



MEMORANDUM

DATE: October 2, 2024

TO: Central Reexamination Unit

FROM: Jeanne Clark
Editor, Manual of Patent Examining Procedure

SUBJECT: **Advance Notice of Change to MPEP – Updating Addresses Based on Relinquishment of the Randolph and Remsen Buildings**

In order to take advantage of the cost-saving opportunities provided by the robust United States Patent and Trademark Office's (USPTO's) Telework Program, the USPTO relinquished the Remsen and Randolph buildings on its headquarters campus in Alexandria, Virginia when the leases expired in August 2024. Relinquishing these spaces is projected to save around \$30 million per year beginning in fiscal year 2025.

In preparation for the relinquishment of the Remsen and Randolph buildings, the Customer Service Window was relocated to the Knox building on April 30, 2024 and the Scientific and Technical Information Center (STIC) was relocated to the Madison East building on May 1, 2024. This advance notice changes the addresses for these business units in the Ninth Edition, Revision 07.2022, of the Manual of Patent Examining Procedure (MPEP) as indicated below.

The address of the Customer Service Window in MPEP § 501, subsection III and form paragraphs 22.73 and 26.73¹ is revised to read:

Customer Service Window
~~Randolph~~ Knox Building
401-~~501~~ Dulany Street
Alexandria, VA 22314

All other sections of the MPEP that include the address of the Customer Service Window (MPEP §§ 710.02(e), 714.13, 714.16(d), 724.02, 1504.30, 1805, 1865, 2224, 2510, 2806, and 2905.01) are revised to replace the address of the Customer Service Window with a cross-reference to MPEP § 501, subsection III. Also, MPEP §§ 509.01 and 2510 are revised to replace the Mail Center with the Customer Service Window and add the cross-reference to MPEP § 501 for the address of the Customer Service Window. The mail stop information in the addresses being

¹ Revised form paragraphs were released on October 2, 2024 in Patents End-to-End Official Correspondence (PE2E-OC). The revisions do not change substantive examination procedures. However, it is important that examiners use the updated form paragraphs to provide correct information.

replaced in MPEP §§ 509.01, 1805, 1865, 2224, 2510, and 2806 is reproduced near the cross-reference to MPEP § 501.

The address of STIC in the first sentence of the first paragraph of MPEP § 901.06(a) is revised to read:

The ~~main~~ Scientific and Technical Information Center (STIC) Library is located at the ~~Remsen~~ Madison East Building, Concourse Level, Room 00A89, 400 600 Dulany Street, Alexandria, VA 22314.

The information about STIC in MPEP § 1730, subsection IV at item (B) is revised to read:

(B) Scientific and Technical Information Center Library (Madison East, Concourse Level, Room 00A89, 600 Dulany St., Alexandria, VA 22314)

(1) ~~Main Library (Remsen Bldg., first floor, 400 Dulany St., Alexandria, VA 22314)~~

USPTO Foreign Patent Service Center may be reached via email at STIC_FPAS@uspto.gov or via phone at 571-272-3547 and

(2) ~~Biotech/Chemical Library (Remsen 1D58)~~ USPTO Biosequence Help Desk may be reached via email at SequenceHelpDesk@USPTO.gov or via phone at 571-272-25102520

(Hours: Weekdays, ~~8:30~~ 9:00 a.m. to 5:00 p.m., ET); and

These changes to the MPEP are effective on issuance of this memo and supersede the content in the Ninth Edition, Rev. 07.2022, of the MPEP. The MPEP will be revised to include these changes in due course.