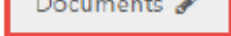# Document Upload Changes

Please be aware of the following change when adding document(s) to an existing petition in PTAB E2E:

- Clicking on the "pencil icon" **Documents ✏** will display the same menu options available under the **"AIA Review Actions"** menu. These menus allow for the filing of the Preliminary Responses, Motions, Rehearings, Appeals and/or Other Documents as shown in **Figure 1: Pencil Icon Menu Options**.
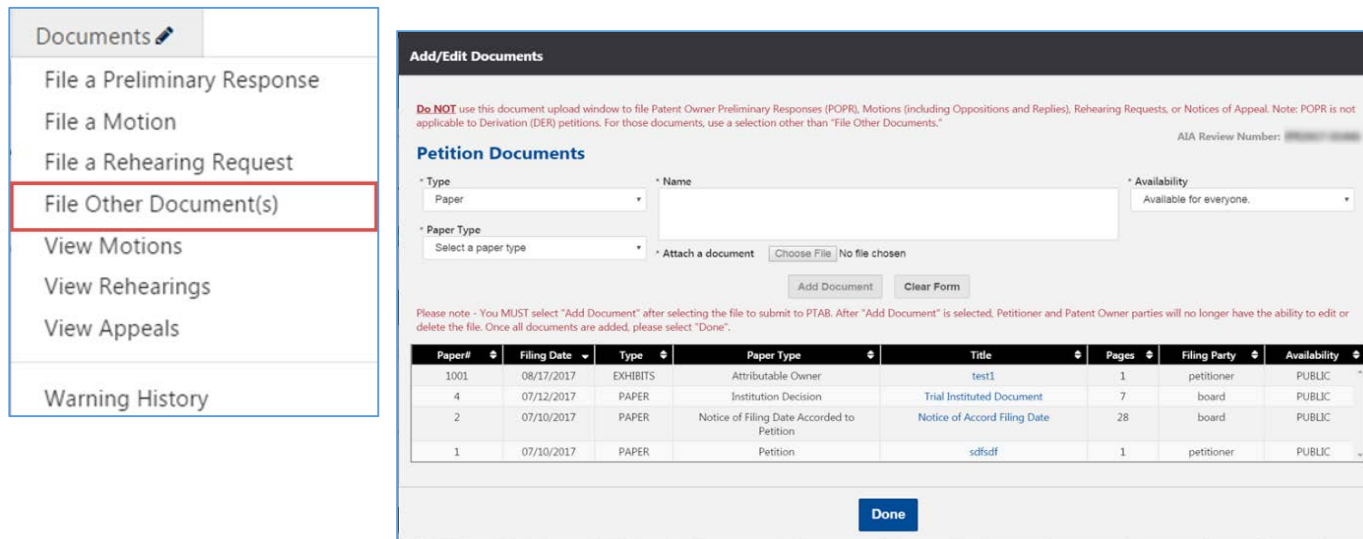

Figure 1: Pencil Icon Menu Options

- To Access the **"Add/Edit Documents"**- Petition Documents window, select the **"File Other Document(s)"** menu option.

- **Do NOT** use the **"Add/Edit Documents"**- Petition Documents 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."** To file a Mandatory Notice, use **"Enter Appearance As Patent Owner/Respondent"** from the ribbon.