

# PO Participation

## 4.1 Access the Filing Wizard – New Appearance

1. To access the Filing Wizard after you've logged in, click "Enter Appearance As Patent Owner" on the dashboard ribbon (see fig. 1, item 1 below)

Patent Trial and Appeal Board

Dashboard **Enter Appearance As Patent Owner** Initiate New Petition My Docket - Payments Search

Home > Enter Appearance as Patent Owner

**Enter Appearance as Patent Owner**

Enter your Patent Number or Application Number

Patent or Application Number

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

**Fig. 1: Enter Appearance as Patent Owner**

2. Enter the Patent Number or Application Number (no commas) for the case in which you would like to enter an appearance into the text box and click "Search" (see fig. 1, item 2 above)
3. Select the radio button next to the corresponding AIA Review and select "Create Mandatory Notice" (see fig. 2, item 3 below)

## Enter Appearance as Patent Owner

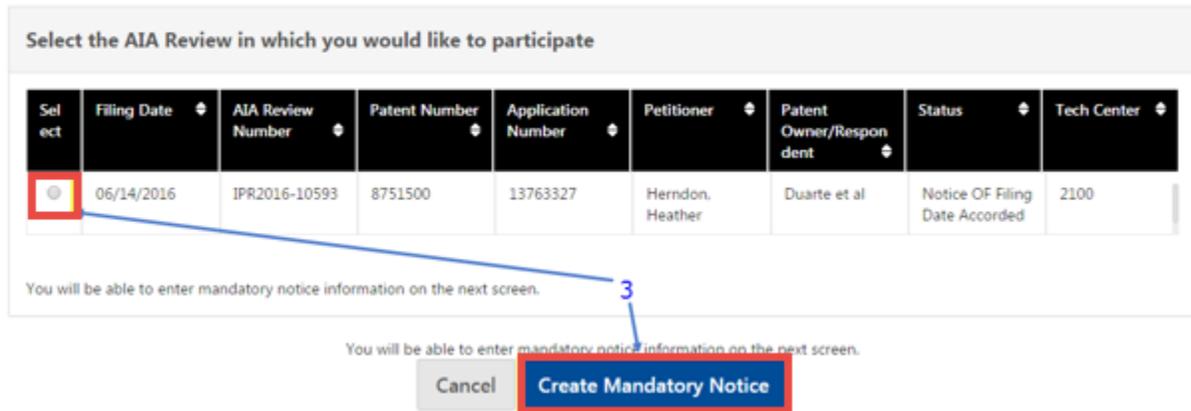


Fig. 2: Select the AIA Review

4. The Filing Wizard will open

### 4.2 AIA Review Information

1. AIA Review Information is displayed; you cannot change this information; if the AIA Review Information is correct select “Continue”, if it is not correct select “Delete Mandatory Notice” (see fig. 3, item 1 below)

Note: The highlighted tab is labeled “Petition Information,” this will be changed to a more appropriate label such as “AIA Review Information” in a future deployment.

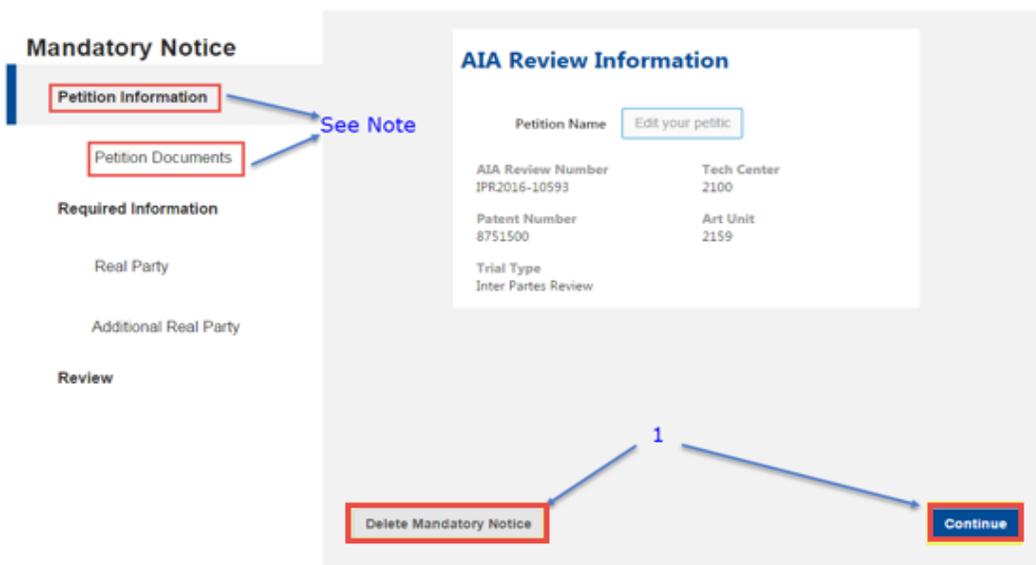


Fig. 3: AIA Review Information

## 4.3 Documents

After you have reviewed the AIA Review Information and clicked “Continue”, a green check mark will appear next to “Petition Information” (see fig. 4, item 1 below), and the “Petition Documents” section of the wizard will appear.

Note: The highlighted tab is labeled “Petition Documents,” this will be changed to a more appropriate label such as “Patent Owner Documents” in a future deployment.

Fig. 4: Petition Documents

### 4.3.1 Mandatory Notice

Follow these steps to upload a Mandatory Notice document

1. Select “Paper” as the “Type” (see fig. 4, item 1 – enlarged below)

Fig. 4, item 1

2. Select “Mandatory Notice” as the “Paper Type” (see fig. 4, item 2 – enlarged below)

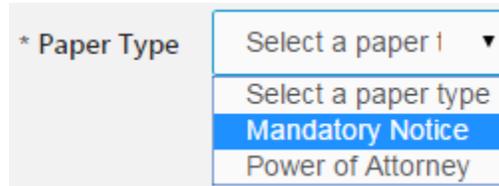


Fig. 4, item 2

- Name the document in the “Name” text box (see fig. 4, item 3 – enlarged below)
  - Document name cannot exceed 75 characters



Fig. 4, item 3

- Attach a document by clicking “Choose File” (see fig. 4, item 4 – enlarged below)

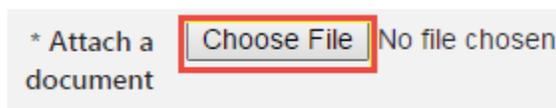


Fig. 4, item 4

- Select the file you wish to upload, then click “Open” (see fig. 5 below)

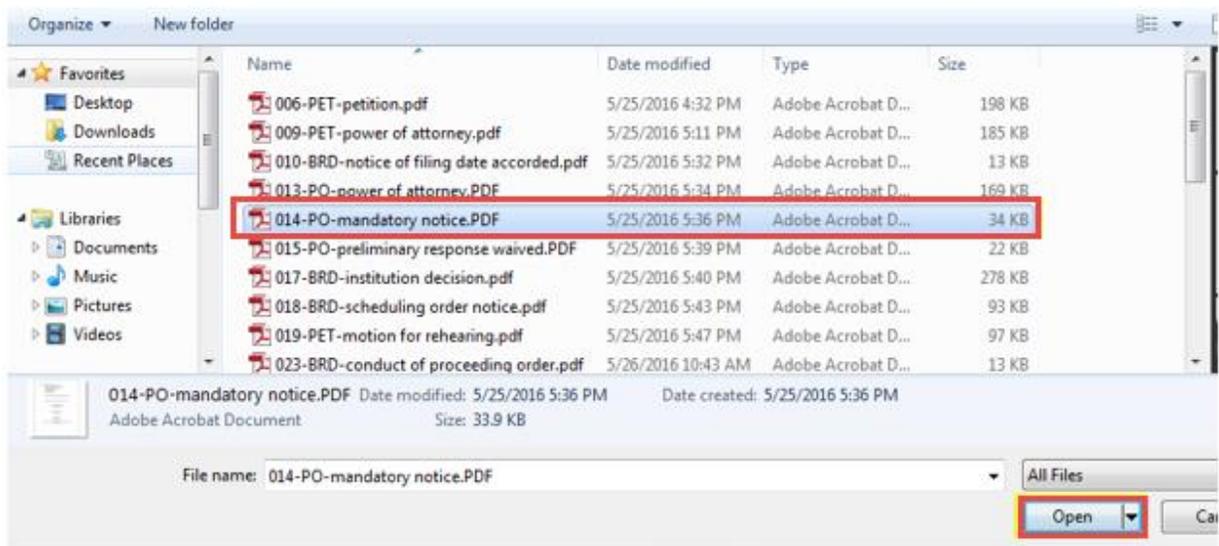


Fig. 5: Choose File

5. Select “PATENTOWNER” as the “Filing Party” (see fig. 4, item 5 – enlarged below)



Fig. 4, item 5

6. Set the “Availability” of the document (see fig. 4, item 6 – enlarged below)



Fig. 4, item 6

7. To add the Mandatory Notice, click “Add” (see fig. 4, item 7 – enlarged below)

- To clear the form and start over click “Clear Form” (see fig. 4, item 7 – enlarged below)

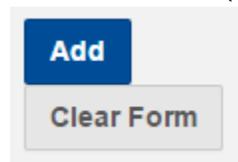


Fig. 4, item 7

8. If you set the “Availability” to “Available for everyone” in step 6 and clicked “Add” in step 7, the following “WARNING” message will appear:

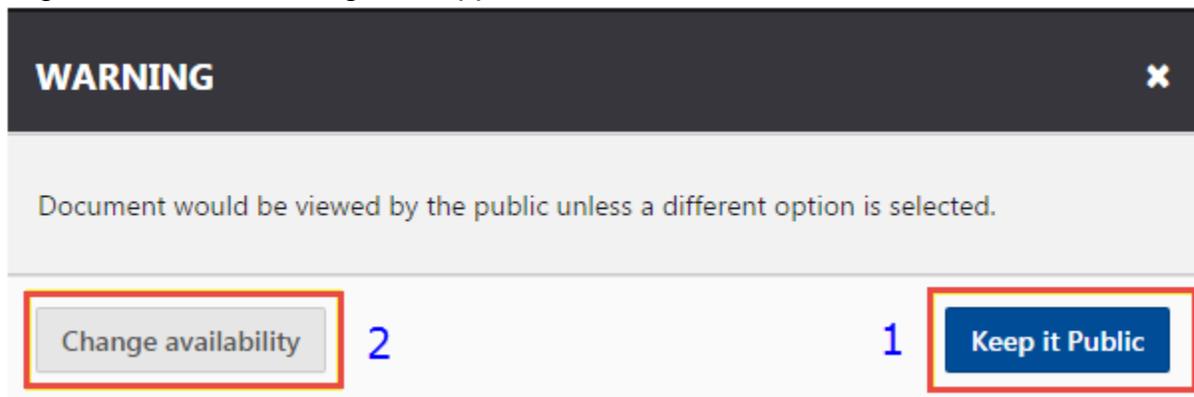


Fig. 6: Availability Warning

- To keep the document public click “Keep it Public” (see fig. 6, item 1 above)
  - If the upload was successful you will see the following message:



**Fig. 7: Document Upload Successful**

- To change the availability of the document click “Change availability” (see fig. 6, item 2)
9. After a successful upload, the Mandatory Notice document will appear in a table below the form and the form will be cleared (see fig. 8 below)

- If you need to edit any fields of the Mandatory Notice document click the  icon (see fig. 8, item 1 below)

- 

**Mandatory Notice**

**Petition Information**

Petition Documents 1

**Required Information**

Real Party

Additional Real Party

**Review**

**Petition Documents** AIA Review Number: IPR2016-10593

Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record in the subject patent

\* Type: Paper

\* Paper Type: Select a paper type

\* Name:

\* Attach a document:  No file chosen

\* Filing Party: Select the filing

\* Availability: Available for ev

Name	Type	Attachment	Number	Paper Type	Filing Date	Filing Party	Availability	Actions
mn	PAPER	014-PO-mandatory notice.PDF	5	Mandatory Notice	05/16/2016	patent owner	PUBLIC	1  2 

**Fig. 8: Mandatory Notice Uploaded**

- The Mandatory Notice form you previously filled out will appear (see fig. 9 below)

AIA Review Number: IPR2016-09456

## Petition Documents

Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record in the subject patent

\* Type

1 \* Paper Type

2 \* Name

\* Filing Party

3 \* Availability

4

5

Name	Type	Attachment	Number	Paper Type	Filing Date	Filing Party	Availability	Actions
testMO	PAPER	014-PO-mandatory notice.PDF	6	Mandatory Notice	06/29/2016	patent owner	PUBLIC	

**Fig. 9: Update Mandatory Notice**

- The only fields which are editable are: "Paper Type" (fig. 9, item 1), "Name" (fig. 9, item 2), and "Availability" (fig. 9, item 3)
- If changes are needed, make the appropriate changes and click "Update" (see fig. 9, item 4 above)
- If changes are not needed, click "Cancel" (see fig. 9, item 5 above)
- To delete the Mandatory Notice document click the  icon (see fig. 8, item 2 above)

10. If you are done adding documents at this point, click “Continue”

- If the designated counsel is already counsel of record for the subject patent, then a power of attorney need not be uploaded and you should click “Continue”
- If you click “Continue” and there is a problem with a field for the Mandatory Notice document, the wizard will continue to the next section, however a red “X” will appear next to “Petition Documents” alerting you that a problem needs to be resolved. You will not be able to finish submitting the Mandatory Notice if a red “X” exists anywhere (see fig. 9 below)

## Mandatory Notice

### Petition Information

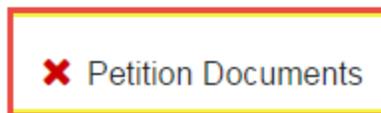


Fig. 10: Red “X”

- If you click “Continue” and there are no problems with any fields for the Mandatory Notice document, the wizard will continue to the next section and a green check mark will appear next to “Petition Documents” alerting you that there are no system problems with any of the uploaded documents (see fig. 11 below)

## Mandatory Notice

### Petition Information

✓ Petition Documents

2

### Required Information

Fig. 11: Green Check Mark

- If you need to upload a power of attorney, proceed to section 4.3.2 Power of Attorney

### 4.3.2 Power of Attorney

After adding the Mandatory Notice document (as discussed above in section 4.3.1), a blank form will exist where you can add a Power of Attorney if needed (see fig. 12 below)

- Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record for the subject patent

**Mandatory Notice**

**Petition Documents** AIA Review Number: IPR2016-10593

Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record in the subject patent

1 \* Type Paper

2 Paper Type Select a paper!

3 \* Name

4 \* Attach a document Choose File No file chosen

5 \* Filing Party Select the filing

6 \* Availability Available for ev

7 Add Clear Form

Name	Type	Attachment	Number	Paper Type	Filing Date	Filing Party	Availability	Actions
mn	PAPER	014-PO-mandatory notice.PDF	5	Mandatory Notice	06/16/2016	patent owner	PUBLIC	

8 Delete Mandatory Notice 9 Continue

**Fig. 12: Documents**

Follow these steps to upload a Power of Attorney (POA) document

Select “Paper” as the “Type” (see fig. 12, item 1 – enlarged below)

\* Type

Paper

Select a document type

Paper

Exhibits

**Fig. 12, item 1**

1. Select “Power of Attorney” as the “Paper Type” (see fig. 12, item 2 – enlarged below)

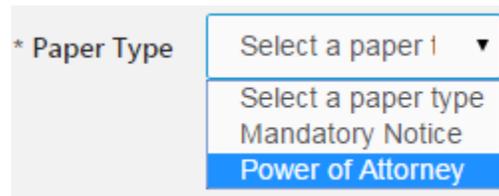


Fig. 12, item 2

2. Name the document in the “Name” text box (see fig. 12, item 3 – enlarged below)
  - Document name cannot exceed 75 characters



Fig. 12, item 3

3. Attach a document by clicking “Choose File” (see fig. 13, item 4 – enlarged below)

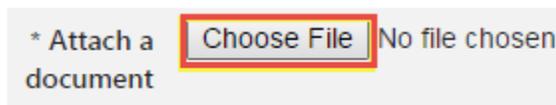


Fig. 12, item 4

- Select the file you wish to upload, then click “Open” (see fig. 12 below)

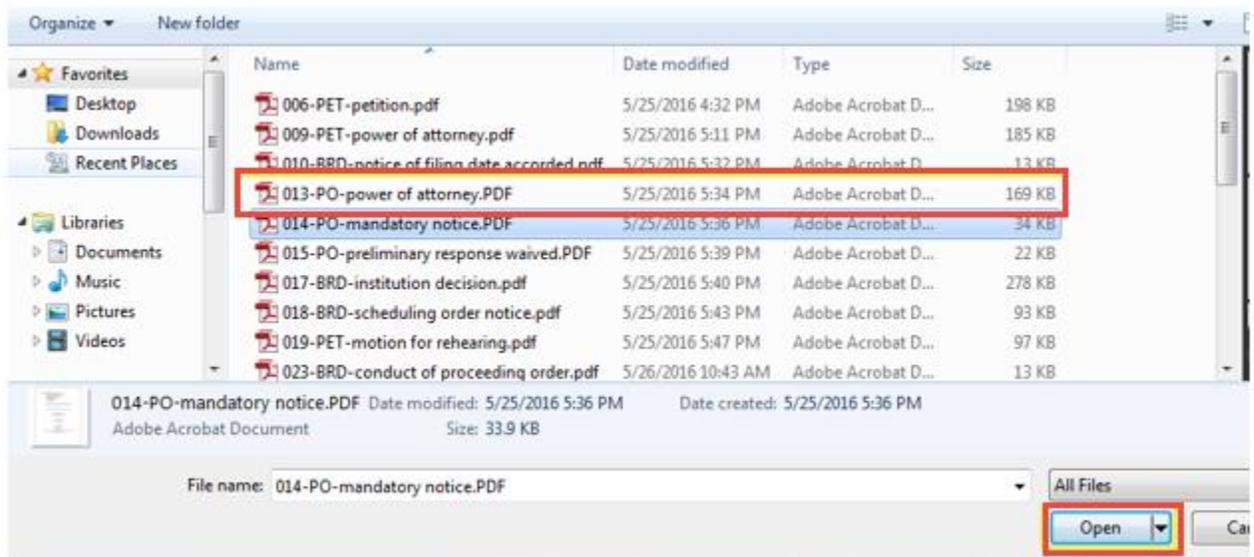


Fig. 13: Choose File

- Select "PATENTOWNER" as the "Filing Party" (see fig. 11, item 5 – enlarged below)



Fig. 12, item 5

- Set the "Availability" of the document (see fig. 11, item 6 – enlarged below)



Fig. 12, item 6

- To add the POA, click "Add" (see fig. 12, item 7 – enlarged below)
- To clear the form and start over click "Clear Form" (see fig. 12, item 7 – enlarged below)

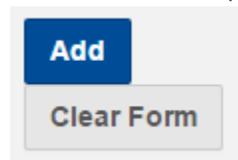


Fig. 12, item 7

- If you set the "Availability" to "Available for everyone" in step 6 and clicked "Add" in step 7, the following "WARNING" message will appear:



Fig. 14: Availability Warning

- 9. To keep the document public click “Keep it Public” (see fig. 14, item 1 above)
  - If the upload was successful you will see the following message:



**Fig. 15: Document Upload Successful**

- To change the availability of the document click “Change availability” (see fig. 14, item 2)
- 10. After a successful upload, the Power of Attorney document will appear in a table below the form and the form will be cleared (see fig. 16 below)
- 11. If you need to edit any fields of the Power of Attorney document click the  icon (see fig. 16, item 1 below)

**Mandatory Notice**

Petition Information

Petition Documents 2

Required Information

Real Party

Additional Real Party

Review

AIA Review Number: IPR2016-10593

**Petition Documents**

Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record in the subject patent

\* Type  \* Paper Type

\* Name

\* Attach a document  No file chosen

\* Filing Party

\* Availability

Name	Type	Attachment	Number	Paper Type	Filing Date	Filing Party	Availability	Actions
mn	PAPER	014-PO-mandatory notice.PDF	5	Mandatory Notice	06/16/2016	patent owner	PUBLIC	 
poa	PAPER	013-PO-power of attorney.PDF	6	Power of Attorney	06/16/2016	patent owner	PUBLIC	1  2 

**Fig. 16: Power of Attorney Uploaded**

- The Power of Attorney form you previously filled out will appear (see fig. 17 below)

AIA Review Number: IPR2016-09456

## Petition Documents

Note that a power of attorney need not be uploaded if the designated counsel is already counsel of record in the subject patent

\* Type

1 \* Paper Type

2 \* Name

\* Filing Party

3 \* Availability

4

5

Name	Type	Attachment	Number	Paper Type	Filing Date	Filing Party	Availability	Actions
testMO	PAPER	014-PO-mandatory notice.PDF	6	Mandatory Notice	06/29/2016	patent owner	PUBLIC	 
testPOA	PAPER	013-PO-power of attorney.PDF	7	Power of Attorney	06/29/2016	patent owner	PUBLIC	

Fig. 17: Update Power of Attorney

- The only fields which are editable are: “Paper Type” (fig. 17, item 1), “Name” (fig. 17, item 2), and “Availability” (fig. 17, item 3)
  - If changes are needed, make the appropriate changes and click “Update” (see fig. 17, item 4 above)
  - If changes are not needed, click “Cancel” (see fig. 17, item 5 above)
12. To delete the Power of Attorney document click the  icon (see fig. 16, item 2 above)
13. If you are done adding documents at this point, click “Continue”
14. If you click “Continue” and there is a problem with a field for the Mandatory Notice document, the wizard will continue to the next section, however a red “X” will appear next to “Petition Documents” alerting you that a problem needs to be resolved. You will not be able to finish submitting the Mandatory Notice if a red “X” exists anywhere (see fig. 18 below)

## Mandatory Notice

### Petition Information



**Fig. 18: Red “X”**

15. If you click “Continue” and there are no problems with any fields for the Mandatory Notice document, the wizard will continue to the next section and a green check mark will appear next to “Petition Documents” alerting you that there are no system problems with any of the uploaded documents (see fig. 19 below)

## Mandatory Notice

### Petition Information

✓ Petition Documents

2

### Required Information

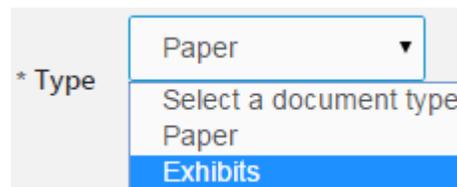
Fig. 19: Green check mark

### 4.3.3 Exhibits

The process for uploading an Exhibit is very similar to the process for uploading a Mandatory Notice and a Power of Attorney (refer to sections 4.3.1 and 4.3.2)

The differences are:

1. Select “Exhibit” as the “Type” (see fig. 12, item 1 – enlarged below)



A screenshot of a web form showing a dropdown menu for the field labeled “\* Type”. The current selection is “Paper”. The dropdown menu is open, showing the following options: “Select a document type”, “Paper”, and “Exhibits”. The “Exhibits” option is highlighted in blue.

Fig. 12, item 1

2. Instead of “Paper Type” you will see “Exhibit Number” (see fig. 20 below)



A screenshot of a web form showing an input field for “\* Exhibit Number”. The field contains the number “2001”. To the right of the input field is a small square button with up and down arrows, highlighted with a red border.

Fig. 20: Exhibit Number

- The default Exhibit Number is the next available exhibit number in sequence, but this default number can be changed
- To change the Exhibit Number, use the arrows (see fig. 20 above)

## 4.4 Real Party

### 4.4.1 Real Party – Organization

**Real Party in Interest** AIA Review Number: IPR2016-10593

1 \* Party Type Organization

2 Organization

3 Add Reset Form

4 Continue

Delete Mandatory Notice

**Fig. 21: Real Party in Interest - Organization**

1. Set the “Party Type” to “Organization” as in figure 21, item 1 below

\* Party Type Organization

Select a patent owner type

Individual

Organization

**Fig. 21, item 1**

2. Enter the name of the Organization in the “Organization” text box

\* Organization

Organization

**Fig. 21, item 2**

3. Fill out the non-mandatory fields if desired such as: Email, Country, Address, City, Phone Number, Extension, Fax Number

Email	<input type="text" value="Email Address"/>	Country	<input type="text" value="Select a countr"/>
Address	<input type="text" value="Street Address"/>		<input type="text" value="Street Address 2"/>
City	<input type="text" value="City"/>		
Phone Number	<input type="text" value="Phone Number"/>	Extension	<input type="text" value="Extension"/>
Fax Number	<input type="text" value="Fax Number"/>		

Fig. 22: Real Party in Interest – Non-mandatory fields

- Click “Add” to add the Real Party in Interest, or click “Reset Form” to start over

Add
Reset Form

Fig. 21, item 3

- After clicking “Add”, the “Add” button changes to “Update”

AIA Review Number: IPR2016-10593

### Real Party in Interest

\* Party Type

**Patent Owner Information**

\* Organization

Email	<input type="text" value="Email Address"/>	Country	<input type="text" value="Select a countr"/>
Address	<input type="text" value="Street Address"/>		<input type="text" value="Street Address 2"/>
City	<input type="text" value="City"/>		
Phone Number	<input type="text" value="Phone Number"/>	Extension	<input type="text" value="Extension"/>
Fax Number	<input type="text" value="Fax Number"/>		

Update
Reset Form

Delete Mandatory Notice
Continue

Fig. 23: Update Real Party in Interest

6. If you need to update the Real Party in Interest, click the “Update” button, make appropriate updates (see fig. 23 above)
7. When the Real Party in Interest is correct, click “Continue” (see fig. 21, item 4)
  - The wizard progresses to Additional Real Party (see section 4.5)

#### 4.4.2 Real Party - Individual

**Mandatory Notice**

Petition Information

✓ Petition Documents 2

**Required Information**

Real Party

Additional Real Party

**Review**

**Real Party in Interest** AIA Review Number: IPR2016-10593

1 \* Party Type Individual

2 \* Pro Se  Yes  No

**Patent Owner Information**

3 \* First Name First Name \* Last Name Last Name

Email Email Address Country Select a country

Address Street Address Street Address 2

City City

Phone Number Phone Number Extension Extension

Fax Number Fax Number

4 Add Reset Form

Delete Mandatory Notice

5 Continue

**Fig. 24: Real Party in Interest - Individual**

1. Set the “Party Type” to “Individual” as in figure 24, item 1 below

\* Party Type Individual

Select a patent owner type

Individual

Organization

**Fig. 24, item 1**

2. Indicate if the Patent Owner is “Pro Se” by selecting the appropriate radio box

\* Pro Se  Yes  No

**Fig. 24, item 2**

1. If “Pro Se” = “Yes” then you will not be prompted for “Counsel” later
  - a. Note that many of the fields which are non-mandatory for when “Pro Se” = “No” become mandatory when “Pro Se” = “Yes” ( such as: Email, Country, Address, City, and Phone Number as shown below in fig. 25)

AIA Review Number: IPR2016-10593

### Real Party in Interest

\* Party Type

\* Pro Se  Yes  No

**Find patent owner by email address**

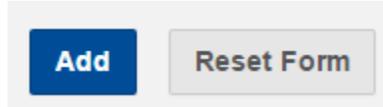
#### Patent Owner Information

* First Name	<input type="text" value="First Name"/>	* Last Name	<input type="text" value="Last Name"/>
* Email	<input type="text" value="Email Address"/>	* Country	<input type="text" value="Select a countr"/>
* Address	<input type="text" value="Street Address"/>		<input type="text" value="Street Address 2"/>
* City	<input type="text" value="City"/>		
* Phone Number	<input type="text" value="Phone Number"/>	Extension	<input type="text" value="Extension"/>
Fax Number	<input type="text" value="Fax Number"/>		

**Fig. 25: Real Party in Interest – Individual – Pro Se**

2. If “Pro Se” = “No” then you will be prompted for “Counsel” after Real Party in Interest is entered (see section 4.6)
3. Enter the Patent Owner’s “First Name” and “Last Name” (see fig. 24, item 3)

4. Fill out the non-mandatory fields if desired such as: Email, Country, Address, City, Phone Number, Extension, Fax Number (see fig. 24 above)
5. Click “Add” to add the Real Party in Interest, or click “Reset Form” to start over



**Fig. 24, item 4**

6. After clicking “Add”, the “Add” button changes to “Update” (see fig. 26 below)

A screenshot of a web form titled "Real Party in Interest" with the AIA Review Number "IPR2016-10593". The form includes a dropdown for "Party Type" (set to "Individual"), radio buttons for "Pro Se" (Yes/No), and a section for "Patent Owner Information" with fields for First Name, Last Name, Email, Address, City, Phone Number, Fax Number, Country, Street Address 2, and Extension. At the bottom, there is a blue "Update" button (highlighted with a red box), a grey "Reset Form" button, a "Delete Mandatory Notice" button, and a blue "Continue" button.

**Fig. 26: Update Real Party in Interest – Individual**

7. If you need to update the Real Party in Interest, click the “Update” button, make appropriate updates (see fig. 26 above)

8. When the Real Party in Interest is correct, click “Continue” (see fig. 26 above)
  - The wizard progresses to Additional Real Party (see section 4.5)

## 4.5 Additional Real Party

**Mandatory Notice**

Petition Information

✓ Petition Documents 2

**Required Information**

✓ Real Party 1

Additional Real Party

Counsel

Review

AIA Review Number: IPR2016-10593

### Additional Real Party in Interest

1 \* Party Type Individual

2 \* First Name First Name \* Last Name Last Name

Email Email Address Country Select a country

Address Street Address Street Address 2

City City

Phone Number Phone Number Extension Extension

Fax Number Fax Number

3 Add Party Clear Form

Name	Individual or Organization	Address	Email	Phone Number	Fax Number	Availability	Actions

Delete Mandatory Notice

4 Continue

**Fig. 27: Additional Real Party**

1. Select the appropriate “Party Type” either “Organization” or “Individual” as the “Party Type”

\* Party Type

Organization

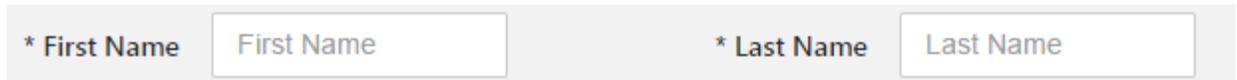
Select a party type

Individual

Organization

**Fig. 27, item 1**

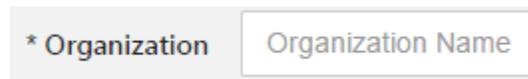
- If the “Party Type” is “Individual” you must enter the “First Name” and “Last Name” (see fig. 27, item 2 below)



A horizontal form with two input fields. The first field is labeled “\* First Name” and contains the text “First Name”. The second field is labeled “\* Last Name” and contains the text “Last Name”.

**Fig. 27, item 2**

- If the “Party Type” is “Organization” you must enter the “Organization” name



A horizontal form with one input field. The field is labeled “\* Organization” and contains the text “Organization Name”.

**Fig. 27: Organization Name**

2. Fill out the non-mandatory fields if desired such as: Email, Country, Address, City, Phone Number, Extension, Fax Number (see fig. 27 above)
3. Click “Add Party” to add the Additional Real Party in Interest, or click “Clear Form” to start over



Two buttons are shown side-by-side. The first button is blue with the text “Add Party” in white. The second button is light gray with the text “Clear Form” in gray.

**Fig. 27, item 3**

4. If you click “Add Party” the party will be added to the table below the form and the form will be cleared

AIA Review Number: IPR2016-10593

## Additional Real Party in Interest

\* Party Type

\* First Name  \* Last Name

Email  Country

Address

City

Phone Number  Extension

Fax Number

3 Add Party

Name	Individual or Organization	Address	Email	Phone Number	Fax Number	Availability	Actions
zyx companies	Organization					PUBLIC	1  2 

4 Delete Mandatory Notice

**Fig. 28: Additional Real Party in Interest Added**

5. If you need to edit any fields of the Additional Real Party in Interest document click the



icon (see fig. 28, item 1 above)

- If changes are needed, make the appropriate changes and click “Update” (see fig. 28, item 3 above as “Add Party” will change to “Update” upon clicking the  icon )

- If changes are not needed, click “Cancel” (see fig. 28, next to item 3 above where
  - “Clear Form” will change to “Cancel” upon clicking the  icon
6. To delete the Additional Real Party in Interest click the  icon (see fig. 28, item 2 above)
  7. To add another Additional Real Party in Interest click “Add Party”
    - Follow steps 1-7 of this section again
  8. When all Additional Real Parties in Interest have been added click “Continue”, the wizard will progress to the “Counsel” section (see section 4.6)
  9. To delete the PO Appearance (all documents and information entered by the Patent Owner), click “Delete Mandatory Notice”

## Delete Mandatory Notice

Fig. 28, item 4

## 4.6 Counsel

**Mandatory Notice**

Petition Information

✓ Petition Documents 2

Required Information

✓ Real Party 1

✓ Additional Real Party 1

**Counsel**

Review

AIA Review Number: IPR2016-10593

**Counsel**

1 \* Counsel Type Lead Counsel

Find counsel by email address or registration number

2 Enter email address or registration numb Q

3 \* Email Email Address

4 \* Country Select a countr

5 \* Address Street Address

6 \* City City

7 \* Phone Number Phone Number

Extension Extension

Fax Number Fax Number

8 Add Counsel Clear Form

Counsel Name	USPTO	Email	Phone Number	Fax Number	Actions
Type	Reg.Num				
10 <span style="border: 1px solid red; padding: 2px;">Delete Mandatory Notice</span>					

9 Continue

Fig. 29: Counsel

1. Select the “Counsel Type” either “Lead Counsel”, “First Back Up Counsel”, or “Back up Counsel” (see fig. 29, item 1 below)

**Fig. 29, item 1**

2. To pre-populate fields known by the system, enter counsel’s email address or registration number in the text box, then click  (see fig. 29, item 2 below)

**Fig. 29, item 2**

3. Enter counsel’s email

**Fig. 29, item 3**

4. Enter counsel’s country

**Fig. 29, item 4**

5. Enter counsel’s address

**Fig. 29, item 5**

- a. If “Country” = “United States” then “City”, “State”, and “ZIP Code” all become mandatory fields

6. Enter counsel’s phone number, example format “0123456789”

**Fig. 29, item 7**

7. Enter any non-mandatory information as desired such as “Street Address 2”, “Extension”, and “Fax Number” (see fig. 29 above)

- When all of Counsel's information is entered and correct, click "Add Counsel" to add counsel or click "Clear Form" to clear the form and start over (see fig. 29, item 8 below)



**Fig. 29, item 8**

- To add additional counsel such as "First Back Up Counsel", or "Back up Counsel" repeat steps 1-9 of this section
- After all counsel has been added, click "Continue" and the wizard will progress to the "Review" section (see section 4.7)
- To delete the PO Appearance (all documents and information entered by the Patent Owner), click "Delete Mandatory Notice"

**Delete Mandatory Notice**

**Fig. 29, item 10**

## 4.7 Review

Prior to submission, you should review all of the documents and information that you've entered for correctness.

**Mandatory Notice**

Petition Information

Petition Documents 2

Required Information

Real Party 1

Additional Real Party 1

✓ Counsel 1

**Review**

### AIA Review IPR2016-10593

Status: Notice of Filing Date Accorded

Patent Number: 8751500
Trial Type: Inter Partes Review
Tech Center: 2100
Art Unit: 2159

Documents

**Papers**

All 2 Board 0 Petitioner 0

Export Filter 1

Pa pe r#	File ing Date	Type	Title	Page s	File ing Part y	Avail abili ty
6	06/16/2016	Power of Attorney	poa	2	●	👤
5	06/16/2016	Mandatory Notice	mn	5	●	👤

**Exhibits**

All 0 1000s 0

Export Filter

Ex hi bit#	File ing Date	Tit le	P a g e s	Fi le in g P a r t y	Av a i l a b i l i t y
▼					

**Relevant Information** 4 5

3 Real Party 4 Additional Real Party 5 Counsel

Name	Individual or Organization	Address	Email	Phone Number	Fax Number
XYZ Company	Organization				

6 Delete Mandatory Notice 7 7 Submit

**Fig. 30: Review Mandatory Notice**

1. If you wish to “Export” the data to a table, click the appropriate “Export” button (there are different “Export” buttons for “Papers” and “Exhibits”, see fig. 30, item 1 above)

a. An Excel sheet will download with the corresponding data (see fig. 31 below)

Paper#	Filing Date	Type	Title	Pages	Filing Party	Tags
5	6/16/2016	Mandatory Notice	mn	5	patentowner	PUBLIC
6	6/16/2016	Power of Attorney	poa	2	patentowner	PUBLIC

**Fig. 31: Export (sample)**

2. To view the “Real Party” information, click on the “Real Party” tab (see fig. 32 below)

Real Party					
Additional Real Party					
Counsel					
Name	Individual or Organization	Address	Email	Phone Number	Fax Number
XYZ Company	Organization				

**Fig. 32: Review – Real Party Tab**

3. To view the “Additional Real Party” information, click on the “Additional Real Party” tab (see fig. 33 below)

Real Party					
Additional Real Party					
Counsel					
Name	Individual or Organization	Address	Email	Phone Number	Fax Number
zyx companies	Organization				

**Fig. 33: Review – Additional Real Party Tab**

4. To view the “Counsel” information, click on the “Counsel” tab (see fig. 34 below)

Real Party					
Additional Real Party					
Counsel					
Counsel Type	Name	USPTO Reg.Num	Email	Phone Number	Fax Number
Lead Counsel	Frances Han	10001	fhanlawfirm@gmail.com	(555) 555-5555	

**Fig. 34: Review – Counsel Tab**

5. To delete the Mandatory Notice, click “Delete Mandatory Notice” (see fig. 30, item 6 above)
  - a. Note: This will delete all documents you’ve uploaded and all information you’ve entered, this is not reversible so be careful
6. If you determine that changes need to be made, click on the appropriate section of the wizard and make appropriate changes (see fig. 35 below)

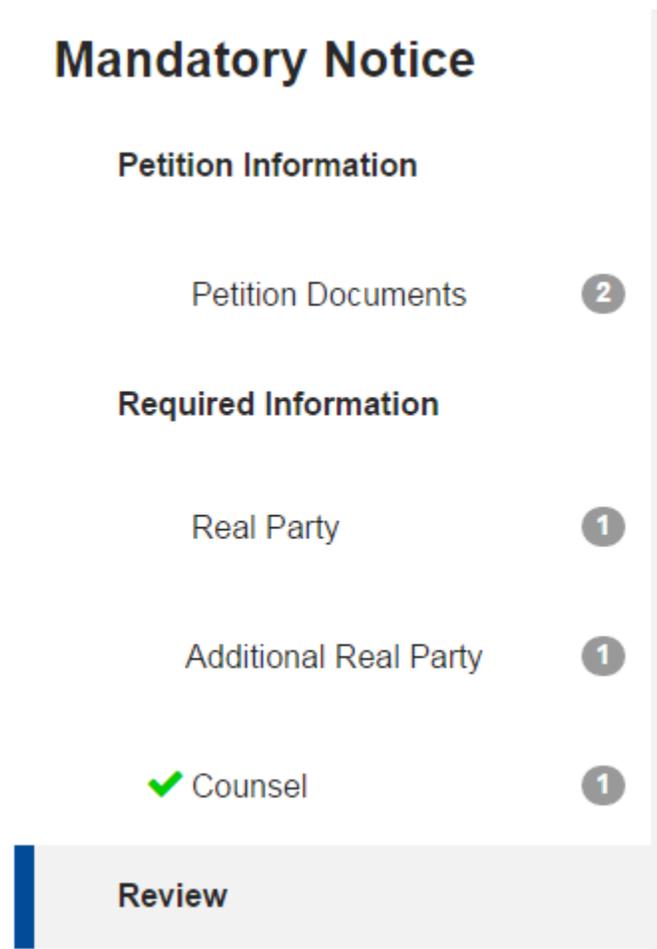
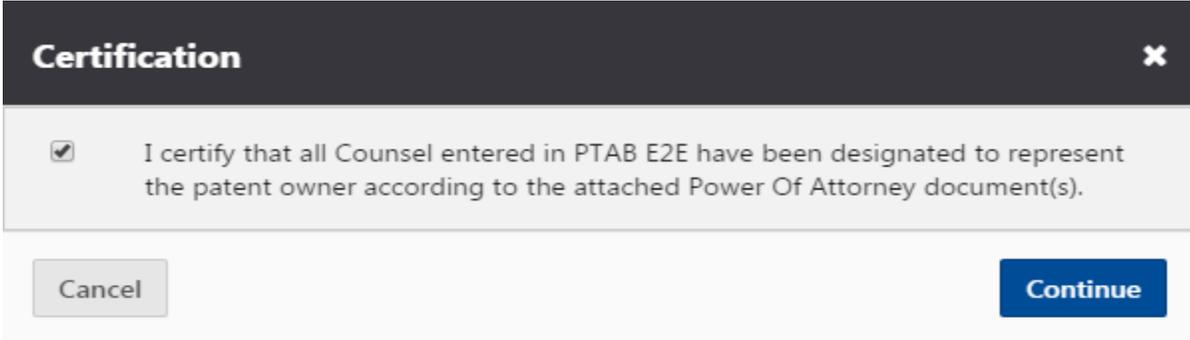


Fig. 35: Wizard Side Bar

7. To submit the Mandatory Notice, click “Submit” (see fig. 30, item 7 above)

8. The following certification will appear after clicking submit (see fig. 36 below)

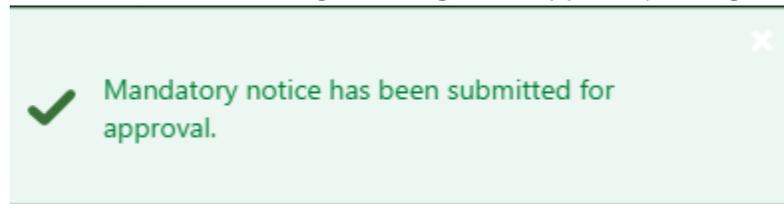


The image shows a 'Certification' dialog box with a dark header and a light body. The header contains the title 'Certification' and a close button (X). The body contains a checked checkbox followed by the text: 'I certify that all Counsel entered in PTAB E2E have been designated to represent the patent owner according to the attached Power Of Attorney document(s)'. At the bottom, there are two buttons: 'Cancel' on the left and 'Continue' on the right.

**Fig. 36: Review - Certification**

9. Read the certification and certify if appropriate, then either click “Cancel” to cancel or “Continue” to continue (see fig. 36 above)

10. Upon successful submission, the following message will appear (see fig. 37)

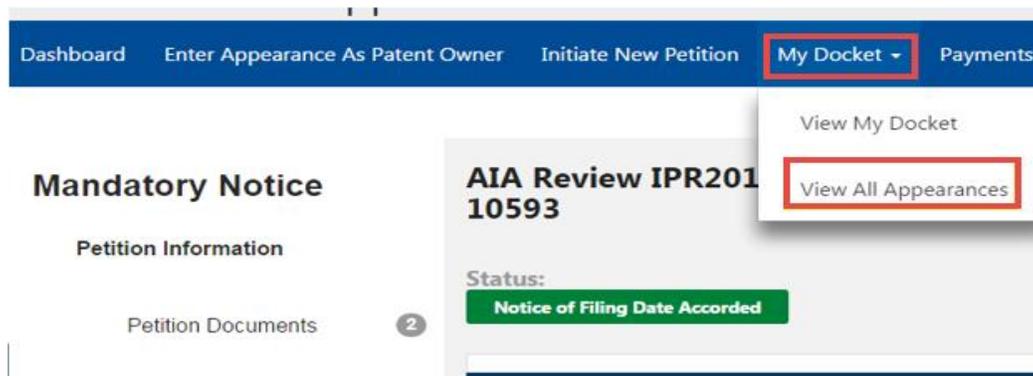


**Fig. 37: Review – Successful Submission Notice**

- Note: This message will appear on the screen for a few seconds, and then will disappear

11. If you miss the message above, you can verify that the Mandatory Notice was successfully submitted by performing the following steps:

- a. Click on “My Docket” in the top navigation bar (see fig. 38 below)



**Fig. 38: View All Appearances**

- b. Click on “View All Appearances” (see fig. 38 above)
- c. Locate the AIA Review Number of concern (see fig. 39 below)
- d. If the “Status” is “Pending Approval” that indicates that the Mandatory Notice has been submitted and is pending approval from the PTAB (see fig. 39 below)

## All Appearances

All Mandatory Notices

Filter by Export

Submitted Date	AIA Review Number	Patent Number	Petitioner	Patent Owner	Status	
05/16/2016	IPR2015-80720	5555555	Frances, Han	SATO et al	Approved	<a href="#">View Mandatory N</a>
09/09/2015	IPR2015-81771	5555555	Frances, Han	SATO et al	Pending Approval	<a href="#">View Mandatory N</a>
09/09/2015	IPR2015-81771	5555555	Frances, Han	SATO et al	Pending Approval	<a href="#">View Mandatory N</a>
06/13/2016	IPR2016-10593	8751500	Frances, Han	Duarte et al	Pending Approval	<a href="#">View Mandatory N</a>

Fig. 39: Review – All Appearances

July 7, 2016