

# Checklist for review and processing of Petitions filed under the Expedited Patent Appeal Pilot

## 1. REVIEW OF PETITION: Items to be checked on Form PTO/SB/438:

***Note: Petitions assigned for review will be sent via email.  
Review the petition in eDan (Doc Code PET 41.3)***

- Verify Appeal & Application numbers of APPEAL TO BE MADE SPECIAL match Appeal & Application numbers in the USPTO database. (Use ACTS and/or PALM)
- Verify APPEAL TO BE MADE SPECIAL was docketed at the PTAB on or before 06/19/2015 (Use ACTS and/or PALM - Docketing Notice Mailed Appellant date)
- Verify Appeal & Application numbers of APPEAL TO BE WITHDRAWN match Appeal & Application numbers in the USPTO database. (Use ACTS and/or PALM)
- Verify APPEAL TO BE WITHDRAWN was docketed at the PTAB on or before 06/19/2015 (Use ACTS and/or PALM - Docketing Notice Mailed Appellant date)
- Has RCE been filed in APPEAL TO BE WITHDRAWN? NO / YES

***Note: If an RCE has been filed, contact the Paralegal Operations Manager for further guidance.***

- Verify signature information (either a handwritten signature or S-signature)
- Verify registration number is provided

***Note: If you believe petition DOES NOT comply with the above, contact the Paralegal Operations Manager for further guidance.***