

Attachment A

APPENDIX OF FORMS

APPENDIX A: CERTIFICATE OF MAILING – SUGGESTED FORMAT

APPENDIX B: [RESERVED.]

APPENDIX C: CERTIFICATE OF SERVICE SUGGESTED FORMAT

APPENDIX D: DESIGNATION OF DOMESTIC REPRESENTATIVE

APPENDIX E: SAMPLE TRIAL ORDER – STANDARD

APPENDIX F: SAMPLE TRIAL AND BRIEFING ORDER WITH A COUNTERCLAIM

APPENDIX G: [RESERVED.]

APPENDIX H: SAMPLE TRIAL ORDERS FOR CONCURRENT USE PROCEEDINGS

APPENDIX I: NOTICE OF APPEAL – SUGGESTED FORMAT

APPENDIX A Certificate of Mailing Suggested Format

Certificate of Mailing

I hereby certify that this correspondence is being deposited with the United States Postal Service with sufficient postage as First-class mail in an envelope addressed to:

ATTN: Trademark Trial and Appeal Board
Commissioner for Trademarks
P.O. Box 1451
Alexandria, VA 22313-1451

on _____

Date

Signature

Typed or printed name of person signing certificate

APPENDIX B [Reserved.]

APPENDIX C

Certificate of Service Suggested Format

Shown below is a suggested format for a certificate of service:

TRADEMARK TRIAL AND APPEAL BOARD MANUAL OF PROCEDURE

I hereby certify that a true and complete copy of the foregoing (*insert title of submission*) has been served on (*insert name of opposing counsel or party*) by forwarding said copy on (*insert date of mailing*), via email (*or insert other appropriate method of delivery*) to: (*set out name and address of opposing counsel or party*).

Signature

APPENDIX D

Designation of Domestic Representative

(Name of Domestic Representative), whose postal address is _____, is hereby designated (Name of Designating Party)'s representative upon whom notice or process in this proceeding may be served.

(Signature of Designating Party)

(Identification of Person Signing)

(Date of Signature)

APPENDIX E

Sample Trial Order -- Standard

Time to Answer	7/1/2020
Deadline for Discovery Conference	7/31/2020
Discovery Opens	7/31/2020
Initial Disclosures Due	8/30/2020
Expert Disclosures Due	12/28/2020
Discovery Closes	1/27/2021
Plaintiff's Pretrial Disclosures Due	3/13/2021
Plaintiff's 30-day Trial Period Ends	4/27/2021
Defendant's Pretrial Disclosures Due	5/12/2021
Defendant's 30-day Trial Period Ends	6/26/2021
Plaintiff's Rebuttal Disclosures Due	7/11/2021
Plaintiff's 15-day Rebuttal Period Ends	8/10/2021
Plaintiff's Opening Brief Due	10/9/2021

TRADEMARK TRIAL AND APPEAL BOARD MANUAL OF PROCEDURE

Defendant's Brief Due	11/8/2021
Plaintiff's Reply Brief Due	11/23/2021
Request for Oral Hearing (optional) Due	12/3/2021

APPENDIX F

Sample Trial Order and Briefing With a Counterclaim

Answer to Counterclaim Due	7/2/2020
Deadline for Discovery Conference	8/1/2020
Discovery Opens	8/1/2020
Initial Disclosures Due	8/31/2020
Expert Disclosures Due	12/29/2020
Discovery Closes	1/28/2021
Plaintiff's Pretrial Disclosures	3/14/2021
30-day testimony period for plaintiff's testimony to close	4/28/2021
Defendant/Counterclaim Plaintiff's Pretrial Discloser	5/13/2021
30-day testimony period for defendant and plaintiff in the counterclaim to close	6/27/2021
Counterclaim Defendant's and Plaintiff's Rebuttal Disclosure Dure	7/12/2021
30-day testimony period for defendant in the counterclaim and rebuttal testimony for plaintiff to close	8/26/2021
Counterclaim Plaintiff's Rebuttal Disclosures Due	9/10/2021
15-day rebuttal period for plaintiff in the counterclaim to close	10/10/2021
Brief for plaintiff due	12/9/2021
Brief for defendant and plaintiff in the counterclaim due	1/8/2022
Brief for defendant in the counterclaim and reply brief, if any, for plaintiff due	2/7/2022
Reply brief, if any, for plaintiff in counterclaim due	3/4/2022
Request for Oral Hearing (optional) Due	3/4/2022

APPENDIX G[RESERVED.]

APPENDIX H Sample Trial Orders for Concurrent Use Proceedings

See [TBMP §1109.01](#) for sample trial schedules for concurrent use proceedings.

APPENDIX I Notice of Appeal – Suggested Format

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

BEFORE THE TRADEMARK TRIAL AND APPEAL BOARD

.....

(Name of applicant)

TRADEMARK TRIAL AND APPEAL BOARD MANUAL OF PROCEDURE

.....

(Serial Number of application)

.....

(Filing date of application)

.....

(Mark)

NOTICE OF APPEAL

Applicant hereby appeals to the Trademark Trial and Appeal Board from the decision of the Trademark Examining Attorney refusing registration.

By.....

(Signature)

.....

(Identification of person signing)