

6 Upload Documents

6.1 Dashboard

This section applies to all filing parties.

1. Once you have logged in to PTAB E2E you will be taken to your dashboard (see Figure 1: Dashboard below).

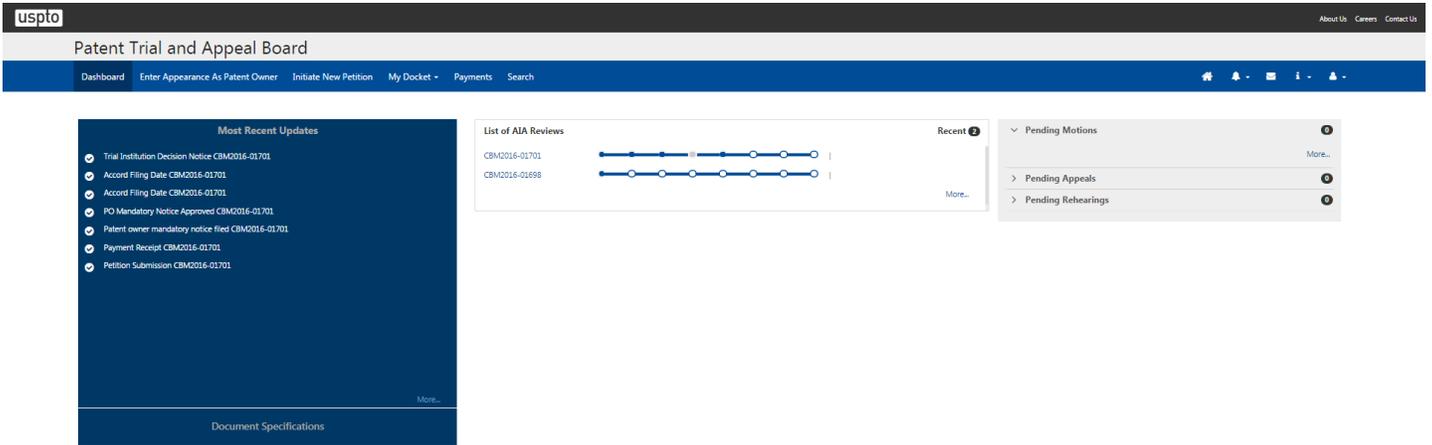


Figure 1: Dashboard

2. Click on “My Docket” located on the top dashboard ribbon (see Figure 2: Dashboard Ribbon below).

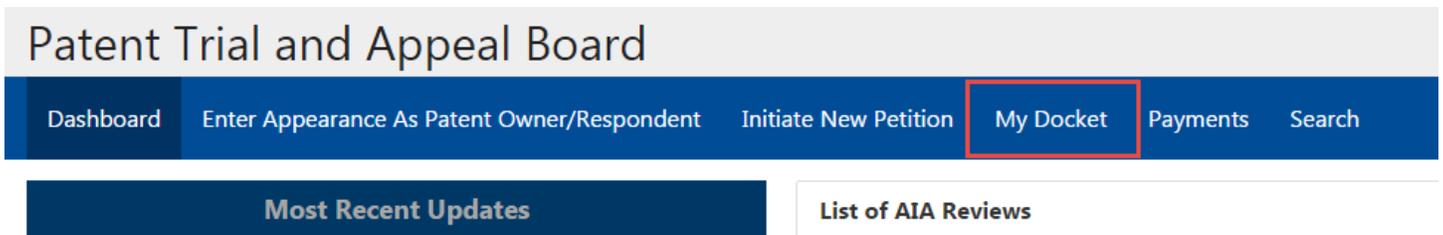


Figure 2: Dashboard Ribbon

6.2 My Docket

1. You will be taken to the “My Docket” page, click on the AIA Review number hyperlink to access that AIA Case (see Figure 3: My Docket below)

Patent Trial and Appeal Board

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

Home > My Docket

My Docket

All AIA Reviews **63** Notifications **275** As Patent Owner/Respondent Motions **61** Rehearings **5** AIA Appeals **12**

AIA Review #	Filing Date	Petitioner Application #	Petitioner Patent #	Patent Owner/Respondent Application #	Patent Owner/
IPR2016-10699	06/23/2016			07833497	5252525
IPR2016-10995	07/20/2016			08183369	5555555
IPR2016-10994	07/20/2016			08183369	5555555

Figure 3: My Docket

2. The AIA Review will open in a new tab (see Figure 4: AIA Review New Window below).

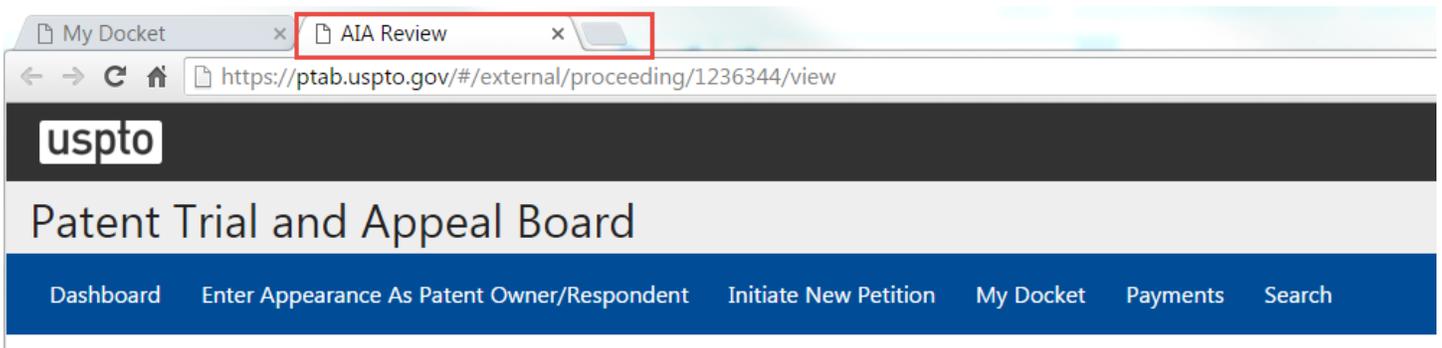


Figure 4: AIA Review New Window

6.3 AIA Review Actions

AIA Review Actions menu must be used to file any major document uploads to the particular AIA Review case, such as “File a Preliminary Response, File a Motion and/or File a Rehearing Request” (some of these menu items are available based on the status of the particular case, such as “File an Appeal”) or to view the status of these documents already filed in an AIA Review case (See Figure 5: AIA Review Actions Menu).



Figure 5: AIA Review Actions Menu

6.4 Add Other Documents

Any other documents that are not the types that were mentioned in the “AIA Review Actions” dropdown menu above can be filed using “File Other Document(s)” in the “AIA Review Actions” menu options listing or using the “Add/Edit Documents” window accessible via the “pencil icon” using the following steps below.

1. Click on the “pencil icon” next to Documents Documents  and select File Other Document(s) which will open the “Add/Edit Documents” sub window (see Figure 6: AIA Review Document Add).

Patent Trial and Appeal Board

[Dashboard](#)
[Enter Appearance As Patent Owner/Respondent](#)
[Initiate New Petition](#)
[My Docket](#)
[Payments](#)
[Search](#)

Home > My Docket > AIA Review PGR2016-02414

AIA Review PGR2016-02414

Status: Petition Filed

Patent Number: 9038650
Tech Center: 3700
Art Unit: 3753

Claims Documents 

- File a Preliminary Response
- File a Motion
- File a Rehearing Request
- File Other Document(s)
- View Motions
- View Rehearings
- View Appeals

Warning History

Patent Owner/Respondent 3

Export Filter

Paper#	Filing Date	Paper Type	Title	Pages	Filing Party	Availability
5	06/01/2016	Power of Attorney	2016_06_01_16_09_48	1		
4	06/01/2016	Mandatory Notice	2016_06_01_16_09_25	7		
3	06/01/2016	Mandatory Notice	2016_06_01_16_09	1		

Figure 6: AIA Review Document Add

2. "Add/Edit Documents" will open the Petition Documents window. (See Figure 7a: Add/Edit Documents)

Add/Edit Documents

Do NOT use this document upload window to file Patent Owner Preliminary Responses (POPR), Motions (including Oppositions and Replies), Rehearing Requests, or Notices of Appeal. Note: POPR is not applicable to Derivation (DER) petitions. For those documents, use a selection other than "File Other Documents."

AIA Review Number: **PGR2016-02414**

Petition Documents

* Type: Paper
 * Name: [Empty field]
 * Availability: Available for everyone.
 * Paper Type: Select a paper type
 * Attach a document: Choose File (No file chosen)

Add Document Clear Form

Please note - You MUST select "Add Document" after selecting the file to submit to PTAB. After "Add Document" is selected, Petitioner and Patent Owner parties will no longer have the ability to edit or delete the file. Once all documents are added, please select "Done".

Paper#	Filing Date	Type	Paper Type	Title	Pages	Filing Party	Availability
5	06/01/2016	PAPER	Power of Attorney	2016_06_01_16_09_48	1	patentowne r	PRIVATE
4	06/01/2016	PAPER	Mandatory Notice	2016_06_01_16_09_25	7	patentowne r	PRIVATE
3	06/01/2016	PAPER	Mandatory Notice	2016_06_01_16_09_01	1	patentowne r	PRIVATE

Done

Figure 7: Add/Edit Documents

3. Select the "Type" from the Type drop down menu (Paper or Exhibits)
4. Select "Paper Type" from the drop down menu if Paper was selected as the "Type" above. (See Figure 8: Paper Type.)

Petition Documents

* Type: Paper

* Paper Type: [Open dropdown menu]

- Select a paper type
- Declaration
- Exhibit List
- Notice
- Notice of Deposition
- Objection
- Opposition
- Oral Hearing Request
- Other
- Power of Attorney
- Reply
- Response

Figure 8: Paper Type

5. Type your Document Name, up to 256 characters in the “Name” field.
6. Click on “Choose File” to attach your document from your computer.
7. Select the Availability for the document using the drop down menu (Available for everyone, Available to parties and board, Available to filing party and board or Available only to the board) (see Figure 9: Add Petition Documents below). **NOTE:** All fields with an asterisk are required and must be filled out.

Add/Edit Documents

Do **NOT** use this document upload window to file Patent Owner Preliminary Responses (POPR), Motions (including Oppositions and Replies), Rehearing Requests, or Notices of Appeal. Note: POPR is not applicable to Derivation (DER) petitions. For those documents, use a selection other than “File Other Documents.”

AIA Review Number: IPR2016-09242

Petition Documents

* Type
Paper

Paper Type

Select a paper type

Select a paper type

Corrected Petition

Declaration

Exhibit List

Notice

Notice of Deposition

Objection

Opposition

Oral Hearing Request

Other

Petition

Power of Attorney

Refund Request

Reply

Response

* Name
Notice of Deposition

* Attach a document No file chosen

after selecting the file to submit to PTAB. After “Add Document” is selected, Petitioner and Patent Owner parties will no longer have the ability to edit please select “Done”.

*** Availability**

Available for everyone.

Select a document availability

Available for everyone.

Available to parties and board.

Available to filing party and board.

Available only to board.

	Paper Type	Title	Pages	Filing Party	Availability
S	Attributable Owner	s	1	petitioner	PUBLIC
	Preliminary Response	2016_06_15_14_54_44	1	petitioner	PUBLIC
	Notice of Filing Date Accorded to Petition	Notice of Accord Filing Date	1	board	PUBLIC

Figure 9: Add Petition Documents

- You must click “Add Document” to upload the document (see Figure 10: Petition Document Options below). You’ll have the option to “Delete” document or “Clear Form” to remove it.

Figure 10: Petition Document Options

- Click “Done” to submit your document as shown in Figure 11: Done Button below.

Paper#	Filing Date	Type	Paper Type	Title	Pages	Filing Party	Availability
5	06/01/2016	PAPER	Power of Attorney	2016_06_01_16_09_48	1	patentowne r	PRIVATE
4	06/01/2016	PAPER	Mandatory Notice	2016_06_01_16_09_25	7	patentowne r	PRIVATE
3	06/01/2016	PAPER	Mandatory Notice	2016_06_01_16_09_01	1	patentowne r	PRIVATE

The 'Done' button is highlighted in red.

Figure 11: Done

6.5 File a Preliminary Response

Patent Owner's Preliminary Response to a case must be filed by using the AIA Review Actions drop down menu (Figure 12: AIA Review Actions Menu) and by selecting the "File a Preliminary Response" menu option. If a Patent Owner Preliminary Response is filed through edit documents as described above for other document uploads, the back-end workflow/approval process by the board associated with the filing the preliminary response will not happen nor will the status of the case be changed from "Petition Filed" to "PO Response Filed".

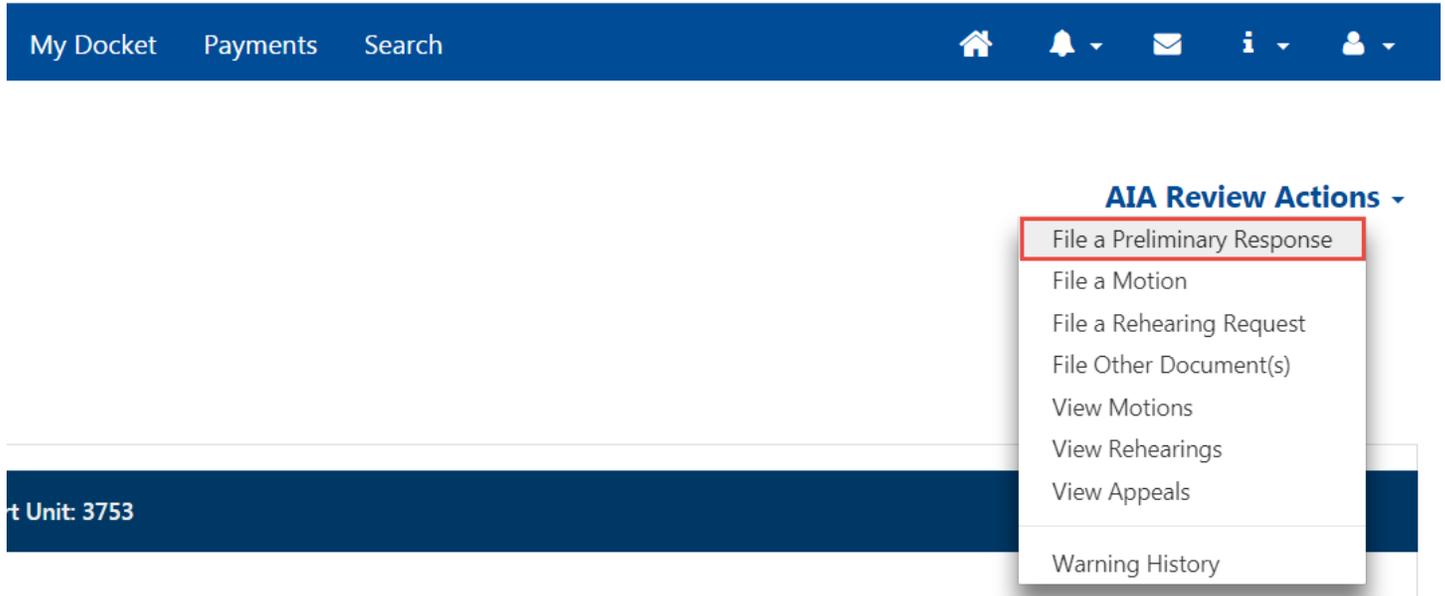


Figure 12: AIA Review Actions Menu

1. Select (Yes or No) to the question “Are you uploading a Preliminary Response Waiver at this time?” (See Figure 13: Preliminary Response Waiver)
2. Notice you have the option to click “Cancel.”
3. Click “Next” to continue.

[Home](#) > [My Docket](#) > [AIA Review IPR2016-10953](#) > [File a Preliminary Response for IPR2016-10953](#)

File a Preliminary Response for *IPR2016-10953*

Are you uploading a Preliminary Response
Waiver at this time? *

Yes No

Prepare to upload your document

Please indicate whether you are uploading a preliminary response document and proceed to the next page to upload your document.

Cancel

Next

Figure 13: Preliminary Response Waiver

4. Select “Preliminary Response” or “Preliminary Response Wavier” under “Preliminary Response Type” field (See Figure 14: Preliminary Response Filing Options)
5. You must select “Choose File” to attach a preliminary response document from your computer.
6. Type a Document Name in the “Document Name” field.
7. Select the document availability, the options are: “Available for everyone (default),” “Available to parties and board,” “Available to filing party and board,” or “Available only to board.”
8. Click the “Submit Preliminary Response” button to submit the Patent Owner Preliminary Response for review and action by the board.

Dashboard Enter Appearance As Patent Owner/Respondent Initiate New Petition My Docket Payments Search

Home > My Docket > AIA Review IPR2016-10953 > File a Preliminary Response for IPR2016-10953

File a Preliminary Response for *IPR2016-10953*

* Preliminary Response Type

* Attach a Document No file chosen

* Document Name

* Availability

Document would be viewed by the public unless a different option is selected.

File Your Preliminary Response

Submit your preliminary response and return to the AIA Review page.

Cancel

Submit Preliminary Response

Figure 14: Preliminary Response Filing Options