

July 7, 2016

# 10 Editing Data and Initiating a Petition

## 10.1 Editing an Initiated Case

Once a case has been initiated, it may be edited using the following steps. **Note:** “Initiation” is the process of creating a new case in E2E. At the end of the initiation process, the case is filed, after which it may or may not be “instituted” by the Board.

1. Log in to PTAB E2E, which will take you to your dashboard (see Figure 1).

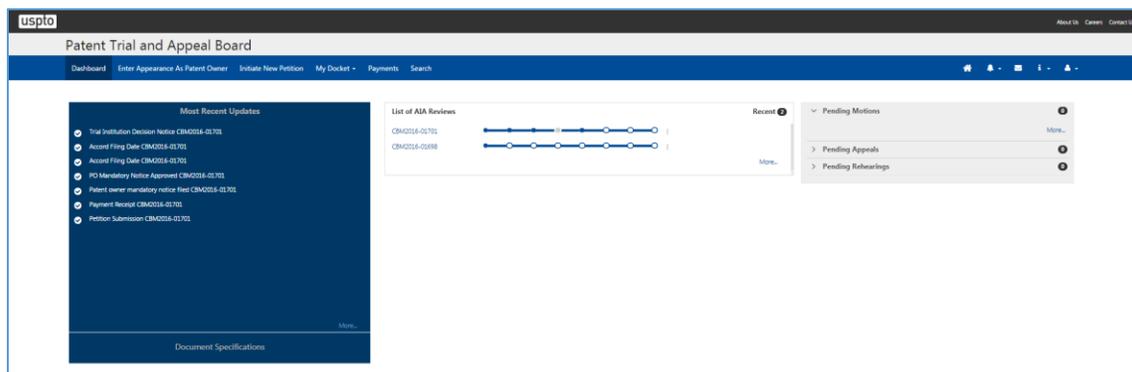


Figure 1: Dashboard

2. Select “My Docket” from the dashboard ribbon (see Figure 2).

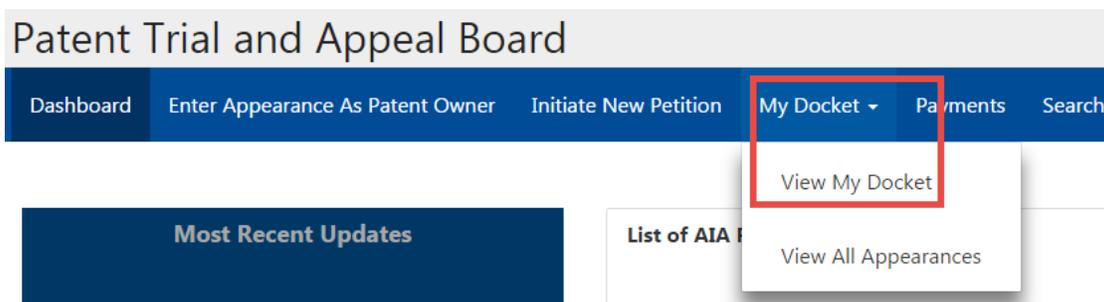


Figure 2. Dashboard Ribbon

3. Select “View My Docket” to be taken to the “My Docket” page.

4. Click on the desired AIA Review number to activate the hyperlink (see Figure 3).

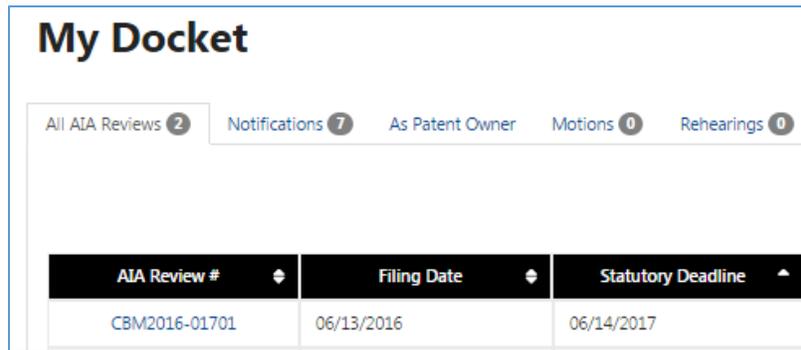


Figure 3. My Docket

5. The AIA Review will open in a new window (see Figure 4).



Figure 4. New Window

6. You can edit claims, documents, and metadata following the instructions in 3 File a Petition, but only if the AIA Review is in an “Initiated Status” (see Figure 5).

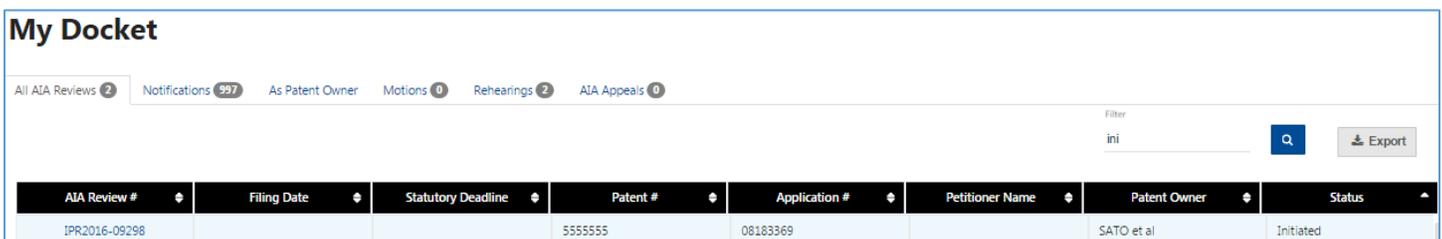


Figure 5. Initiated Status

7. When you have completed making your edits, you may verify the information using the “Review” tab.

8. When you are finished editing, you may close the AIA Review window from your browser.

## 10.2 Initiate New Petition

**Note:** “Initiation” is the process of creating a new case in E2E. At the end of the “initiation” process, the case is filed, after which it may or may not be “instituted” by the Board.

1. Click on the “AIA review.”
2. You will be taken back to your “Initiate New Petition” wizard
3. Navigate to the section where you would like to edit (see Figure 6)

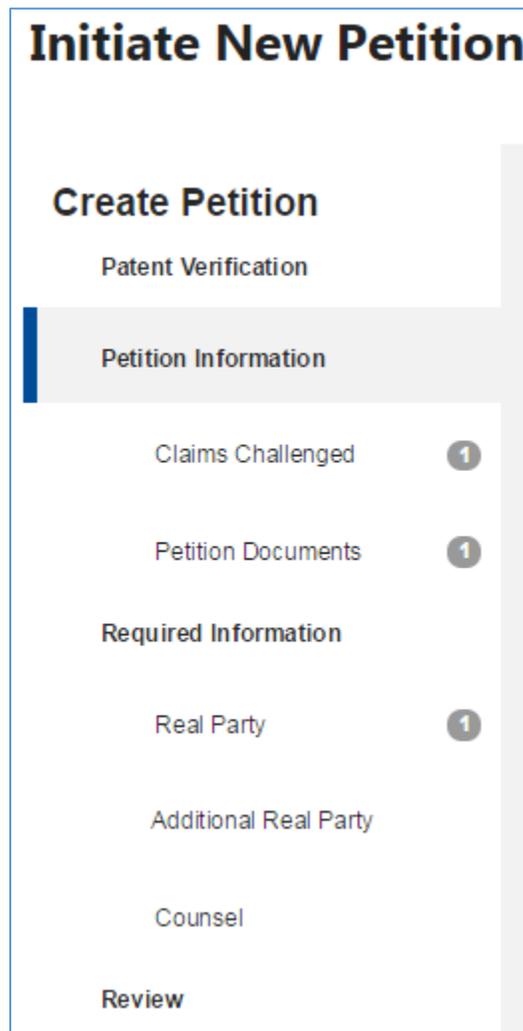


Figure 6. Navigate to Section

## 10.3 Petitioner Edit/Add/Delete Claims

1. To add “Claims Challenged”, click the dropdown arrow
2. Select “Statutory Grounds”
3. Enter claims
4. Enter “Prior Art”
5. Click the “Plus” sign to add additional prior Art
6. Click “Add”

**Challenged Claim Numbers**

\* Statutory Grounds

\* Challenged Claim Numbers   
e.g. 2,3-6,8,15-19

\* Prior Art

Additional Prior Art

Figure 7. Add Claims

7. To edit “Claims Challenged” click on the pencil icon (see Fig 8)

Statutory Ground 35 U.S.C 102			
Claims	Prior Art	Statutory Ground	Actions
1	n	35 U.S.C 102	 

Figure 8. Edit Claims

8. You may edit or delete your “Claims, Prior Art, and Statutory Ground.”

Statutory Ground 35 U.S.C 102			
Claims	Prior Art	Statutory Ground	Actions
<input type="text" value="1-30"/>	<input type="text" value="n"/>	<input type="text" value="35 U.S.C 102"/>	 

Figure 9. Type in Edits

9. Click “Continue” when done

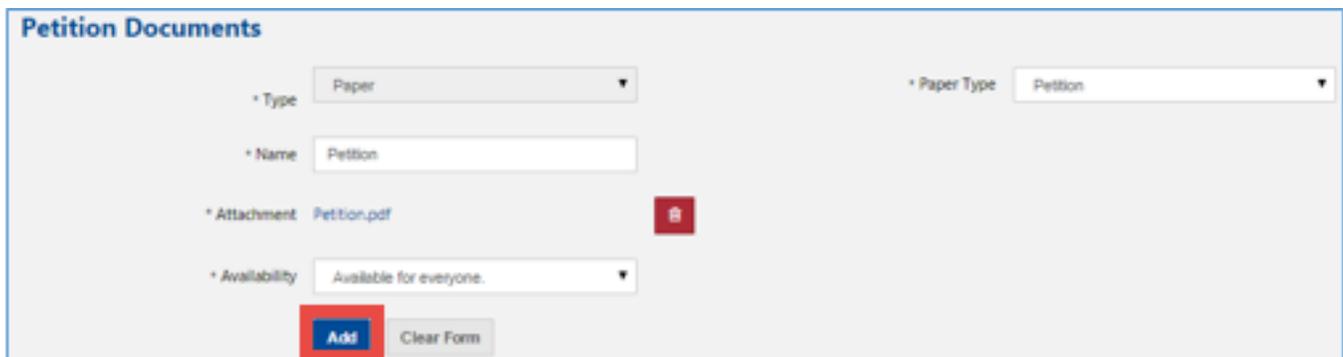
Claims	Prior Art	Statutory Ground	Actions
30-40	Computers	35 U.S.C 103	 



Figure 10. Type in Edits

## 10.4 Petitioner Edit/Add/Delete Documents

1. Navigate to the “Petitions Documents” section.
2. Select “Type”: “Paper” or “Exhibit”.
3. Select “Paper Type”: “Corrected Petition”, “Declaration”, “Petition”, “Power of Attorney”, or “Refund Request”.
4. Type Document “Name”.
5. Select “Choose File” to attach document.
6. Select “Availability”: “Available for everyone”, “Available to parties and board”, “Available to filing party and board”, or “Available only to the board”.
7. Click “Add”



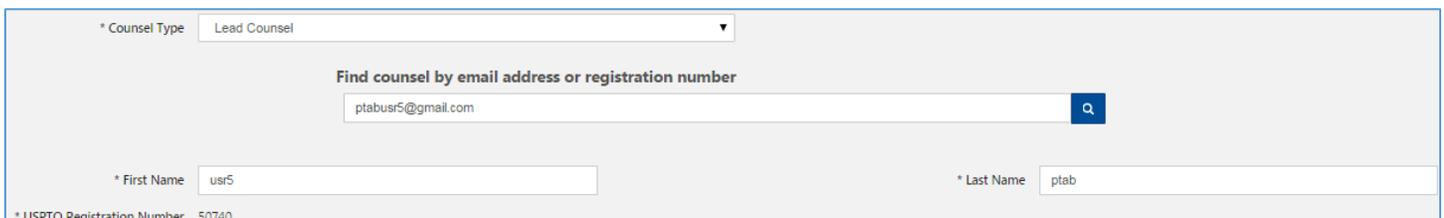
The screenshot shows the 'Petition Documents' form. It includes the following fields and controls:

- Type:** A dropdown menu with 'Paper' selected.
- Paper Type:** A dropdown menu with 'Petition' selected.
- Name:** A text input field containing 'Petition'.
- Attachment:** A text input field containing 'Petition.pdf' with a red trash icon to its right.
- Availability:** A dropdown menu with 'Available for everyone.' selected.
- Buttons:** A red 'Add' button and a 'Clear Form' button.

Figure 11. Add Petition Documents

## 10.5 Petitioner Edit/Add/Delete Counsel

1. Select “Counsel Type”: “Lead Counsel”, “First Back up Counsel”, or “Back up Counsel”.
2. Enter counsel’s email address
3. Click on the search icon below to automatically populate the fields (enter First Name, Last Name, or USPTO Registration Number)

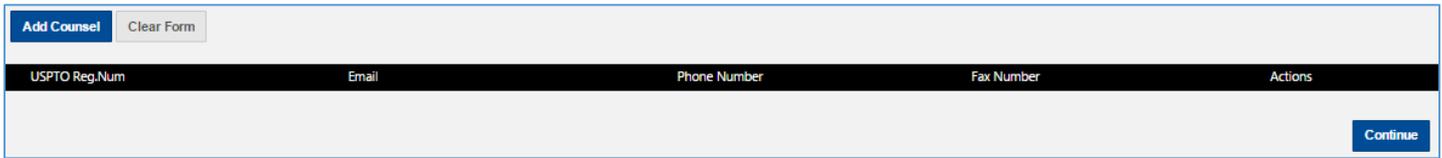


The screenshot shows the 'Counsel Information' form. It includes the following fields and controls:

- Counsel Type:** A dropdown menu with 'Lead Counsel' selected.
- Find counsel by email address or registration number:** A search bar containing 'ptabusr5@gmail.com' with a search icon to its right.
- First Name:** A text input field containing 'usr5'.
- Last Name:** A text input field containing 'plab'.
- USPTO Registration Number:** A text input field containing '50740'.

Figure 12. Counsel Information

4. Enter information from left to right, top to bottom. Fields with an asterisks are required fields.
5. Click “Add Counsel” when done.
6. Click “Continue” to move to the next section (see Figure 13)



**Figure 13. Add Counsel and Continue**

## 10.6 Patent Owner View All Appearances

1. A Patent Owner or Patent Owner’s Counsel will select “View All Appearances”
2. You will be taken to the “All Appearances” page
3. Click on the “View Mandatory Notice” button AIA Review number to activate the hyperlink
4. You can edit claims, documents, and metadata only if the Mandatory Notice is in a “Pending Submission” status (see Figure 14).



Submitted Date	AIA Review Number	Patent Number	Petitioner	Patent Owner	Status	
08/25/2015	IPR2015-80704	4563218	usr4, usr4	SCHULER	Pending Submission	<a href="#">View Mandatory Notice</a>

**Figure 14. All Appearances**

9. You will be taken back to your “Mandatory Notice” wizard
10. Navigate to the section where you would like to edit (see Figure 15 below)

The screenshot shows a web interface titled "Mandatory Notice". It has a sidebar on the left with a blue bar. The main content area is divided into sections: "Petition Information" (highlighted with a grey background), "Petition Documents" (with a "2" in a circle), "Required Information", "Real Party" (with a "1" in a circle), "Additional Real Party", and "Review".

**Figure 15. Add Counsel and Continue**

11. Navigate to the "Petitions Documents" section
12. Select "Type": "Paper" or "Exhibit".
13. Select "Paper Type": "Corrected Petition", "Declaration", "Petition", "Power of Attorney", or "Refund Request".
14. Type Document "Name".
15. Select "Choose File" to attach document.
16. Select "Availability": "Available for everyone", "Available to parties and board", "Available to filing party and board", or "Available only to the board".
17. Click "Add" (see Figure 16).

The screenshot shows a form titled "Petition Documents". It has the following fields:

- \* Type: Paper (dropdown)
- \* Paper Type: Petition (dropdown)
- \* Name: Petition (text input)
- \* Attachment: Petition.pdf (with a red trash icon)
- \* Availability: Available for everyone. (dropdown)

At the bottom, there are two buttons: "Add" (blue) and "Clear Form" (grey).

**Figure 16. Add Petition Documents**

## 10.7 Mandatory Notice Edit/Add/Delete Counsel

1. Select one of the following from the dropdown (Lead Counsel, First Back up Counsel, Back up Counsel)
2. Enter counsel's email address
3. Click on the search icon below to automatically populate (First Name, Last Name, and USPTO Registration Number) (see Figure 17).

\* Counsel Type: Lead Counsel

Find counsel by email address or registration number

ptabusr5@gmail.com

\* First Name: usr5

\* Last Name: ptab

\* USPTO Registration Number: 50740

Figure 17. Counsel Information

4. Enter information from left to right, top to bottom. Fields with an asterisks are required fields
5. Click "Add Counsel" when done
6. Click "Continue" to move to the next section (see Figure 18)

Add Counsel Clear Form

USPTO Reg.Num	Email	Phone Number	Fax Number	Actions
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Continue

Figure 18. Counsel Information