

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 docx format. All characters in English. Document size of letter for US applications, and letter or A4 for PCT national entries.
3. Inventor's declaration, assignment, power of attorney from the assignee. Application Data Sheet.
4. A statement, signed by the applicant, that they are entitled to **small entity status** if claiming small entity status. A statement, signed by the applicant, that they are entitled to **small entity status** and a signed statement that they are entitled to **micro entity status**, if claiming micro entity status. If you fail to provide the signed statements, you will be charged the higher undiscounted entity rate. Note requirements for small and micro entity status are identified on our small and micro entity forms.
5. The priority application number, country, filing date, and DAS code if applicable. A paper certified copy if not available digitally to the USPTO.
6. A translation into English in case of a non English language application. For PCT applications, ISR, WO, IPRP, copies of non US patent cited documents or URL links to them.
7. Email requests for patent matters to rneifeld@neifeld.com.
8. We file all document electronically and report to you via email. **Do not** send us any paper documents; **do not** send confirmation copies (either paper or fax).
11. We normally invoice when requested to perform work, and await receipt of funds into our trust account, before proceeding. We charge compounding 2 percent interest per month on amounts unpaid over 60 days. Our standard rates and fees are posted on our firm's website. See: http://www.neifeld.com/web_download/NeifeldPromoInfo/NeifeldIPLawPromo.zip

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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:
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Date/time code: December 9, 2020 (1:59am)

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