

# How to File Director Review Request

1. Navigate to <https://ptacts.uspto.gov/ptacts/ui/home>
2. Select “Sign in”
3. Select “Sign in”

The screenshot shows the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) website. The browser address bar shows the URL [ptacts.uspto.gov/ptacts/ui/home](https://ptacts.uspto.gov/ptacts/ui/home), which is highlighted with a green box and a circled '1'. The website header includes the USPTO logo and navigation links for Patents, Trademarks, Fees and payment, Help, and My Account. A 'Sign In' button is highlighted with a green box and a circled '2'. Below the header, the page title is 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. A secondary 'Sign in' button is highlighted with a green box and a circled '3'. The main content area features a 'Search P-TACTS' form with input fields for AIA Review Number, Patent Number, Application Number, and Party Name. There are also checkboxes for AIA Review/Case Type (IPR, PGR, CBM, DER) and a Tech Center field. A 'Clear All' button and a 'Search' button are located at the bottom of the search form. The left sidebar contains a 'Welcome' section with a heading 'Welcome to the USPTO Patent Trial and Appeal Case Tracking System' and a paragraph describing the system's purpose and usage.

# How to File Director Review Request

4. Find the appropriate IPR or PGR case from the My docket tab, for instance the “All AIA reviews” tab
5. Select the appropriate case via the hyperlink in AIA Review # column

Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission ▾ Search P-TACTS Search Interference Help ▾

My docket

Pending AIA reviews Notifications Motions Rehearing requests AIA reviews on appeal Unsubmitted petitions **All AIA reviews**

Showing 1-16 of 16 records ⓘ For case milestone information, hover over the dotted underline in the Status column. T ⓘ ⬇

AIA Review # 2 ↓	Filing date (mm/dd/yyyy) 1 ↓	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Responde
DER2023-00115	08/14/2023	Lead Counsel	Petitioner	13667091	9632547	Doe, Joe	14035524
IPR2023-01028	07/11/2023	Lead Counsel	Petitioner			Lam, Kevin et al.	15366595
IPR2023-01021	07/03/2023	Back-up Counsel	Patent Owner			Thumb, Tom et al.	14575353
IPR2023-00981	06/09/2023	Back-up Counsel	Petitioner			PET Real party et al.	08183369
IPR2023-00981	06/09/2023	Lead Counsel	Petitioner			PET Real party et al.	08183369
IPR2023-00977	06/06/2023	Back-up Counsel	Petitioner			Party, Real et al.	08183369
PGR2023-00816	05/15/2023	Lead Counsel	Petitioner			Big Tech	08338981
IPR2023-00871	05/05/2023	Back-up Counsel	Petitioner			Baker, Jed et al.	15162055
IPR2023-00169	11/17/2022	Back-up Counsel	Patent Owner			Cisco Systems, Inc. et al.	10933572
IPR2023-00216	11/15/2022	Back-up Counsel	Patent Owner			Amazon.com, Inc. et al.	12163617
IPR2023-00093	10/28/2022	Back-up Counsel	Patent Owner			Entain Corporate Services Ltd. et al.	15928364
IPR2022-01602	10/14/2022	Back-up Counsel	Petitioner			Life Spine, Inc.	15144054
IPR2022-01406	08/17/2022	Back-up Counsel	Patent Owner			Google LLC	10938961
IPR2022-01279	08/05/2022	Back-up Counsel	Patent Owner			Siemens Gamesa Renewable Energy Inc. et al.	11551430
PGR2022-00052	07/21/2022	Back-up Counsel	Patent Owner			Metacluster Lt, UAB et al.	094196140
IPR2022-00861	04/18/2022	Lead Counsel	Petitioner			Code200, UAB et al.	15957945

# How to File Director Review Request

6. Select “+Add”

7. Select “File a request for Director Review” (Note: this option will not be displayed until an Institution Decision has been entered by PTAB)

Patent Trial and Appeal Case Tracking System (P-TACTS)

Case Viewer My docket New submission Search P-TACTS Search Interference Help

Case # IPR2023-01028 TRIAL INSTITUTED Patent # 9854678

Parties Lam, Kevin et al. v. Rockets & Sprockets, Inc.

Tech center 2800 Art unit 2847

AIA review information Motions Rehearing requests Notices of appeal

Expand all | Collapse all

Documents & claims

Documents Claims

Updated: 12/20 11:37AM Export as csv + Add

Papers Next available paper # 14

All 13 Board 3 Petitioner 7 Patent Owner / Respondent 3

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
13	12/20/2023	Request for Director Review	Director Review	1	Petitioner	Public
12	10/10/2023	Notice: Other	Notice: Other	50	Board	Public
11	09/20/2023	Reply to Opposition	Reply to Oppo to Motion to Exclude Evidence	29	Petitioner	Public
10	09/20/2023	Opposition	Oppo to Motion to Exclude Evidence	45	Patent Owner	Public
9	09/20/2023	Motion: Other	Motion to Exclude Evidence	50	Petitioner	Public
8	09/05/2023	Reply to Opposition	Reply to Oppo to Motion for Add'l Disco	84	Petitioner	Public
7	09/05/2023	Opposition	Oppo to Motion for Add'l Disco	50	Patent Owner	Public
6	09/05/2023	Motion: Other	Motion for Add'l Disco	24	Petitioner	Public
5	09/05/2023	Notice: Mandatory Notice	Notice : Mandatory Notice	24	Patent Owner	Public
4	07/17/2023	Institution Decision: Grant	Institution Decision: Grant	1	Board	Parties and Board
3	07/11/2023	Notice: Notice filing date accorded	Notice: Notice filing date accorded	1	Board	Parties and Board
2	07/11/2023	Petition: as filed	Petition : as filed	1	Petitioner	Parties and Board

Exhibits

All 1 1000s 1 2000s 0 3000s 0

Exhibit #	Filing date	Document name	Pages	Filing
1001	09/20/2023	ex. 1001 for Motion to Exclude Evidence	84	

Motions

- File a motion
- File an opposition
- File a reply
- Rehearing request
- File a rehearing request
- Director Review
- File a request for Director Review
- Other
- File other documents

# How to File Director Review Request

8. Fill out the remaining fields as appropriate (Note: the “Filing party” field and “Paper Type” field are pre-populated and not editable.) Based on the Case Status, the “Paper type” will pre-populate with “Request for Director Review - Institution Decision” or “Request for Director Review - Final Written Decision”.

9. Select “Add to List”

Note: Please refer to the P-TACTS User Guide for additional assistances.

File a request for Director Review Institution Decision AIA review # IPR2023-01028 ✕

Filing party \*  
Petitioner

Doc type \*  
 Paper  Exhibit

Paper type \*  
Request for Director Review - Institution Decision

Availability \*  
Select an availability...

Document name \*

Document \*  
Select file...

Clear form Add to list

List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Cancel and close Submit

File a request for Director Review Institution Decision AIA review # IPR2023-01028 ✕

Filing party \*  
Petitioner

Doc type \*  
 Paper  Exhibit

Paper type \*  
Request for Director Review - Institution Decision

Availability \*  
Public

Document name \*  
Director Review

Document \*  
Select file... Director Review\_test.pdf

Clear form **Add to list**

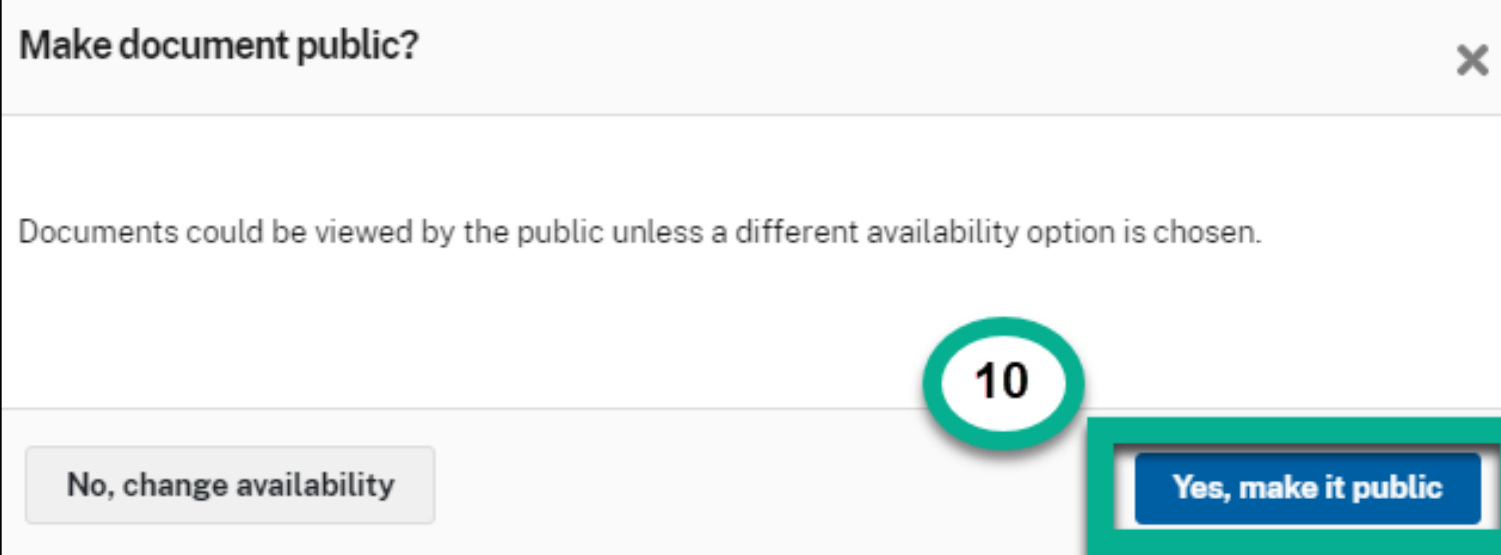
List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

Cancel and close Submit

# How to File Director Review Request

10. If you select public availability, confirm document availability in the modal “Yes, make it public” (if you select “No, change availability”, complete steps 8-9 as appropriate)



**Make document public?** ×

Documents could be viewed by the public unless a different availability option is chosen.

**10**

No, change availability

**Yes, make it public**

# How to File Director Review Request

## 11. Select “Submit”

### File a request for Director Review Institution Decision

AIA review # IPR2023-01028 ×

**Filing party \***  
Petitioner

**Doc type \***  Paper  Exhibit

**Paper type \*** Request for Director Review - Institution Decision ▼

**Availability \*** Select an availability... ▼

**Document name \***

**Document \***  ×

Clear form Add to list

**List of documents**

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
–	12/20/2023 01:59 PM ET	Paper	Request for Director Review - Institution Decision	<a href="#">Director Review</a>	1	Public	

Cancel and close **Submit**

# How to File Director Review Request

## 12. Notice Successful Message in the upper right

The screenshot displays the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) interface. At the top left is the 'uspto' logo. The main header reads 'Patent Trial and Appeal Case Tracking System (P-TACTS)'. A navigation bar includes 'Case Viewer', 'My docket', and 'New submission'. The current case is identified as 'Case # IPR2023-01028 TRIAL INSTITUTED' with 'Patent # 9854678'. The parties are listed as 'Lam, Kevin et al. v. Rockets & Sprockets, Inc.' with technical details 'Tech center 2800' and 'Art unit 2847'. A notification box in the upper right corner, titled 'Director review upload', contains a checkmark and the text 'Document(s) uploaded successfully.' A green circle with the number '12' is overlaid on the notification box. Below the case information, there are tabs for 'AIA review information', 'Motions', 'Rehearing requests', and 'Notices of appeal'. The 'Documents & claims' section is expanded, showing 'Documents' and 'Claims' tabs. At the bottom right, there is a status bar with 'Updated: 12/20 12:05PM', a refresh icon, an 'Export as csv' button, and an '+ Add' button.

# How to File Director Review Request

## 13. Request For Director Review Document appears in Documents section

Patent Trial and Appeal Case Tracking System (P-TACTS)

Case Viewer My docket New submission Search P-TACTS Search Interference Help

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Tech center 2800 Art unit 2847

AIA review information Motions Rehearing requests Notices of appeal

Expand all | Collapse all

Documents & claims

Documents Claims

Updated: 12/20 12:05PM Export as csv + Add

Papers Next available paper # 15

13 14 Board 3 Petitioner 8 Patent Owner / Respondent 3

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3	07/11/2023	Notice: Notice filing date accorded	Notice: Notice filing date accorded	1	Board	Parties and Board

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