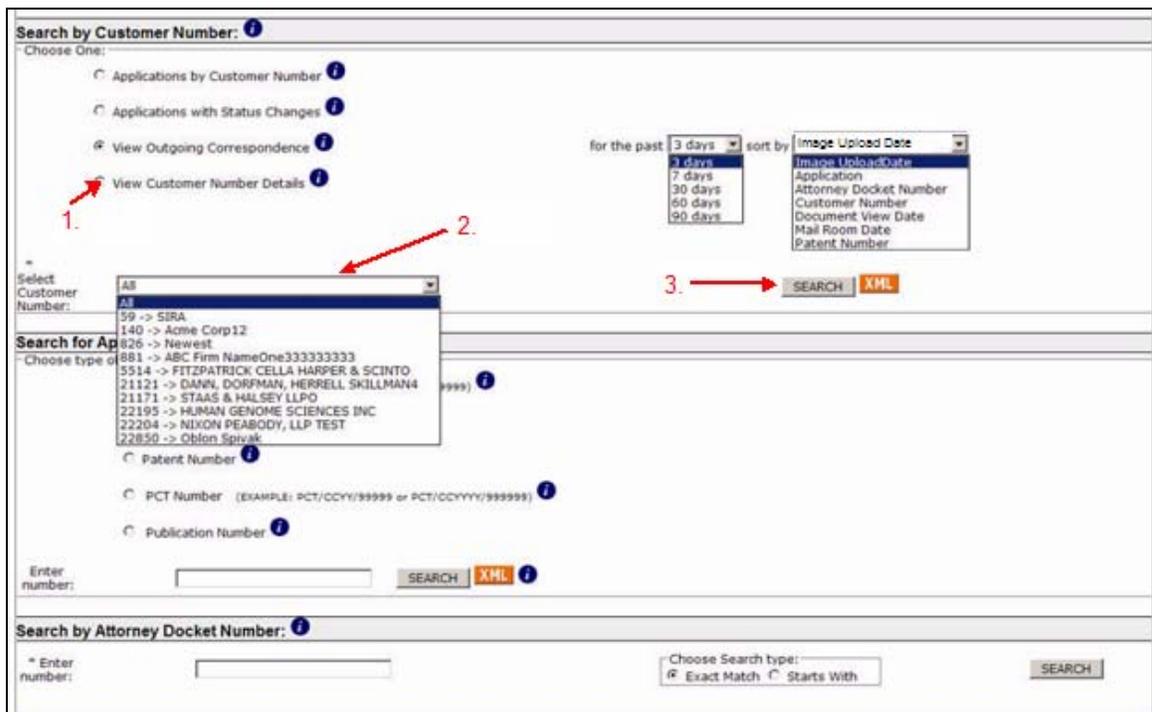


Figure 3-1 Viewing Outgoing Correspondence

1. Click the “View Outgoing Correspondence” radio button.
2. Select the date range you are interested in; i.e. 3, 7, 30, 60 or 90 days, and sort by “Mail Date.”

3. Select the Customer Number for which you wish to view Outgoing Correspondence.
4. Click on the “SEARCH” button.

This brings up the “Outgoing Correspondence” screen.

3.2 Outgoing Correspondence Page

Your search results are displayed in tabular format as shown in Figure 3-2.

The screenshot shows a table titled "Outgoing Correspondence" with the following columns: Application Number, Patent Number, Attorney Docket Number, Customer Number, Mailing Date, Image Date, Document Code, Document Description, and Earliest Image View Date. The table contains 15 rows of data. Three red boxes with arrows point to specific features: "Download in PDF Format" points to a PDF icon in the first row; "Download in XML" points to an XML icon in the first row; "Restored Image Upload Date Column" points to the "Image Date" column header.

Application Number	Patent Number	Attorney Docket Number	Customer Number	Mailing Date	Image Date	Document Code	Document Description	Earliest Image View Date
		3150KCONT	22850	08-07-2007	08-06-2007	CTH5	Notification of Allowance with SIP	-
		3150K	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-
		3150K	22850				List of References cited in applicant and considered by examiner	-
11020.105		262799US0K	22850				Notice of Allowance and Fees Due (PTOL-81)	-
11020.105		262799US0K	22850				List of references cited in applicant	-
10078.472		261311US3	22850	08-07-2007	08-06-2007	CTH5	Non Final Rejection	-
10078.472		261311US3	22850	08-07-2007	08-06-2007	802	List of references cited in applicant	-
10036.525		258749US0	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-
10036.525		258749US0	22850	08-07-2007	08-06-2007	1449	List of References cited in applicant and considered by examiner	-
10036.525		258749US0	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-
10090.644		244230US-25 CONT	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-
10090.644		244230US-25 CONT	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-
10090.644		244230US-25 CONT	22850	08-07-2007	08-06-2007	1449	List of References cited in applicant and considered by examiner	-
10052.873		242150US90	22850	08-07-2007	08-06-2007	CTH5	Non Final Rejection	-
10052.873		242150US90	22850	08-07-2007	08-06-2007	1449	List of References cited in applicant and considered by examiner	-
10068.148		239796US0K	22850	08-07-2007	08-06-2007	NDA	Notice of Allowance and Fees Due (PTOL-81)	-

Figure 3-2 Outgoing Correspondence Displayed in Tabular Format

Note! There are added features for downloading documents: you can download in PDF or XML format. Also note the Image Upload Date Column is restored in this release.

The total number of documents found for the Customer Number entered is displayed.

- Search results are listed in descending Image Upload Date order. Click on the Application Number to view Application data.
- Click on the up/down image  next to each column header to sort results by that column header.
- The Mailing Date is the commencement of your period to reply.
- The Image Date is the date on which the document image was loaded into the IFW database. Occasionally images will be uploaded before the Mailing Date. In those cases, the image will not be available for viewing until the Mailing Date.
- Documents can be viewed by clicking on the document title hyperlink.
- After a document has been viewed or downloaded, the column will be marked as “Viewed” the next time you return to this page.

Documents viewed through the Private PAIR IFW tab also will appear as viewed on the Outgoing Correspondence page.

If you are participating in the e-Office Action, you will be sent a courtesy postcard after seven (7) calendar days, if the action requires an Applicant response. Thus, for each Application listed on the e-mail notification that you were sent, you will receive a postcard, if at least one document per Application has not been viewed.

4. 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 Outgoing Correspondence steps 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