

## **Appendix 4 – Obtaining copies of provisional applications from a database**

Although not required, the examiner can, in most instances, print a copy of the provisional application relied upon for prior art effect of an applied reference at his/her own workstation using the eDAN software program (see section I below). If the examiner desires to review and/or print a copy of the provisional application, but the examiner does not yet have the eDAN program at his/her workstation, the copy may be obtained using a software program called PaperClass (see section II below).

Whenever the examiner has a copy of the provisional application relied upon for prior art effect of an applied reference, the examiner should include the copy with the Office action submitted for mailing (e.g., in the red Action folder). When a copy of a provisional application is included with the Office action submitted for mailing, the examiner should still list the provisional application on the PTO-892 under the heading “NON-PATENT DOCUMENTS.”

### **I. Using eDAN**

To view the provisional application in eDAN, enter the provisional application number as the “Application #” at the upper left corner of the initial eDAN program screen, and then click the arrow button immediately to the right. A provisional application page image from the first listed Document Type will appear on the right side of the screen. Note that there may be only one Document Type (e.g., Miscellaneous Incoming Letter) for the entire provisional application. To print a copy of each listed Document Type, click the eDAN print button and a pop-up Print menu will appear. On the pop-up menu, select “Current Document” and then click “Print”. If more than one Document Type is listed, print each listed Document Type to make the provisional application copy.

### **II. Using the PaperClass software program**

The following steps should be taken in order to access the “PaperClass” program.

1. Click the Start button at lower left corner of computer display;
2. Select “SSO Programs”;
3. Select "PaperClass" from the list of SSO Programs;
4. If requested during program start-up, enter your regular user ID and password. (Also click any “O.K.” button or “Continue” button that may appear during start-up.)
5. When the initial program screen appears, click on the circle to the right of “PACR Image” so that a black dot is within that circle instead of the circle to the left of “PACR Image”.
6. Also on the initial program screen, enter the application number and click “Go!”

After the above steps have been followed, a list of application parts appears on the left-hand side of the screen. To view the papers contained in a part of the application, click on the listed application part on the left-hand side of the screen. When a listed part of the application is clicked, the first page of the papers contained in that part of the application will appear on the right-hand side of the screen. Click on the “Next Page” button to view the succeeding pages. The papers in each listed application part must be reviewed in order to review the entire application. To print all pages contained in a listed part of the application, click the print button on the far right-hand side of the screen when the pages are available for viewing.