

Public Interview Room

When on a USPTO campus, Applicants can use a public interview room to participate in a video conference with Examiners working remotely or at a different USPTO campus. A reservation for a Public Interview Room is required and must be made in advance. Contact the remote Examiner handling the case to setup the interview and ask them to reserve the Public Interview Room on the specific USPTO campus. Applicant should also ensure they have submitted written authorization to communicate electronically prior to requesting a reservation (see MPEP § [502.03](#) and [713.01](#)).

After scheduling the interview, the remote Examiner will send Applicant a confirmation email to confirm the date/time and location of the Public Interview Room. It is important to note that Applicant will not be able to share documents from the Public Interview Room. Thus, any documents necessary for the interview (i.e., agendas, proposed amendments, etc.) should be e-mailed to the Examiner *prior* to the interview.

On the day of the interview, an Office Manager will meet the Applicant in the building lobby and escort them to the Public Interview Room to begin the interview. The Alexandria Public Interview Room is located on the 1st floor of the Jefferson building (1D51). The Detroit Public Interview Room is located on the 2nd floor of the Elijah J. McCoy USPTO Satellite Office (RPL 2049). The Denver Public Interview Room is located on the 14th floor of the Byron G. Rogers USPTO Satellite Office (BRB 14.111). The video conference equipment has been prearranged for the Examiner to start the meeting. At the conclusion of the interview, the Office Manager will ensure Applicant is escorted from the Public Interview Room. Applicant is encouraged to bring their Confirmation for Public Interview Room form to the interview.

Please see [Frequently Asked Questions on Interview Practice](#) for additional interview information.