

Central FAX Number Change and RightFAX Reminder

Now that the USPTO has gone to a centralized fax receiving point, there is only one official fax number for application specific communications with the USPTO. Note that OACS form paragraphs 7.101 and 7.102 will be updated with this new central official facsimile number in the August OACS release.

1) On July 15, 2005, the Central FAX Number will change to **571-273-8300**.

Most facsimile-transmitted patent application related correspondence is required to be sent to the Central FAX Number. To give customers time to adjust to the new Central FAX Number, faxes sent to the old number (703-872-9306) will be routed to the new number until September 15, 2005. (Note that since this new number is already operational, customers can use either number until September 15)

2) Office personnel should not put their desktop facsimile number in office actions since it is important that all official facsimile correspondence come to the USPTO via the official facsimile number.

3) The following procedures are acceptable for converting a facsimile document received at a unofficial/examiner number into an official paper to be made of record:

a) **ROUTE** the document to the official number where the contractors will scan in the fax. The turnaround time goal for scanning is 48 hours. (Routing instructions are attached)

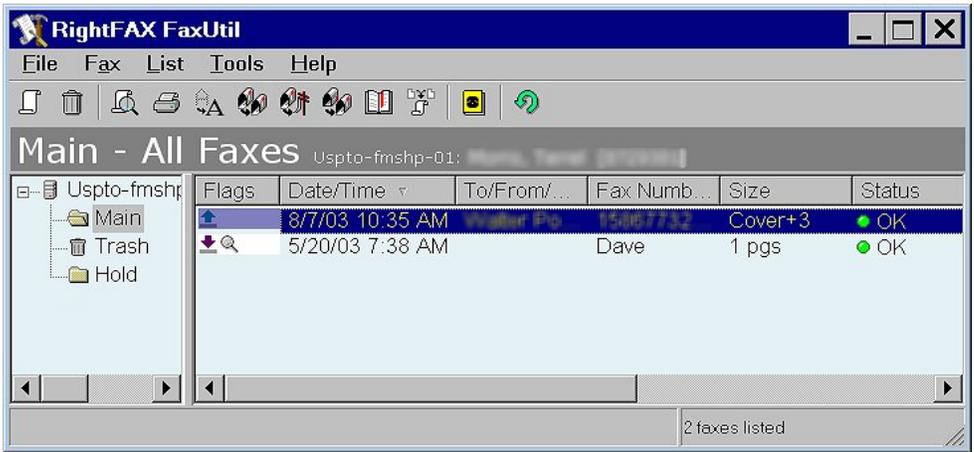
b) If the faxed document is an amendment putting the application in condition for allowance, the examiner may, with the attorney's approval, easily convert the amendment into an examiner's amendment by incorporating the contents of the amendment into the allowance action in OACS and processing that action in the normal manner using "SnagIt," or

c) The examiner's amendment can be created from a facsimile transmission or e-mailed amendment received by the examiner and referenced in the examiner's amendment and attached thereto. Any subject matter, in clean version form (containing no brackets or underlining), to be added to the specification/claims should be set forth separately by applicant in the e-mail or facsimile submission apart from the remainder of the submission. A clean version of a paragraph/claim, or portion of a paragraph/claim, submitted by applicant in a fax or e-mail, should be printed and attached to the examiner's amendment and may be relied on as part of the examiner's amendment. The examiner should mark "requested" on the entire attachment to indicate that the fax or e-mail was requested by the examiner, so as to not lead to a reduction in patent term adjustment (37 CFR 1.704(c)(8)). As the attachment is made part of the examiner's amendment, it does not get a separate PALM code and will not trigger any reduction in patent term adjustment. A paper copy of the entire e-mail or facsimile submission should be entered in the application file. (MPEP 502.01; 1302.04)

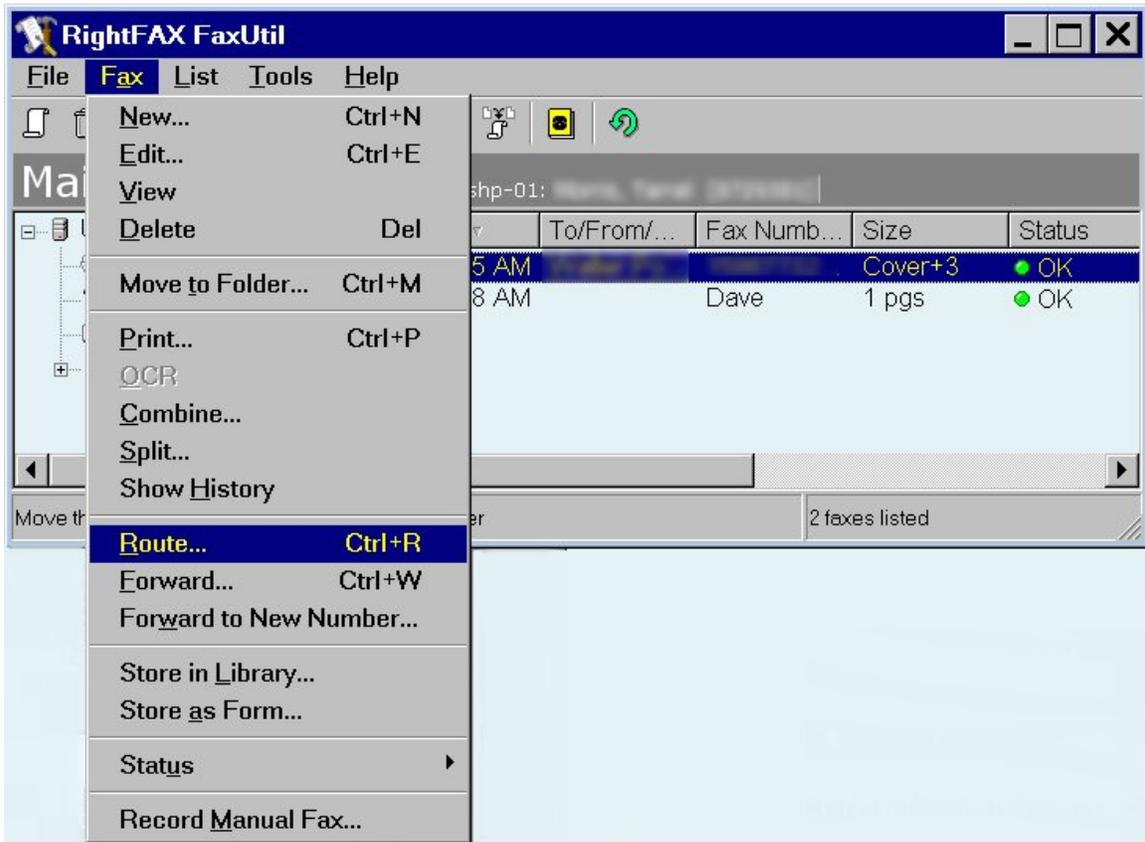
The entire facsimile document must be made of record. If the examiner's amendment in option b) or c) above does not contain the entire facsimile document, the facsimile may be made of record by attaching it to the interview summary that is completed for the examiner's amendment.

The following is a reminder as to HOW to properly route a faxed document to the centralized facility:

- Open RightFAX and select the fax you wish to route.



- Select Route from the Fax menu

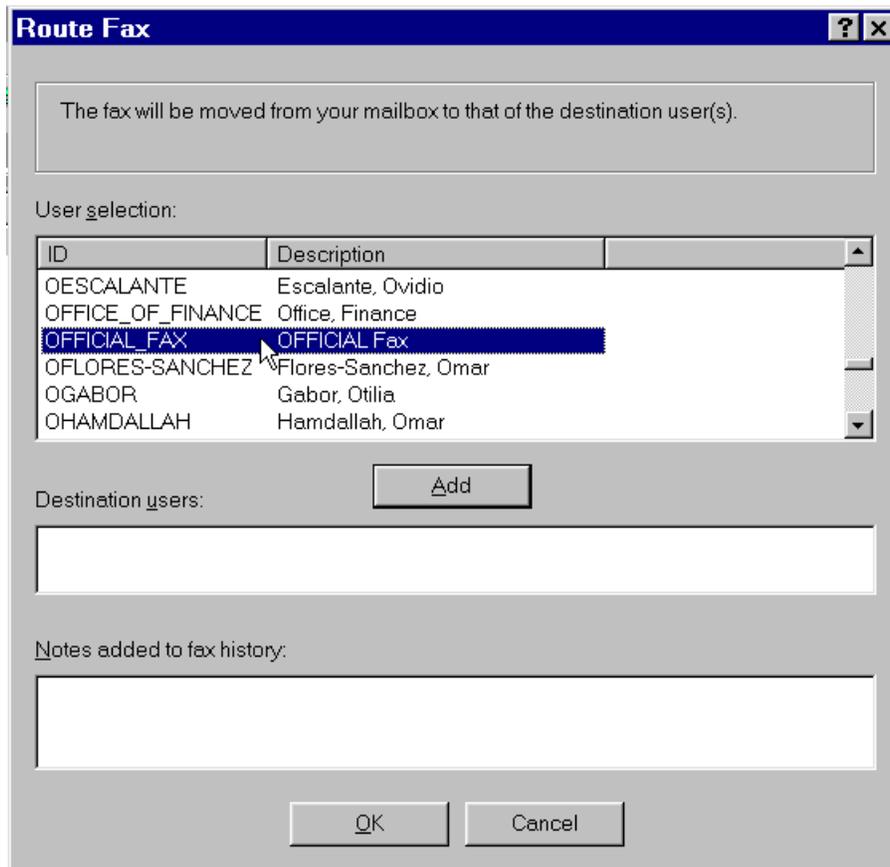


- OR -

Press the Route button on the toolbar. We need to stress that it is **important** you **route** the fax instead of forwarding it. Forwarding changes the sent time and date on the printed fax to the time and date **you** forwarded it. Routing the fax formally relocates the fax to the Official fax box address. This removes it from your RightFAX account so there will be no confusion as to whether you have properly handled the fax.



- In the resultant Dialogue box, select the Official Fax.



- Click "Add"
- Click "OK"