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PTO-2313

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U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number

## Request for Extension of Time to File a Response

TEAS - Version 8.1

### GENERAL FORM INFORMATION:

- **TIMEOUT WARNING:** You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.
- **DO NOT USE YOUR BROWSER BACK/FORWARD BUTTONS:** Use only the navigation buttons at the bottom of each page.
- **REQUIRED FIELDS:** All have an ASTERISK (\*), and the form will not validate if these fields are not filled-out.

**TIME TO FILE:** You may request an extension of time only **after** an Office action has been issued.

#### \* Serial/Registration Number:

Enter a registration number even if you are responding as part of an Expungement or Reexamination Proceeding. A Proceeding Number can be selected on the screen that follows.

Do **not** enter a number here if you are accessing a previously saved form. Upload your saved form below.

OR

To upload a previously saved form file, first review the [TEAS Help instructions for accessing previously saved data](#) and then use the "Choose File" button below to access the form file saved on your computer. **WARNING:** Failure to follow the TEAS Help instructions will result in the inability to edit your data.

[Privacy Act Statement](#) | [TEAS Form Burden Statement](#) | [Bug Report/Feedback](#) | [TEAS Home](#)

**Important:** Once this form is submitted electronically, an email acknowledging receipt of the submission will be sent to the Primary Email Address for Correspondence. Please contact [TEAS@uspto.gov](mailto:TEAS@uspto.gov) if you do not receive this acknowledgment within 24 hours of transmission, or by the next business day, whichever is later.

**CONTACT:**

For **general trademark information or help navigating the forms**, email [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov), or telephone 1-800-786-9199 (press 1).

If you need help resolving **technical glitches**, email [TEAS@uspto.gov](mailto:TEAS@uspto.gov). Please include in your email your phone number, serial or registration number, and a screenshot of any error message you may have received.

**STATUS CHECKS:** The status of the filing is available in the [Trademark Status & Document Retrieval System \(TSDR\)](#) database 72 hours after filing.

**Instructions:**

Complete the following steps:

**Step 1.** Fill out all fields for which information is known. Fields with a \* symbol are mandatory for filing purposes and must be completed.

**Step 2.** Validate the form, using the **Validate** button at the end of the form. If there are errors, go back to step 1.

**Step 3.** If validation of all mandatory fields is successful, you will be navigated to a confirmation screen.

<b>Registration Number</b>	
<b>Mark</b>	
<b>Owner/Holder Information</b>	
	<b>Email Address:</b>

**Updates to the owner's/holder's postal and email address** can be made within this form. If no attorney is appointed, the owner's/holder's email address is the Primary Email Address for Correspondence. Secondary Email Address(es) for courtesy copies can also be provided.

Owner Information	
* <u>Owner</u>	

**Internal  
Address**

**\* Mailing  
Address**

(Entered address  
is publicly  
viewable in the  
USPTO's  
**TSDR**  
database.)

This address  
must be capable  
of receiving mail  
and may be your  
street address, a  
P.O. box, or a  
"care of"  
address.)

**NOTE:** You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.

**\* City**

**NOTE:** You must limit your entry here to no more than 22 characters.

**\* State**

(Required for  
U.S. owners  
only)

**NOTE:** You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.

**\* Country/Region/  
Jurisdiction/  
U.S.  
Territory**

**\* Zip/Postal  
Code**

(Required for  
U.S. and certain  
international  
addresses)

**Domicile  
Address**

(Entered address  
is not publicly  
viewable in the  
USPTO's **TSDR**  
database unless it  
is the same as  
the mailing  
address. If your  
mailing address  
is not your  
domicile, you  
must enter the  
number, street,  
city, state,  
country or U.S.  
territory, and if  
applicable,  
zip/postal code  
of  
your **domicile**  
address. In most

☒

Uncheck this box if the domicile address and mailing address of the trademark owner/holder are NOT the same. Fields for entering the domicile address will appear.

cases, a P.O. box, "care of" address, or similar variation is not acceptable as a domicile address.)

Phone Number

Fax Number

\* Email Address

Confirm that the email address is correct before continuing. The owner email address is not publicly viewable in the USPTO's [TSDR](#) database.

The owner/holder is required to provide an email address and keep that address current with the USPTO. If the owner/holder is represented by a U.S.-licensed attorney, only the attorney's email address will be used for correspondence by the USPTO.

**NOTE:** The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

### Correspondence Information

To make changes to the **Primary Email Address for Correspondence** below, either (1) return to the Owner Information section (if no attorney has been appointed) and enter the change, or (2) use the Attorney Information section of the form to enter the change (if an attorney has been appointed).

Name

**Primary Email Address for Correspondence:**  
**Secondary Email Address(es) (Courtesy**

Email Address

**Copies):**

Enter up to 4 addresses, separated by either a **semicolon** or a **comma**.

Only the Primary Email Address for Correspondence is used for official communication by the USPTO. If an attorney has been appointed, the USPTO will correspond **ONLY** with the appointed attorney; otherwise the USPTO will correspond with the owner.

### FEE INFORMATION

Amount

**Extension of time for filing a response to an Office action, per registration = \$125**  
**TOTAL AMOUNT : \$125**

**NOTE:** Three payment options ([credit card](#), [automated deposit account](#), and [Electronic Funds Transfer](#)) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.

## Signature Information

Click to choose ONE [signature method](#):



[Sign directly](#)



[Email Text Form for signature](#)



[Handwritten pen-and-ink signature](#)

## Electronic Signature

To electronically sign this document, enter any alpha/numeric characters (letters/numbers) **of your choosing**, preceded and followed by the forward slash (/) symbol. Most signatories enter their name between the two forward slashes; examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.

## DECLARATION

DECLARATION: The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001, and that such willful false statements and the like may jeopardize the validity of the application or submission or any resulting registration, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

\* [Signature](#)

Examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.

**NOTE:** Must be personally signed by the individual listed in the Signatory's Name field. [37 C.F.R. §2.193\(a\)](#). The person signing may not enter someone else's signature.

Only one signature is required, regardless of the number of applicants. To add a signature option, if appropriate, use the "Add Signatory" button, below.

\* [Date Signed](#)

(MM/DD/YYYY)

\* [Signatory's Name](#)

\* [Signatory's Position](#)

**NOTE:** Limit your entry to no more than 150 characters (the storage limit for this field in the USPTO database).

Enter appropriate title or nature of relationship to the owner/holder.

If the signer is

- An **individual owner/holder**, enter "Owner" or "Holder" as appropriate.
- **Joint individual owners/holders**, enter "Owners" or "Holders" as appropriate.
- A **business entity** authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company).
- A U.S.-licensed **attorney**, enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney is from the same U.S. firm as the attorney of

record, but was not listed in the original filing and is not otherwise of record, also include law firm name, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar member.

[Signatory's Phone Number](#)

## Validation Page

On **Tue Jan 25 09:02:37 ET 2022** you completed all mandatory fields and successfully validated the form. It has NOT been filed to the USPTO at this point. Please complete all steps below to submit the form.

■ **STEP 1:** Review the data in various formats, by clicking on the phrases under Submission Data. Use the print function within your browser to print these pages for your own records.

**NOTE:** It is important that you review this information for accuracy and completeness now.

Corrections after submission may not be permissible, thereby possibly affecting your legal rights.

**WARNING:** After submission of this form, some characters may be displayed in a manner different from what was originally entered because various USPTO systems cannot display/print certain characters. The USPTO will convert any problematic character(s) to the closest acceptable equivalent(s). Visit the USPTO's website for a [complete table highlighting which characters will be converted](#).

### Submission Data

■ [Input](#)

■ [XML File](#)

■ [Text Form](#)

■ **STEP 2:** If there are no errors and you are ready to file, confirm the **Primary Email Address for Correspondence**, displayed below. To make changes to this email address, use the navigation buttons below to return to the appropriate page in the form and update either the attorney's email address, if appointed, or the applicant owner's/holder's email address. **Courtesy copies** are also permitted and these email address(es) are displayed below. To update these addresses, use the navigation buttons below to return to the Correspondence Information page and enter the changes.

After you submit the form, the USPTO will send an acknowledgment of receipt to the following email address(es):

**Primary Email Address for Correspondence**

**Secondary Email Address(es) (Courtesy Copies)**

■ **STEP 3:** To download and save the form, click on the [Save Form](#) button at the bottom of this page. The information will be saved to your local drive. To begin the submission process with saved

data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

■ **STEP 4:** Read and check the following:

**Important Notice:**

Please note that:

- (1) Once you submit an extension request, we will not cancel the filing or refund your fee, because it is a processing fee for our substantive review.
- (2) All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, email address, and street address. By filing this document, you acknowledge and agree that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through internet search engines and other on-line databases. This information will remain public even if the application is abandoned or any registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.
- (3) Private companies **not** associated with the USPTO often use trademark application and registration information from the USPTO's databases to [mail or email trademark-related solicitations](#) (samples of non-USPTO solicitations included).

☐ If you have read and understand the above notice, please check the box before you click on the **Pay/Submit** button.

■ **STEP 5:** If you are ready to file:

Click on the Pay/Submit button at the bottom of this page to complete the filing process.

**WARNING:** After clicking the button, you can **NOT** return to the form to modify data. If you are not prepared to complete the process now, you should select the "Save Form" option to save your form, and then complete the Pay/Submit process later.

**FEE PAYMENT (if required):** Screens for entering payment information will follow after clicking the Submit button. Following successful entry of the payment information, you can complete the submission to the USPTO.

**You must complete the payment process within 30 minutes of accessing the payment screen.**

A complete transaction will result in a screen that says **SUCCESS!** Within 24 hours, an email acknowledgment will also be sent. If you are not prepared to complete the process now, you should select the "Save Form" option to save your form, and then complete the Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.



