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1. Introduction

Welcome to the Patent Trial and Appeal Case Tracking System (P-TACTS) at https://ptacts.uspto.gov/ptacts/ui/home. In order to sign-in to P-TACTS, you will need to create an account in MyUSPTO at https://my.uspto.gov.

1.1 Purpose

The purpose of this document is to provide a comprehensive user guide for external PTAB customers who will be required to use P-TACTS to work on AIA Trial Cases.

1.2 Identification

The below information provides a description for each section of this document.

1. Introduction (current section)
2. Creating an account in MyUSPTO (Chapter 2)
3. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

1.3 Scope

The scope of this document includes requirements for signing in to P-TACTS via MyUSPTO. Below are some helpful links for working with MyUSPTO and P-TACTS.

https://ptacts.uspto.gov/ptacts/ui/home

https://www.uspto.gov/learning-and-resources/account-faqs

https://account.uspto.gov/profile/create-account

2. Creating an account in MyUSPTO

2.1 Getting started
To get started, type the provided URL https://ptacts.uspto.gov/ptacts/ui/home into your browser. USPTO recommends using Google Chrome to access this site.

2.2 Welcome to P-TACTS
Welcome to the USPTO Patent Trial and Appeal Case Tracking System landing page. On the top, upper right corner of the page, within the black bar, two access options are provided. If an account does not exist, click the MyUSPTO menu to create an account.

2.3 MyUSPTO
Click the “Create a USPTO.gov” account button to create an account.

1. Enter the following information understanding that sections with an *asterisks are required fields:
Email address*, Title, First name*, Middle name, Last name*, Suffix Phone*, captcha verification*, and select "I understand and agree with USPTO’s Terms of Use and Privacy Policy.” After all required fields have information entered, the "Next" button becomes selectable.

2. After selecting the “Next” button, you will be prompted with a message to “Check your email” to activate your account. If you did not receive the activation email, check to make sure you typed your email address correctly and check other inbox folders such as spam, clutter, junk, and promotions.

Open your activation email and click on “Activate account.”
3. You will receive a pop-up modal to: **activate your account and create a password.** In MyUSPTO. After entering your new password, select the “**Activate your account**” button.
4. After a password has been successfully entered, you will be prompted to provide your “contact information,” for enabling two-step authentication. You will have the option to “enable two-step authentication by e-mail, phone call, text, or a code generator. Your e-mail is the default authentication method.

Figure 6: Preferred contact information method designation for two-step authentication
5. Scroll down the displayed screen for two-step authentication (as shown above) to enter additional user account information, including company name, attorney bar membership, professional interest, alternative email address, editable phone number with default previously entered phone number displayed, fax number, and mailing address. Please note all information fields with an asterisk are required to have information entered. When all information is entered, select the “Save” button.

![Contact Information](image)

*Figure 7: Contact Information for MyUSPTO account activation setup*

6. After saving your two-step authentication contact preferences and additional account information, you will be prompted to personalize your MyUSPTO widgets. A list of the widgets is set forth below.

- MyUSPTO
- Widget overview
- Patent & Trademark docket widgets
- Notifications on docket widgets
- Custom workspaces
- Two-step authentication

Once you have set up your widgets, click “Get started.”
7. Once you have successfully created a MyUSPTO account, you will see your name at the top right-hand corner of the black menu bar when you sign in. If at any point you need support with your MyUSPTO account, navigate to the blue bar and click on the “MyUSPTO Help” dropdown menu to access the P-TACTS resources. From the P-TACTS landing page shown below, click on the “Sign-In” dropdown menu and enter your MyUSPTO e-mail and password to sign into the P-TACTS system.

Figure 8: MyUSPTO widgets

Figure 9: P-TACTS default landing page with sign-in menu option
8. Once you are signed into the P-TACTS system, your default view will be your case docket with case management options in the top-level blue menu bar. P-TACTS system navigation and functionality will be discussed in an upcoming section.

3. User Roles and Privileges in P-TACTS

3.1 User Roles and Privileges
The P-TACTS system provides access through anonymous and registered P-TACTS user roles.

3.2 Anonymous User
In this role, users can perform an anonymous search in P-TACTS without logging into the system or having to create an account. However, access is limited to public documents and public case information.
3.3 Registered P-TACTS User Accounts

All users with a validated MyUSPTO account that matches the e-mail address in the user’s P-TACTS account, can view their docket for any cases where the user is a registered party, perform searches and in addition to accessing public documents and case information, the user will also be able to see private case documents and case information where the user is a registered party. Additionally, any registered PTACTS user account can be one of the four types of user roles for a particular AIA Trials Review case.

1. **Submitter** – Users can submit a petition or enter an appearance as a patent owner, and designate counsel within these processes for the associated AIA Review number. The Submitter user role is not a party to the AIA Review case unless designated as counsel or real party pro se.

2. **Lead Counsel** – Users designated as Lead Counsel for an AIA Review case can view and submit documents, and add, delete, or make updates to the new Staff role.

3. **Back-up Counsel** – For a party to a PTAB Trial case, all counsel that are not Lead Counsel must be designated as Back-up Counsel. There is no longer a separate role for a First Back-up Counsel. Users designated as Back-up Counsel for an AIA Review case can view and submit documents, but will NOT have the ability to add, delete, or make updates to the new Staff role.

4. **Staff** – This is a new role where users can view and submit documents for an AIA Review case where Lead Counsel has added the Staff role user. This role is only visible to the party who submitted the Staff Role for the particular AIA Review case.

   **Privileges** – The Staff role can perform all the activities of a Lead/Back up counsel with exception of adding another staff. All AIA Review cases that Staff user has been added to should appear in Pending AIA Reviews. Staff with NOT receive any email notifications concerning a case except when the Staff acts as Submitter to file a petition or enter an appearance for Patent Owner. Staff can only be added to an AIA Review case by Lead Counsel after the petition has been submitted. Staff, however, will be able to view any notification for an AIA review in the Notifications tab for that AIA review for which the Staff has been added by Lead Counsel. Staff cannot view Staff on the opposing party, and Staff cannot view Payments of opposing party.
4. Patent Trial and Appeal Case Tracking System (P-TACTS) 
(Chapters 3 through 13)

4.1 Initiate New Petition
To initiate a new petition, navigate to the blue menu bar and click “New submission” dropdown. Click “Initiate a New petition.”

![Figure 11: P-TACTS menu selection for initiating a new petition](image)

4.2 Create New Petition Wizard – Verification
1. You will be taken to the “Create new petition” wizard that will guide you through the process of creating a new petition. P-TACTS will need to verify that there is a valid patent challenged in the petition before you can create your petition. Please note that all required fields within the Create new petition wizard screens are designated with a red asterisk.

2. First, select a trial type for your submission. You can choose from the following options:
   - Derivation AIA Review
   - Inter Partes Review
   - Post Grant Review
3. In the example below, we chose trial type “Inter Partes Review” and entered the challenged United States Patent Number. Now click “Verify.”
4. If the patent does not exist, you will receive a popup message that “**Verification failed.**” Click the cancel button to be taken back to the patent “**verification**” page and enter the correct United States Patent Number.

![Figure 14: Failed verification for patent number not found](image)

5. Once you have entered the correct patent number, re-select “**Verify.**”

![Figure 15: verify patent number](image)
6. The following patent information is displayed for the located patent number:

- Title
- Patent Number
- Application number
- Issue Date
- Filing Date
- Inventors
- Assignees
- Art unit
- Attorney Docket Number
- Correspondence Address
- Last Recorded Assignment

Also, from this screen you will have the ability to view more assignment information in the assignment query system from the link in the lower left-hand corner, to start over, or to create the petition and an AIA Review case number. Select the "Create petition" button.

Figure 16: Example of successful patent number verification
4.3 Create New Petition Wizard – Petition Information

1. After the petition has been created, a green checkmark will be displayed next to the Verification section label on the left side of the screen to indicate that the verification section was successfully completed. If the verification section has a red X instead of a green checkmark, then an error has occurred for proper petition creation and needs to be addressed before completing the remaining sections of information for filing the petition. Once the Petition information screen is displayed, an AIA Review case number has been assigned for the initiated petition.

2. Please note that you will have 30 days from the assignment of the AIA Review number to submit the petition and that the petition will be deleted after 45 days if not submitted.

3. The “Petition information” section displays the following prepopulated information:

- AIA Review number
- Trial type
- Patent number
- Application number
- Art unit
- Tech center

At this point, you will have the opportunity to “withdraw your petition” and begin again. Notice that the “Continue” button is blue and active. Click the button to continue.

Figure 17: Example Petition information section
4.4 Create New Petition Wizard – Claims Challenged

1. After the Continue button is selected in the previous AIA Review information screen, the Claims challenged screen is displayed, with the following mandatory information fields marked with a red * asterisks:

   - **Challenged claims**
   - **Statutory grounds**
   - **Prior art**

After required information has been entered, the “Add” button will become active and is displayed in blue. The “Clear form” button is available if the information entered is incorrect and the user is required to start over, or the “Add” button is available to create the listing of claims challenged by grounds and prior art for the petition. Select the “Add” button.

![Figure 18: Claims challenged information entry screen](image)

2. Notice the table grid at the bottom of the Claims challenged screen. All challenged claims will be grouped by the selected statutory ground and are listed in a table, as shown in the example screenshot below. Each listing of the challenged claims include:

   **Challenged claims | Statutory grounds | Prior art | Actions**

The Actions column includes an “Edit” and “Delete” icon for the corresponding challenged claims row. When at least one record of challenged claims has been added to the petition, the “Continue” button will become active. The petition may be withdrawn by selecting the “Withdraw petition” button, or if the challenged claims section is complete, select the “Continue” button.
4.5 Create New Petition Wizard – Documents

1. A green checkmark will be displayed next to the Claims section if at least one set of challenged claims has been added to the petition. Under the next section, “Petition Documents,” you will see all information fields marked as mandatory with a red * asterisk, including:

   - **Doc type paper** (default selection “Paper”)
   - **Paper type** – (Click the Paper type text box and select Petition: as filed)
   - **Availability** – (Select Availability)
   - **Document name** – (Notice that Document name has been prefilled)
   - **Select file** – (Select file from your computer and upload your Document)

2. When a document has been selected for upload to your petition, the “Add to list” button will become active. The selected document will not be included with your petition until you select the “Add to list” button, and it is displayed in the “List of documents” table in the “Petition Documents” screen. Alternatively, a “Clear form” button is available if the user needs to reset the form. To add the selected document to the “List of documents” table, select the “Add to list” button.
3. An example of a petition document added to the “List of documents” table is provided below.

4. To add an additional document to the petition, again complete all required fields. For example, to add a Power of Attorney document, the document type is Paper and select the “Paper type”
drop-down as Notice: Power of Attorney. The associated information fields require the following information:

- **Doc type paper** (Pre-selected)
- **Paper type** – (Click the Paper type text box and select **Power of Attorney**)
- **Availability** – (Select Availability)
- **Document name** – (Notice that Document name has been prefilled)
- **Select file** – (Select file from your computer and upload your Document)

5. Select **“Add to list.”** Now select **“Continue.”**

![Image](image-url)

*Figure 22: Petition documents with Power of Attorney document added*
4.6 Create New Petition Wizard – Real Party

1. The Relevant Information section is where you will add the real parties in interest. For the **Real Party in Interest**, you will see mandatory sections marked with red asterisks (*), including the following information:

   - Party type (Individual or Organization)
   - Pro se (Yes or No)
   - **Petitioner information**
     - First name*
     - Last name*
     - Email
     - Phone number
     - Extension
     - Fax number
   - **Location information**
     - Country*
     - Address 1
     - Address 2
     - City
     - State/Province
     - Zip

2. After all required fields have information entered, the “Add petitioner” button becomes blue and is now active. If the Real Party in Interest input screen needs to be reset, select the “Clear” button. The current petition session may be canceled altogether by selecting the “Withdraw petition” button. If all Real Party in Interest is complete, select the “Add petitioner” button, and then the “Continue” button.
4.7 Create New Petition Wizard – Additional Real Party

1. A green checkmark will be displayed next to the “Real Party” section after the petitioner Real Party has been added to the petition. Notice that the “Counsel” section only appears after the “Real Party” section has been completed for petitions with a Pro se value of “No” selected.

If an “Additional Real Party” needs to be added to the petition, enter all required information for each Additional Real Party and select the “Add to list” button for each additional Real Party entity. When all additional Real Parties have been added to the List, select the “Continue” button. Alternatively, if no additional Real Party is required, select the “Continue” button to proceed to the next petition wizard form section.
2. Note that at any time you can select "**Withdraw Petition**" select "**Continue.**"
4.8 Create New Petition Wizard – Counsel

1. The “Counsel Section” provides information fields to enter the petitioner’s counsel information with mandatory fields denoted with a red *asterisk, including:

   • Counsel type* (Lead counsel or Back-up counsel)
   • Find counsel by email address or registration number* (An exact email address or registration number is required for search retrieval for pre-population of this screen.)
   • First name* (This information is pre-populated and read-only based on the retrieved counsel account information.)
   • Last name* (This information is pre-populated and read-only based on the retrieved counsel account information.)
   • Email* (This information is pre-populated and read-only based on the retrieved counsel account information.)
   • USPTO registration #* (This information is pre-populated and read-only if previously entered; However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)

Please note that the following information fields are stored only with the current petition AIA Review case number record.

   • Phone number* (This information is pre-populated based on the retrieved counsel account information and is editable.)
   • Fax number
   • Location information
   • Country*
   • Address 1
   • Address 2
   • City
   • State/Province (This field may be required and is based upon the selected Country)
   • Zip

2. For each counsel to be added to the List of counsel table, select the “Add” button after entering all required information.
3. When all counsel has been added to the List of counsel table, select the "Continue" button.
4.9 Create New Petition Wizard – Review

1. A green checkmark is displayed next to each Create petition wizard section that has the required information entered. Review your information and click “Pay and submit” to complete the process. If there is an error in any section, a red X will be displayed next to that section. Navigate to that section to correct the error. Detailed information will be provided in the section concerning the error and what corrections need to be made to continue.

![Review petition information screen](image)

Figure 28: Review petition information screen

4.10 Make Payment

1. After selecting the “Pay and submit” button, the “Make Payment” page is displayed. The petition total fee along with each item price and fee code are displayed for the associated AIA Review case number.

   Please refer to the USPTO accepted payment methods described at URL: https://www.uspto.gov/learning-and-resources/fees-and-payment/accepted-payment-methods.

2. Select the payment method allowed to pay the total amount for the petition. For instance, as shown in the screenshot below, a credit card may not be used because the payment for the petition exceeds the United States Department of the Treasury’s credit card daily limit. In this example, the user will select the “Stored Payment Method” payment option.
3. Select the “Stored Payment Method” drop-down and then the desired payment method to continue with the payment transaction.
4. Once the payment option and payment method have been selected, proceed with required information field entry, with all required fields identified with a red asterisk (*). When all information has been entered, select the “Submit Payment” button to process the payment.

4.12 Petition Submission Successful

1. If your payment and submission was successful, a confirmation message is displayed.

![Image of successful petition payment and submission]

Figure 31 Successful petition payment and submission

To access the submitted AIA Review case number, select “My docket” from the blue menu bar and locate the AIA Review case number within the Pending AIA reviews tab.
5. Enter Appearance as Patent Owner/Respondent

5.1 Enter Appearance as Patent Owner/Respondent
1. To upload an initial mandatory notice as a Patent Owner/Respondent, select the “New Submission” menu option from the blue menu bar and then select “Enter appearance as Patent Owner/Respondent.”

![Figure 32: Enter appearance as patent owner respondent](image)

5.2 Mandatory Notice Wizard – Verification
1. You will be taken to the “Mandatory Notice wizard” verification section. Type in your Patent number, Application number, or AIA Review number, and click search.

![Figure 33: Verification section](image)

2. A table will appear below the search field with details for the Patent, Application, or AIA review number that you searched. The table will include the following information:
   - AIA Review number
   - Filing date
   - Petitioner
   - Application number
• Petitioner patent number
• PO Respondent application number
• PO Respondent patent number
• Petitioner name
• PO Respondent name
• Status

Select the desired AIA Review case number to enter an appearance as a patent owner or respondent and then select the "Create Mandatory Notice" button. Alternatively, you may clear your information in the verification section and try again if you do not see the correct AIA review number.

Figure 34: Select AIA review
5.3 Mandatory Notice Wizard – Petition Information

1. If the mandatory notice was successfully created, you will see a green checkmark next to the verification section label on the left side of the screen. If the verification section is marked with a red X, it indicates an error that needs to be addressed before completing your mandatory notice. Under the next section, “Petition Information,” you will see the following pre-populated information:

   - AIA Review number
   - Trial type
   - Patent owner respondent’s information
   - Patent number
   - Application number
   - Art unit
   - Tech center

Review the “Petition Information.” If the information is incorrect, you can click on “Delete the mandatory notice” and try again. Otherwise, click the “Continue” button.

![Figure 35: Petition Information](image-url)
5.4 Mandatory Notice Wizard – Documents

1. Notice the green checkmark indicating that you have completed the petition information section. Again, if the petition information section was marked with a red X, you will need to address the issue before completing your mandatory notice. Under “Documents,” you will see mandatory fields with red * asterisks.

- Document type (Notice the document type field is pre-populated)
- Paper type – (Click the Paper type text box and select Mandatory notice)
- Availability – (Select Availability)
- Document name – (Notice that Document name has been prefilled)
- Select file – (Select file from your computer and upload your Document)

After entering values into the required fields, the “Add to list” button is now highlighted in blue. If the entered values are incorrect, you can “Clear form” and try again. Otherwise click on the “Add to list” button to add your document to the List of documents.

![Figure 36: Documents section](image-url)
2. Now go back to the “Paper type,” under Documents and make your selections again, this time choosing “Power of Attorney”:

- Doc type paper (Pre-selected)
- Paper type – (Click the Paper type text box and select Power of Attorney)
- Availability – (Select Availability)
- Document name – (Notice that Document name has been prefilled)
- Select file – (Select file from your computer and upload your Document)

Notice that the “Add to list” button is now blue and active. Select “Add to list,” to add your document to the List of documents.

![Figure 37: Add documents to list](image-url)
3. Now select “Continue” to proceed to the next section.

![Image of a screenshot from the Patent Trial and Appeal Case Tracking System (P-TACTS) showing the Mandatory Notice section with the Continue button highlighted.]

**Figure 38: Continue with mandatory notice**

### 5.5 Mandatory Notice Wizard – Real Party

1. A green checkmark will be displayed next to the Documents section. This indicates that you have completed the Documents section. Under “**Real Party in Interest,**” you will see mandatory fields with red * asterisks. Note that at any time, you can select “Delete Mandatory Notice.”

Real party in interest information fields include:

- Party type (Individual or Organization)
- Pro se (Yes or No)
- Patent Owner/Respondent information
  - First name*
  - Last name*
  - Email
  - Phone number
  - Extension
  - Fax number
Location information

- Country*
- Address 1
- Address 2
- City
- State/Province
- Zip

Once information is entered into all required fields, select the “Add Real Party” button.

Figure 39: Real party in interest
2. After the Real party is successfully added, select the “Continue” button to proceed with the Mandatory Notice Wizard.

![Mandatory Notice Wizard](image)

*Figure 40: Real party in interest continued*

### 5.6 Mandatory Notice Wizard – Additional Real Party

1. Notice the green check mark indicating that you have completed the “Real Party” section. Also, notice that the “Counsel” section only appears after the “Real Party” section has been completed. If you have “Additional Real Party” follow the same steps as you did when you completed the “Real Party” section and complete the following information:

   - Party type Individual/Organization

   **Patent Owner/Respondent information**
   - First name*
   - Last name*
   - Email
   - Phone number
   - Extension
   - Fax number
Location information

- Country*
- Address 1
- Address 2
- City
- State/Province
- Zip

Fill in all the required fields marked with red * asterisks. Notice that the “Add Real Party” button is now blue and active. You will have the opportunity to “Clear” or “Add Real Party.” Select “Add Real Party.” Note that at any time you can select “Delete Mandatory Notice” and begin again. Select “Continue” to proceed to the next section.

Figure 41: Additional real party
5.7 Mandatory Notice Wizard – Counsel

1. Under the "Counsel" section, you will need to enter the required fields as indicated with red asterisks (*).

- Counsel type* (Lead counsel or Back-up counsel)
- Find counsel by email address or registration number* (An exact email address or registration number is required for search retrieval to pre-populate the form.)
- First name* (This information is pre-populated and read-only based on the retrieved counsel account information.)
- Last name* (This information is pre-populated and read-only based on the retrieved counsel account information.)
- Email* (This information is pre-populated and read-only based on the retrieved counsel account information.)
- USPTO registration #* (This information is pre-populated and read-only if previously entered. If no value was previously entered, however, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)

2. Please note that the following information fields are stored only with the current petition AIA Review case number record.

- Phone number* (This information is pre-populated based on the retrieved counsel account information and is editable.)
- Fax number
- Location information
- Country*
- Address 1
- Address 2
- City
- State/Province
- Zip
3. Fill in the required fields and click the “Add” button to add each counsel to the “Mandatory Notice.”

Figure 42: Counsel entry screen with Add button

4. When all counsel have been added to the Counsel information entry screen, click the “Continue” button to the review “Mandatory Notice Page.”

Figure 43: Counsel section with Continue button active
5.8 Mandatory Notice Wizard – Review

1. Notice the green check mark indicating that you have completed all sections. Verify your information and click “Submit” to complete the process.
2. Notice the “Certification” message. Select the “Continue” button to complete the “Mandatory Notice” submission process.

Figure 45: Certification
6. General Navigation

6.1 General Navigation – Welcome

1. Below the blue bar, you will notice multiple tabs. The “Welcome” tab provides a brief overview of the P-TACTS system. The additional tabs provide valuable information regarding AIA trials.

Figure 46: P-TACTS landing page
6.2 General Navigation – Anonymous Search P-TACTS

1. On the right side of the page, you have the option to do anonymous search without signing in to P-TACTS. You can search by typing the full or partial AIA Review number, or by the Patent Number, Application Number, Partial Party Name full or partial or by the tech center. You can also refine your search by unchecking any of the AIA Review Case Type boxes.

Figure 47: Search options
6.3 General Navigation – Sign In
1. Select the “Sign-In” link in the black bar to access your P-TACTS account and view your docket.

6.4 General Navigation – My docket Blue Bar
1. Upon signing in, you will be taken to “My docket.” This is a dashboard that displays all of your AIA cases in PTAB. Along the blue menu bar, from left to right, you will notice:

My docket | New submissions dropdown | Search P-TACTS | Help dropdown

Click on “Search P-TACTS”
6.5 General Navigation – Search P-TACTS

1. In the Search P-TACTS section you will have the ability to perform searches while signed into P-TACTS. You can search by typing the full or partial:

AIA Review number | Patent Number | Application Number | Party Name full or partial | Tech center

You can also refine your search by unchecking any of the AIA Review Case Type boxes. What’s different about this search from the anonymous search is that your search will return more results from cases you were privy to such as (i.e. cases marked parties and board, and filing parties and board).

![Figure 50: Logged-in user case search](image)

6.6 General Navigation – My docket Table Grid

1. Select the “My docket” blue menu bar link. The tabs under the “My docket” section will be covered more extensively in the “My docket” section described in the next section of this User Guide. In the table grid below, your docketed cases with your role for each case are listed. The “i” icon is a tool tip that provides additional information when you hover over it with your mouse. The filter icon allows you to filter by specific fields or clear any filters you may have created. You may also use the search boxes for each column to locate a specific case or group of cases associated with your search term. The badge icon which displays a number in it, shows you the number of filters you have. The download icon, shaped like a triangle, allows you to download the table in an Excel (.xlsx) or Comma Separated Delimited (.csv) file format.

![Figure 51: Pending AIA reviews](image)
7. My docket View

7.1 My docket View – Pending AIA Reviews

1. The tabs below the “My docket” heading will provide access to the following tabs “Pending AIA reviews, Notifications, Motions, Rehearing's request, AIA reviews on appeal, Unsubmitted petitions, and All AIA reviews.” Clicking on any blue text in any table within P-TACTS will hyperlink you to another section. In this example, if you were to click on a blue AIA review number you will be taken to the case viewer for that AIA review. The case viewer will be shown in more detail in another section. Note that you are currently on the “Pending AIA reviews” tab. This tab consists of the following columns:

| AIA reviews # | Filing date | My role | Party representing | Petitioner application# | Petitioner patent # | Petitioner name | PO/Respondent app# | PO/Respondent name | Status |

The lower right corner, contains the number of cases per page, as well as the options to move between pages.

Figure 52: Pending AIA reviews continued
7.2 My docket View – Notifications

1. Note that you are currently on the “Notifications” tab. The “Notifications” tab consists of the following columns:

AIA Review number | Recipients | Subject | Sent date

![Figure 53: Notifications](image-url)
7.3 *My docket View – Motions*

1. Note that you are currently on the “**Motions**” tab. The “**Motions**” tab consists of all motions filed in any of your cases, but defaults to the list of pending motions, and consists of the following columns:

   **Motion submitted date | AIA Review number | Filing party | Party representing | Motion type | Motion status | View motion**

![Figure 54: Motions](image-url)
7.4 My docket View – Rehearing Request

1. Note that you are currently on the “Rehearing requests” tab. The “Rehearing requests” tab shows all of your cases for which a rehearing request has been filed and consists of the following columns:

   Rehearing submitted date | AIA Review number | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing request

![Figure 55: Rehearing requests](image)
7.5 My docket View – AIA Reviews on Appeal

1. Note that you are currently on the **AIA reviews on appeal** tab. The AIA reviews on appeals tab shows all of your cases that have been appealed and consists of the following columns:

- Date appeal filed
- AIA Review number
- Filing party
- My role
- Party representing
- Appeal status
- View appeal

![Figure 56: AIA reviews on appeal](image)

7.6 My docket View – Pending Unsubmitted Petitions

Note that you are currently on the “**Unsubmitted petitions**” tab. The “**Unsubmitted petitions**” tab consists of all petitions that you have initiated, but not submitted, and consists of the following columns:

- AIA Review number
- Initiated date
- My role
- Petitioner application #
- Petitioner patent #
- Petitioner name
- PO/Respondent app#
- PO/Respondent patent#
- PO/Respondent name
- Last updated date
- Action

![Figure 57: Unsubmitted petitions](image)
7.7 My docket View – All AIA Reviews

1. Note that you are currently on the “All AIA reviews” tab. The “All AIA reviews” tab consists of all of your cases, including closed cases, and the following columns:

AIA Review number | Filing date | My role | Party representing | Petitioner application # | Petitioner patent # | Petitioner name | PO/Respondent app # | PO/Respondent patent # | PO/Respondent name | Status

Figure 58: All AIA reviews
8. Notifications

8.1 Notifications – Tab

1. You are currently on the “Notifications” tab. When you submit a document to P-TACTS, your notification information will be shown here. Every notification for each of your cases will be in this tab. You will see the following columns:

| AIA Review number | Recipients | Subject | Sent date |

Clicking on the blue hyperlink text under the AIA Review column will bring up case viewer for that AIA Review. Clicking on the blue hyperlink text under the Subject column will bring up a particular notification sent for that AIA Review.

*Figure 59: Notifications*
8.2 Notifications – Notice

1. In this example, a motion was filed, and the P-TACTS system generated notification was sent to the user who submitted the motion and all parties were notified via cc. The subject line indicates the AIA Review number, the type of document filed and the Parties involved in the case. The body of the notification contains the following:

- AIA Review number
- Petitioner
- Patent Owner
- Patent No
- Motion Filing Party
- Motion Type
- Motion Filing Date
- Submitted By
- Document List

Figure 60: Notification Email example
9. Case Viewer

9.1 Case Viewer – My docket

1. To access “Case Viewer”, go to your docket and click on any hyperlinked AIA Review case number.

![Figure 61: Blue hyperlinked case number in My docket](image)

9.2 Case Viewer

1. After selection of a hyperlinked AIA Review case number, the “Case Viewer” screen will open in a new browser tab. Just below the blue menu bar you will see a gray header with the following sections:

   - Case number
   - Small Icon (indicating if your case is joined with another case or not)
   - Case status (for this one the status shows that the Trial is Instituted and it is Joined with another case)
   - Patent number
   - Parties
   - Tech center
   - Art unit

Below the gray header you will see 4 tabs (AIA review Information, Motions, Rehearing request and Notice of appeal). We start by examining the first tab “AIA review information.” Note that there is a Documents tab and a Claims tab, and on the next line to the right there is a refresh button to update your data, an export to csv button, and a button for adding additional papers and exhibits.
Let’s start with Documents tab which consists of papers and exhibits. For papers, note the indicator to the right alerting you about the next available paper number. Note the badge numbers indicated in All, Board, Petitioner, Patent Owner/Respondent, and Active filters indicating the number of records for each of those categories. If there were any filters in this example you could clear them by pressing “Clear all.” Exhibits are sortable by All, 1000 series (petitioner), 2000 series (patent owner), and 3000 series (Board), each with badge numbers indicating the number of exhibits for each category.

![Figure 62: Case viewer](image)

### 9.3 Case Viewer – Header/Tabs

1. Just below “Documents and claims” you will see a gray header for Real party with the following sections:
   - Petitioner side
   - Patent Owner/Respondent side
   And a refresh data button

2. Just below “Real party” you will see a gray header for “Counsel” with the following sections:
   - Petitioner side
   - Patent Owner/Respondent side
   - And a refresh data button
3. Just below “Counsel” you will see a gray header for “Payments” with the following columns:

- Party
- Transaction date
- Payment method
- Description
- Fee code
- Quantity
- Fee amount
- Fee total
- Refresh data button

Figure 63: Case viewer continued
4. Just below “Counsel” you will see a gray header for only your “Payments” with the following columns:

- Party
- Transaction date
- Payment method
- Description
- Fee code
- Quantity
- Fee amount
- Fee total
- Refresh data button

![Figure 64: Case viewer - payments](image-url)
9.4 Case Viewer – Claims

We are now on the “Claims” tab. The total number of claims is shown just above the claims table grid, and to the right shows the number of active filters, Clear all button, and refresh data button. The table grid shows the following:

**Challenged claim number |Ground |Prior art**

![Case viewer - claims](image)

*Figure 65: Case viewer - claims*
9.5 Case Viewer – Motions

1. We are now on the “Motions” tab. You will have the ability to Expand or Collapse all motions, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You’ll have the ability to Clear filters, see badge numbers for filters, and download your motions. Below you will see a table with the following columns:

- Motions submitted date
- Filing party
- Party representing
- Motion type
- Motion status
- View motion

![Figure 66: Case viewer - motions](image)
9.6 Case Viewer – Rehearing Request

We are now on the “Rehearing request” tab. You will have the ability to expand or collapse all rehearing requests, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You’ll have the ability to clear filters, see badge numbers for filters, and download your rehearing requests. Below you will see a table with the following columns:

- Rehearing submitted date
- Filing party
- Party representing
- Rehearing request type
- Rehearing request status
- View rehearing

![Figure 67: Case viewer rehearing request](image)
9.7 Case Viewer – Notice of Appeal

We are now on the “Notices” of appeal tab. You will have the ability to Expand or Collapse all Notice of appeal badge numbers are shown for the number of Pending, All, and Unsubmitted Notice of appeal. You’ll have the ability to Clear filters, see badge numbers for filters, and download your notice of appeal. Below you will see a table with the following columns:

- Filing date
- Date appeal filed
- Filing party
- Appeal status
- Court decision date
- Decision by Court mandate date
- View appeal

Figure 68: Case viewer Notice of appeal
10. Filing Motions

10.1 Filing a Motion

1. In this example, we will be filing a motion to appear Pro Hac Vice. From the Case Viewer for a particular AIA Review case number, click the "Add" button, and you will see a list of options, including File a motion.

Click on “File a Motion” in the drop-down menu.

![Figure 69: Case viewer Add document modal – File a motion]

10.2 Filing a Motion – Motion Types

1. Once the Add document modal is displayed, select the Motion type drop-down. An example listing of available motions is provided below. For this example, select Motion to Appear Pro Hac Vice from the Motion type drop-down list, and enter the remaining information for the required fields marked with red asterisks (*).
Figure 70: Motion types
10.3 Filing a Motion – File an Opposition

1. To file an "Opposition", from the Case Viewer Add document menu, select the “File an opposition” menu option.

Select a motion that you are responding to in the drop-down motion list field. The Paper type of Opposition is auto-populated as read-only within the File an opposition Add document modal. When all required information has been entered, select the “Add to list” button and then the “Submit” button.
10.4 Filing a Motion – File an Opposition

1. To file a Reply, from the Case Viewer Add document menu, select the “File a reply” menu option.

2. Select an opposition that you are responding to in the drop-down motion list field. The Paper type of Reply to Opposition is auto-populated as read-only within the File a reply Add document modal. When all required information has been entered, select the “Add to list” button and then the “Submit” button.
10.5 Submitting a Motion

1. In continuation of the previous example from the “Filing a Motion” section, after the Motion type of Motion to Appear Pro Hac Vice has been selected, enter the remaining information required by the Add document modal, and then click the “Add to list” button.

2. You will see a pop-up window and an alert reminding you that a separate motion must be filed for each pro hac vice attorney, and the fee for each pro hac vice motion is payable upon submission. You will see the following fields:

   a. Filing party
   b. Motion type
   c. Doc type paper (pre-selected)
   d. Paper type – (Click the Paper type text box and select Mandatory notice)
   e. Availability – (Select an availability)
   f. Document name – (Notice that Document name has been prefilled)
   g. Select file – (Select file from your computer and upload your Document)

![Figure 74: Add document modal – Add a Pro Hac Vice motion document to the List of documents](image-url)
3. Once your Pro Hac Vice motion has been added to your List of documents table, select the "Pay and submit" button. Please note that you will have the option to "cancel and close" or "save documents" in addition to the "pay and submit" option.

![Add document modal – File a Pro Hac Vice motion with Pay and submit button](image-url)

Figure 75: Add document modal – File a Pro Hac Vice motion with Pay and submit button
10.6 Filing a Motion – Payments

1. You will be taken to the “Make Payment” page. Continue filling out the payment information.

![Pro Hac Vice motion payment entry screen](image1)

Figure 76: Pro Hac Vice motion payment entry screen

2. Submit your payment by selecting the payment option and method. Upon receiving a success message, your Pro Hac Vice motion will be displayed within the Case Viewer file listing. You will now be taken to the Make Payment page. Verify your information and click “Submit payment” to complete the process.

![Pro Hac Vice motion payment confirmation](image2)

Figure 77: Pro Hac Vice motion payment confirmation
11. Filing PO Preliminary Response

11.1 Filing Patent Owner Preliminary Response – Dropdown

1. In this example, we will be filing a Patent Owner Preliminary Response (POPR). In the case viewer, click the “Add” button, and you will see a list of documents. Your options for this particular case are as follows:

- File a preliminary response
- File a motion
- File a rehearing request
- File other documents

Select “File a preliminary response” from the dropdown list.

Figure 78: Preliminary response dropdown
11.3 Filing PO Preliminary Response – Modal

1. You will see a pop-up window and will see sections with mandatory fields marked with red * asterisks. For this example, we are filing a POPR. You will see the following:

   • Filing party (Pre-selected)
   • Preliminary response type (Select type)
   • Doc type paper (Pre-selected)
   • Paper type – (Pre-selected)
   • Availability – (Select an availability)
   • Document name - (Provide name)
   • Select file- (Select file from your computer and upload your Document)

2. Notice that the “Add to list” button is now blue and active. You’ll have the opportunity to “Clear form” or “Add to list.”

3. Complete all of the required sections, and notice that the “Add to list” button is now blue. You’ll have the opportunity to “Clear form” or “Add to list.” Select “Add to list.”

Figure 79: Preliminary response modal
4. You will see your list of documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- Action(s)
12. Filing Rehearings

12.1 Filing Rehearing – Dropdown

1. In this example, we will be filing a Rehearing request. In the case viewer, click “Add,” and you will see a list of documents. In this particular case, the status is “Final Written Decision.” Therefore, your options are as follows:

- File a motion
- File a rehearing request
- File a notice of appeal
- File other documents

![Figure 8a: Rehearing](image)

12.2 Filing Rehearing – Modal

1. You will see a pop-up modal and will see mandatory sections marked with red * asterisks. For this example, we are filing a rehearing request. You will see the following:

- Filing party (Pre-selected)
- Rehearing type* (Final Written Decision, Institution Decision, Other) • Doc type paper (Pre-selected)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)
2. Complete all of the required sections, and notice that the **Add to list** button is now blue and active. Note that you can add the motion paper as well as exhibits to the list of documents to be submitted. You’ll have the opportunity to **Clear form** or **Add to list**. Select **Add to list**.

*Figure 81: Rehearing modal*
12.3 Filing Rehearing – Submit

1. You will see your list of documents associated with the rehearing to be filed with the following columns:

   • Document number
   • Upload date
   • Document type
   • Paper type
   • Document name
   • Pages
   • Availability
   • Action(s)

2. You will have the option to “cancel and close”, “save documents”, or “submit the rehearing request.”
13. Filing Appeal to Federal Circuit

13.1 Filing Appeal to Federal Circuit – Dropdown

1. In this example, we will be filing an “Appeal to Federal Circuit.” In the case viewer, click “Add,” and you will see a list of documents. In this particular case, the status is “Final Written Decision”. Therefore, your options are as follows:

- File a motion
- File a rehearing request
- File a notice of appeal
- File other documents

![Figure 82: Federal circuit dropdown](image-url)
13.2 Filing Appeal to Federal Circuit – Modal

1. You will see a pop-up window and will see mandatory sections marked with red * asterisks. For this example, we are filing an Appeal to United States Court of Appeals for the Federal Circuit. You will see the following:

- Filing party (Pre-selected)
- Date appeal filed (Select mm/dd/yyyy)
- Doc type paper (Pre-selected)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)
- Select file- (Select file from your computer and upload your Document)
13.3 Filing Appeal to Federal Circuit – Add to List

1. Complete all of the required sections, and notice that the “Add to list” button is now blue and active. You’ll have the opportunity to “Clear form” or “Add to list.” Select “Add to list.”

![Figure 84 Federal circuit modal](image)

13.4 Filing Appeal to Federal Circuit – Submit

1. You will see your list of documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- And Action(s)

You’ll have the option to “cancel and close”, “save documents”, or “submit.”
14. Filing Other Documents

14.1 Filing Other Documents

1. Filing other documents in P-TACTS consists of the following choices:

- Notice: Exhibit list
- Notice: Mandatory Notice
- Notice: Notice of deposition
- Notice: Other
- Notice: Power of Attorney
- Other: Fed. Cir. Mandate
- Other: Refund request
- Petition Repy to: PO Resp
- Petition: Corrected

As with other submissions, you have the choice of adding the other document as a paper or an exhibit in the 1000 or 2000 series depending on whether you are a petitioner (1000 series) or patent owner (2000 series).

14.2 Filing Other Documents – Dropdown

1. In the Case Viewer, click “Add” and to see a list of documents and select the last option in the list, “File Other Documents.”

Figure 85: Add documents dropdown
14.3 Filing Other Documents – Modal

1. You will see a pop-up window and will see mandatory sections marked with red * asterisks. For this example, we are filing other documents. You will see the following:

- Filing party (Pre-selected)
- Doc type paper (Pre-selected/Editable)
- Paper type – (Pre-selected)
- Availability – (Select an availability)
- Document name - (Provide name)
- Select file- (Select file from your computer and upload your Document)

![Figure 86: File other documents modal](image)
14.4 Filing Other Documents – Add to List

1. Complete all of the required sections, and notice that the “Add to list” button is now blue and active. You’ll have the opportunity to “Clear form” if the information is incorrect or “Add to list.” Select “Add to list.”

Figure 87: Add to list
14.5 Filing Other Documents – Submit

1. You will see your list of added documents with the following columns:

- Document number
- Upload date
- Document type
- Paper type
- Document name
- Pages
- Availability
- Action(s)

You’ll have the option to “cancel and close,” save documents by navigating away from this page for later completion, or Submit.

![Figure 88: Submit document](image-url)
15. Add/Edit Staff Role

15.1 Add Staff Role

1. A Lead Counsel user can add up to 3 staff users. Back-up counsel may not add or delete staff users. The “Add staff” button will be disabled once the user adds the third staff user until the Lead Counsel deletes one or more of the staff users. Petitioner’s counsel cannot view patent owner staff users and vice versa.

![Figure 89: Counsel section showing add Staff button](image)

2. A pop-up dialog box will appear to search for Staff Member by email address.

![Figure 90: Dialog box showing find Staff by email](image)
3. If the system cannot locate the staff user (may not be registered with MyUSPTO), the system will display an error message as shown. The message should also provide a link for the staff user to register for MyUSPTO account.

![Figure 91: Dialog box showing email error](image)

4. The “Add” button is disabled until the user’s search returns data for an account matching the search criteria from MyUSPTO.

![Figure 92: Add button disabled until email is entered](image)
5. Country field is always required. State field is required only for specific countries, e.g. USA, UK, Canada (check “Add Counsel” feature for complete list). The rest of the address fields are optional.

![Add staff dialog box](image)

Figure 93: Dialog box showing required fields

### 15.2 Edit Staff Role

1. Lead counsel has an option to “Edit” or “Remove” the staff member by clicking respective action buttons (icons) next to the staff user’s listing.

![Patent Trial and Appeal Case Tracking System(P-TACTS)](image)

Figure 94: Counsel section showing that Staff was entered