

INSTRUCTIONS TO NON-US LAW FIRMS FOR PATENT APPLICATION FILING REQUESTS

1. A copy of the specification including abstract and claims in a text editable format (WordPerfect (.wpd), Rich Text Format (.rtf), text format (.txt) preferred, Word (.doc) acceptable).
2. Image copies of the figures, in pdf format. With minimum of 1 inch margins on all sides, all characters in English, and document size of A4 or letter.
3. Executed inventor's declaration and power of attorney. Note that the inventors must provide residence and postal addresses, per U.S. law, and must sign the declaration. For new PCT and US applications, please use our combined Post AIA form inventor's declaration and assignment available in Word and WordPerfect formats in the zip file at:
http://www.neifeld.com/web_download/NeifeldForms/NeifeldIPPatentForms.zip Only for US national stage entry of PCT applications filed before September 16, 2012, continue to use our Pre AIA combined inventor declaration and power of attorney form in the foregoing zip folder. (Applications timely entering the US national stage after March 16, 2015, should use the post AIA forms.)
4. If the owner of the application is not the inventor, provide an assignment from the inventors to the assignee/owner. This form must be recorded in the USPTO. For this purpose, you may use our patent assignment form in the zip file at:
http://www.neifeld.com/web_download/NeifeldForms/NeifeldIPPatentForms.zip
5. An indication whether the applicant is claiming **small entity status** or both **small entity and micro entity status**. If you fail to provide this indication, we will file the application as a large entity and pay the higher fees for large entities.

Small entity status results in a 50% reduction in most government fees. Small entity status for patents, under U.S. law is, defined by 37 CFR 1.27. For an explanation of small entity status, see: [37 CFR 1.27](http://www.gpo.gov/fdsys/pkg/CFR-2002-title37-vol1/pdf/CFR-2002-title37-vol1-sec1-27.pdf) which is available here:

<http://www.gpo.gov/fdsys/pkg/CFR-2002-title37-vol1/pdf/CFR-2002-title37-vol1-sec1-27.pdf>

Micro entity status results in a 75% reduction in most government fees. Micro entity status for patents, under U.S. law, is defined by 37 CFR 1.29. For an explanation of micro entity status, see: [37 CFR 1.29](http://www.gpo.gov/fdsys/pkg/CFR-2013-title37-vol1/pdf/CFR-2013-title37-vol1-sec1-29.pdf) which is available here:

<http://www.gpo.gov/fdsys/pkg/CFR-2013-title37-vol1/pdf/CFR-2013-title37-vol1-sec1-29.pdf>

Generally, a person or legal entity that has only a few employees, or a University, and that has no obligation to license or assign the rights to the claimed invention to any other entity, qualifies as a small entity.

Micro entity status is only available to a qualifying small entity that satisfies further requirements to be deemed a micro entity. Micro entity must satisfy one of the following three additional requirements:

(1) The applicant, all inventors, and all entities with any ownership interest had a gross income in the previous calendar year exceeding the “Maximum Qualifying Gross Income” reported on the USPTO website at http://www.uspto.gov/patents/law/micro_entity.jsp (which is equal to three times the median household income for that preceding calendar year); and no one of the Applicant and any inventor has been previously named on more than four filed U.S. patent applications (excluding provisional applications, PCT applications in the international stage, and applications in which the applicant assigned all rights as a result of previous employment);

(2) *Applicant* is primarily employed by (obtains the majority of the applicant's income from) a qualifying educational institution; or

(3) *Applicant* has licensed or assigned, or contracted to license or assign the invention to a qualifying United States educational institution.

Small entity status is established at the **time of filing**, must be reviewed and updated prior to **paying the issue fee**, and prior to **paying each post issuance maintenance fee**.

Micro entity status is established **upon filing a micro entity certification of entitlement** to micro entity status. However, entitlement to micro entity status must be **redetermined prior to paying each and every fee, and a notice of loss of entitlement must be filed when paying a fee if the conditions for micro entity status are no longer met**.

6. The priority application number and filing date, if any. Filing a certified copy of the priority document prior to issuance is required, except for PCT national stage filings. Send us the certified copy, or notify us that your national office will send a copy to the USPTO via a governmental priority document exchange program (e.g., PDX).

7. For all applications: a text editable version of claims you want to present in the USPTO, the specification in English or translation into English in case of a PCT in NON English, and any ISR, IPRP, and national and regional search and patentability reports; Figures; code appendices, and sequence listing appendices. **For ePCT**, request a handshake with our ePCT users.

8. The following additional instructions will result in additional costs: Review and substantively revise the specification and claims prior to filing, obtain formal patent drawings, translations, request for pre filing review and advice.

9. Email requests for patent matters to general@neifeld.com. See <http://www.neifeld.com/cv.html> for a list of attorney you can consult with.

10. We file all papers electronically with the USPTO as image documents. **Do not** send us any paper documents; **do not** send confirmation copies (either paper or fax).

11. We expect payment from entities outside the United States within 60 days of date you receive our invoice. We charge compounding 2 percent interest per month on amounts unpaid over 60 days. We generally invoice law firms upon reporting out completion of requested services (Demand billing), unless you make other arrangements in advance. Our standard rates and fees for law firms are available here:

http://www.neifeld.com/web_download/NeifeldPromoInfo/NeifeldIPLawPromo.zip

INSTRUCTIONS TO NON-US LAW FIRMS FOR TRADEMARK APPLICATION FILING REQUESTS

1. For a US trademark application, our trademark application form signed by the applicant for the trademark. Our trademark application form includes our power of attorney and specifies applicant, address, mark, international classes, description of goods and services, priority information if any (priority application number, country, and filing date), whether the application is based upon intent to use or actual use, and whether the mark is a stylized design. Please use our trademark form at: http://www.neifeld.com/web_download/NeifeldForms/TrademarkApp.pdf
2. If the mark is a stylized design, a graphic file showing the design **in jpeg format**. If the mark is in use in commerce in the U.S., the jpeg must be a representation of the specimen of the mark in its actual use.
3. For a Madrid Protocol application in the USPTO, a power of attorney. Please use our trademark power of attorney form at:
http://www.neifeld.com/web_download/NeifeldForms/TrademarkRevocationPowerOfAttorney.pdf
4. The U.S. application's serial number, filing date, and mark.
5. Email requests for trademark matters to general@neifeld.com. See <http://www.neifeld.com/cv.html> for a list of attorneys you can consult with.
6. We file all papers electronically with the USPTO as image documents. Do not send us any paper documents; do not send paper confirmation copies.
7. We expect payment within 60 days and charge compounding 2 percent interest per month on amounts unpaid over 60 days. We generally invoice law firms upon reporting out completion of requested services (Demand billing). Our standard rates and fees for law firms are available here:
http://www.neifeld.com/web_download/NeifeldPromoInfo\NeifeldIPLawPromo.zip

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Date/time code: December 27, 2016 (12:45pm)

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