

July 7, 2016

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 Fig 1 below).

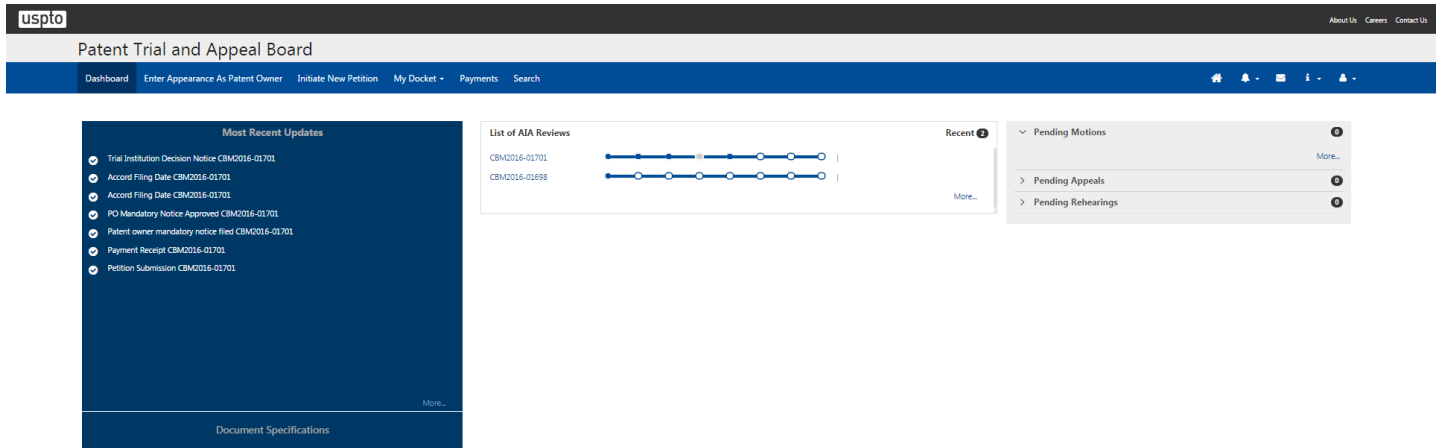


Figure 1. Dashboard

2. Select "My Docket" located on the top dashboard ribbon (see Fig 2 below).

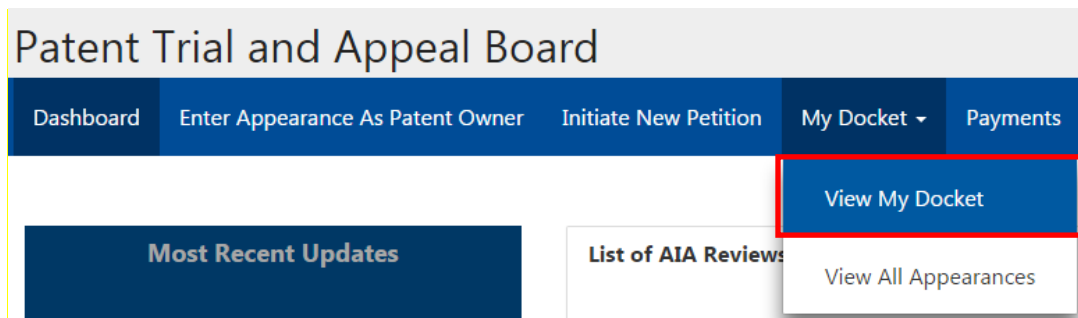


Figure 2. Dashboard Ribbon

6.2 My Docket

1. Select “My Docket” → “View My docket”
2. You will be taken to the “My Docket” page
3. Click on the AIA Review number hyperlink to access document tab (see Fig 3 below)

My Docket

The screenshot shows the 'My Docket' interface with navigation tabs: 'All AIA Reviews 2', 'Notifications 7', 'As Patent Owner', 'Motions 0', and 'Rehearings 0'. Below the tabs is a table with the following data:

AIA Review #	Filing Date	Statutory Deadline
CBM2016-01701	06/13/2016	06/14/2017

Figure 3. My Docket

4. The AIA Review will open in a new tab (see Fig 4 below).

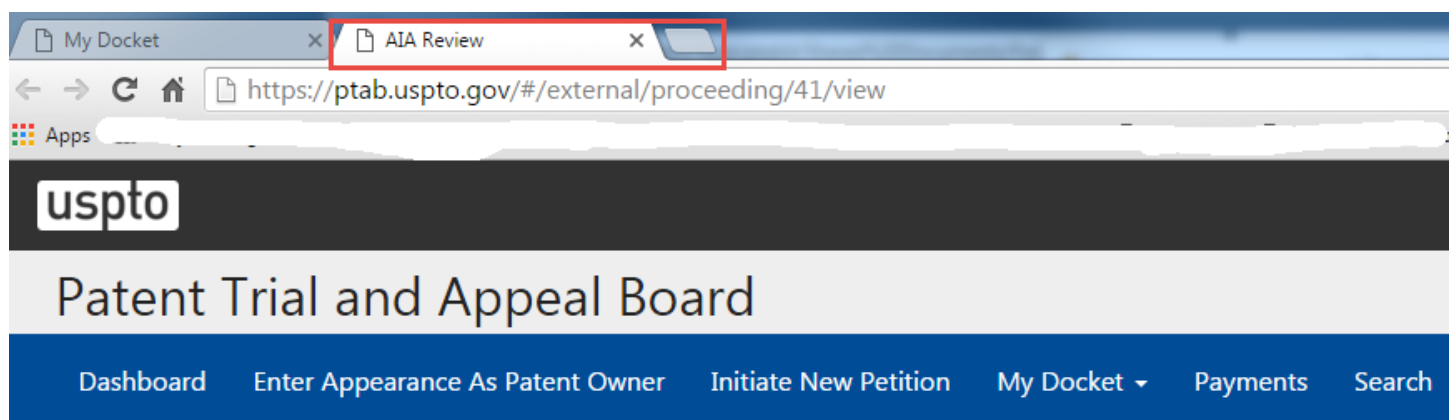



Figure 4. AIA Review New Window

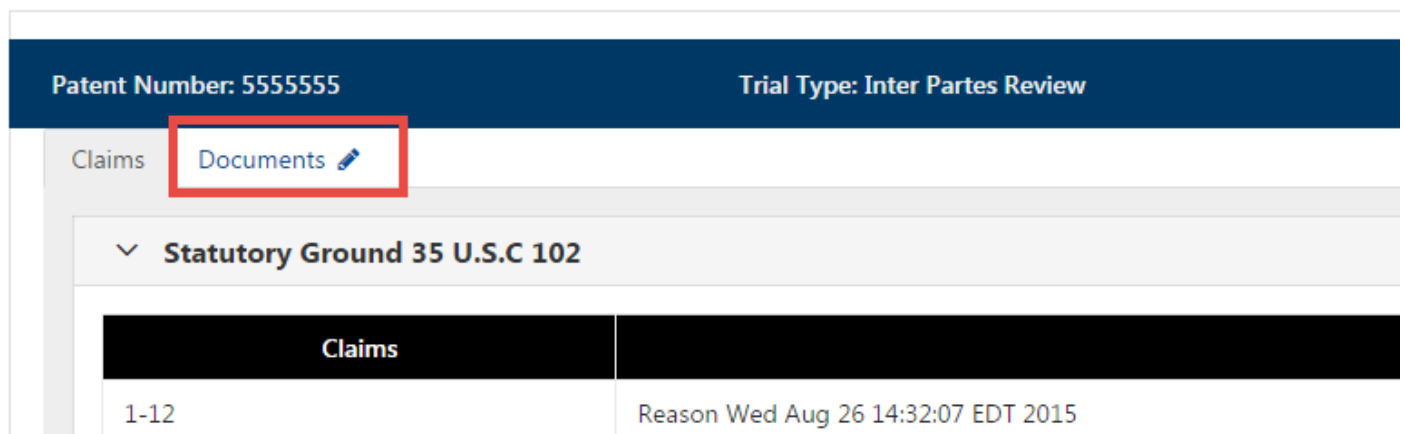
6.3 AIA Review

1. Click on the “pencil icon” next to the Documents  to open the “Add/Edit Documents” dialog box (see Fig 5).

[Home](#) > [My Docket](#) > [AIA Review IPR2015-80720](#)

AIA Review IPR2015-80720

Status: **Petition Filed**




Patent Number: 5555555		Trial Type: Inter Partes Review	
Claims	Documents 		
Statutory Ground 35 U.S.C 102			
Claims			
1-12		Reason Wed Aug 26 14:32:07 EDT 2015	

Figure 5. AIA Review

6.4 Add/Edit Documents

1. “Add/Edit Documents” will open the Petition Documents dialog box (see Fig 6).

The screenshot shows a web form titled "Add/Edit Documents" with a sub-header "Petition Documents". The form includes the following fields and controls:

- AIA Review Number: IPR2016-80137
- * Type: A dropdown menu currently set to "Paper".
- * Paper Type: A dropdown menu currently set to "Select a paper type".
- * Name: An empty text input field.
- * Attach a document: A "Choose File" button followed by the text "No file chosen".
- * Availability: A dropdown menu currently set to "Available for everyone".
- Buttons: "Add" and "Clear Form".

Figure 6. Add/Edit


2. Select one of the following from the dropdown (Paper or Exhibits)
3. Select one of the following from the dropdown (Corrected Petition, Declaration, Petition, Power of Attorney, Refund Request) from dropdown
4. Type your Document Name
5. Select "Choose File" to attach your document from your computer.
6. Select one of the following from the dropdown (Available for everyone, Available to parties and board, Available to filing party and board, Available only to the board) (see Fig 7 below).

This screenshot is similar to Figure 6, but the "* Paper Type" dropdown menu is open, showing a list of options:

- Select a paper type (highlighted)
- Corrected Petition
- Declaration
- Petition
- Power of Attorney
- Refund Request

Figure 7. Add Petition documents

7. You'll have the option to "Delete" document
8. You'll have the option to "Clear Form."
9. Click add (see Fig 8 below).

* Attachment [Test Case TC35_PTAB_US315_Assignment-Admin Work Queue_CA Agile Central.pdf](#) 

* Availability ▾

Figure 8. Add/Delete Attachments

10. Click done to submit your document, as in Fig 9 below.

Paper Type	Filing Date	Filing Party	Availability
Petition	08/26/2015	petitioner	PUBLIC
	08/26/2015	petitioner	PRIVATE

Figure 9. Done

6.5 AIA Review Actions

1. Select dropdown from “AIA Review Actions.” You’ll have the option to do the following:
 - a. File a Preliminary Response
 - b. File a Motion
 - c. File a Rehearing Request
 - d. View Motions
 - e. View Rehearing’s
 - f. View Appeals
 - g. Warning History

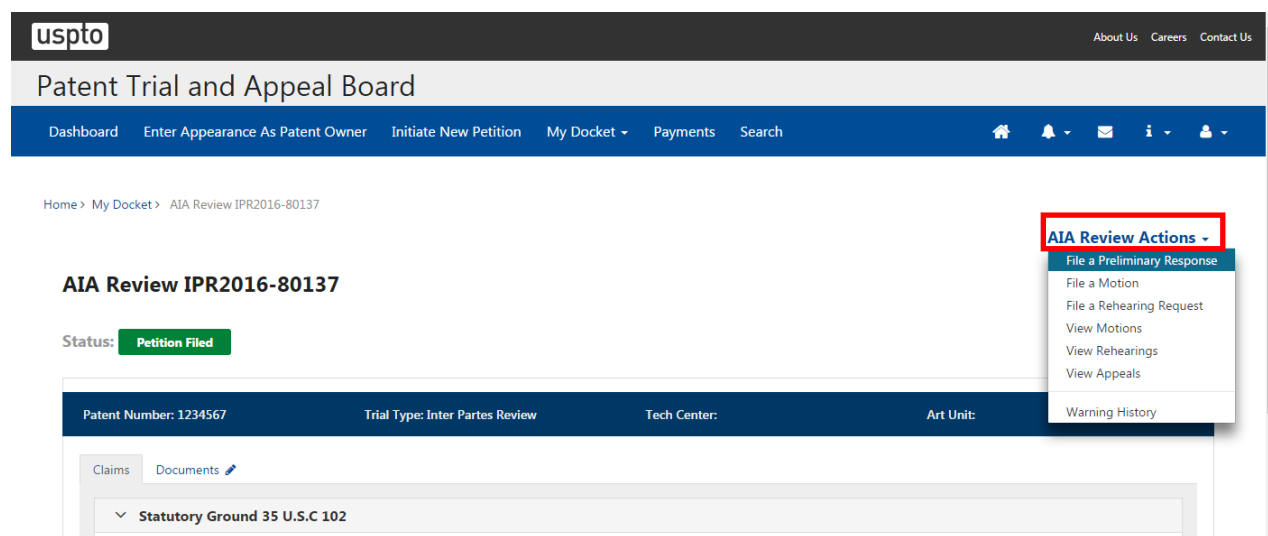


Figure 10. AIA Review Actions

6.5 File a Preliminary Response

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

The screenshot shows a web interface titled "File a Preliminary Response for IPR2016-80137". The main question is "Are you uploading a Preliminary Response Waiver at this time? *". Below the question are two radio buttons: "Yes" (which is selected) and "No". Below the radio buttons is a large heading "Prepare to upload your document". Underneath this heading is a smaller instruction: "Please indicate whether you are uploading a preliminary response document and proceed to the next page to upload your document." At the bottom of the form are two buttons: "Cancel" and "Next".

Figure 11. AIA Review Actions

3. Select “Preliminary Response” or “Preliminary Response Wavier.”
4. Select “Choose File” to attach document from your computer.
7. Type Document “Name.”
8. Select “Availability”: “Available for everyone,” “Available to parties and board,” “Available to filing party and board,” or “Available only to the board.”