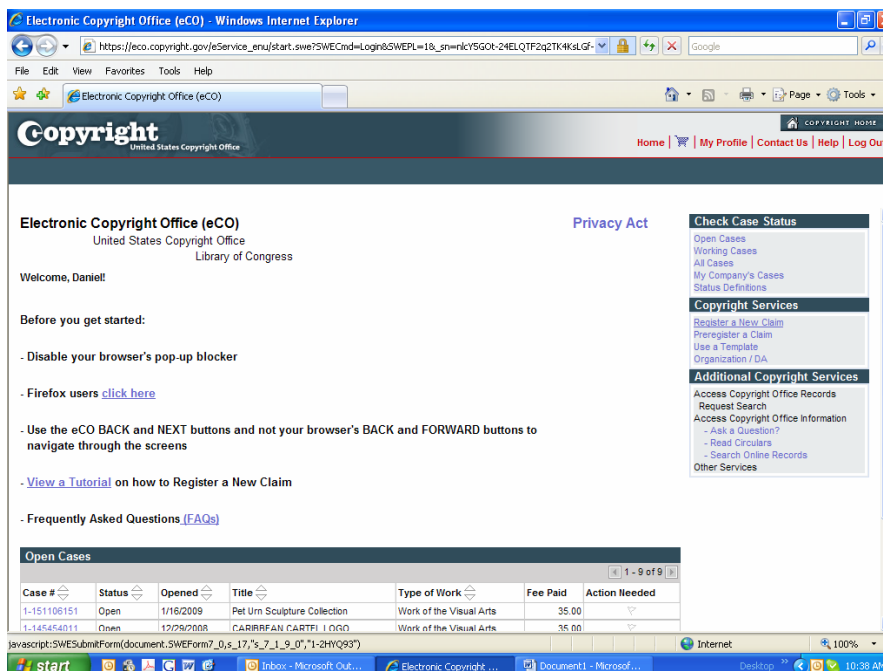
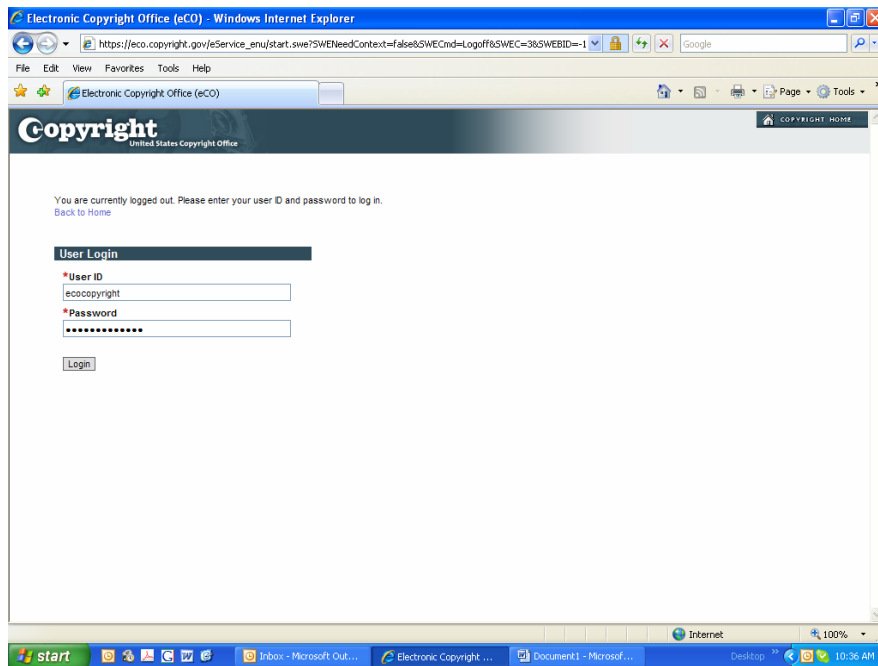


# Cislo & Thomas LLP

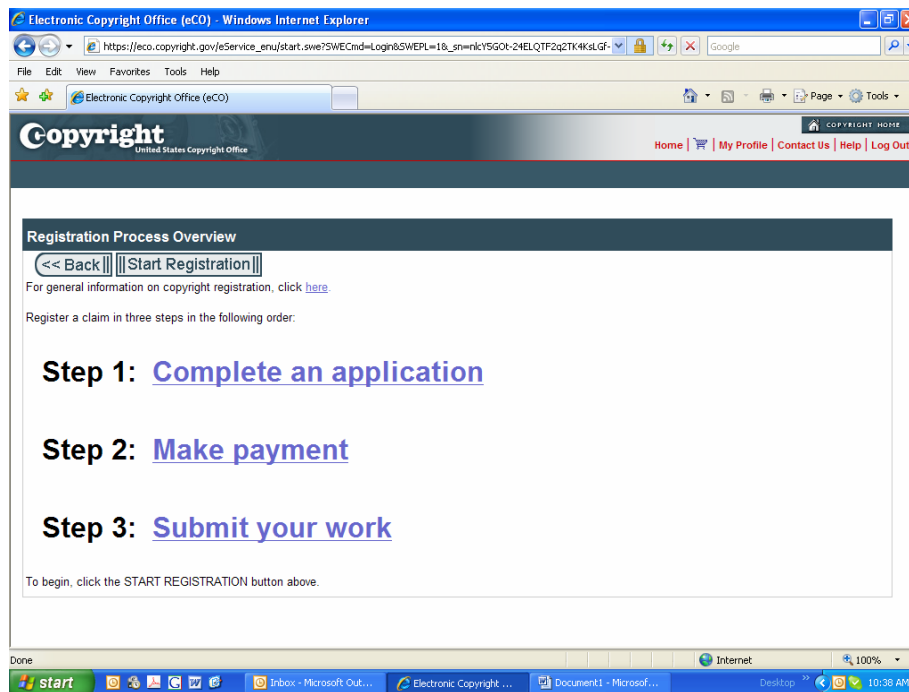
## Online Filing of Copyright Applications

There are many advantages of electronically filing Copyright applications!

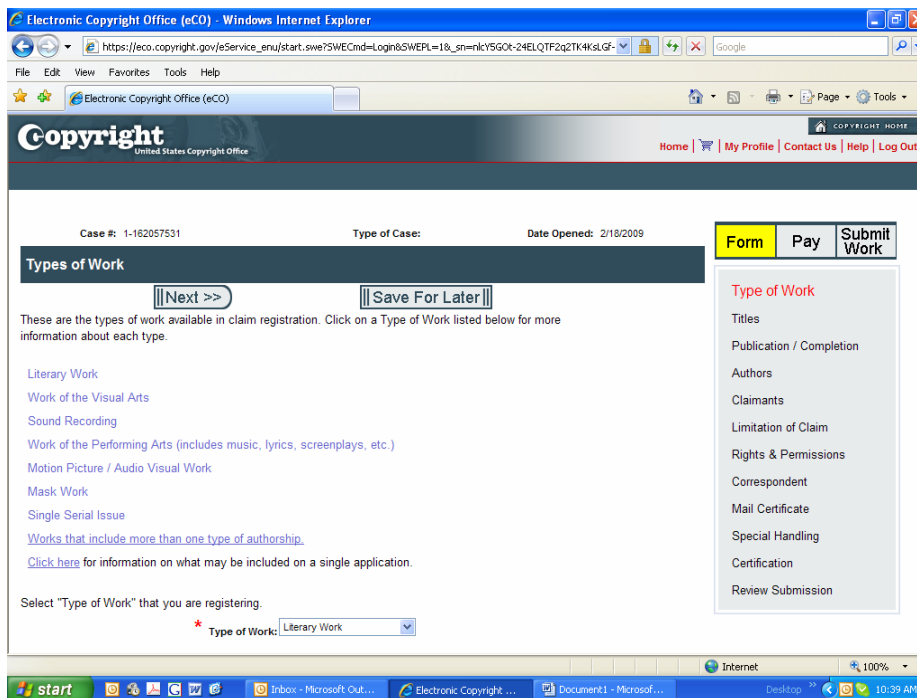
- 1) Reduced filing fee - \$35
- 2) Accuracy of data
- 3) Faster processing
- 4) Avoid problems with mail
- 5) Being able to track the status of an application – it is almost impossible to find out the status of a paper filing



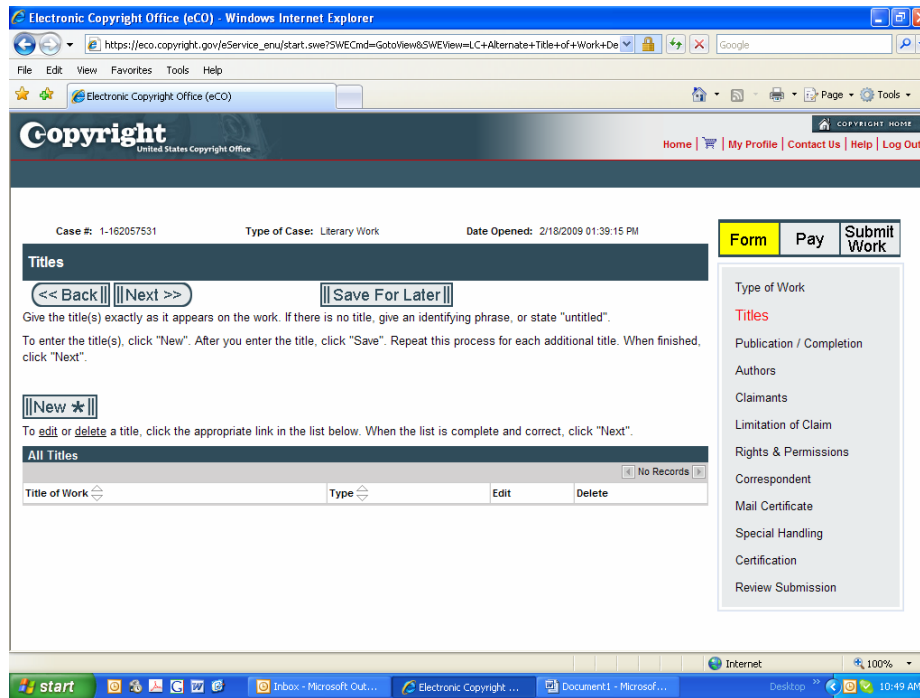
To register a new claim > Click on start registration



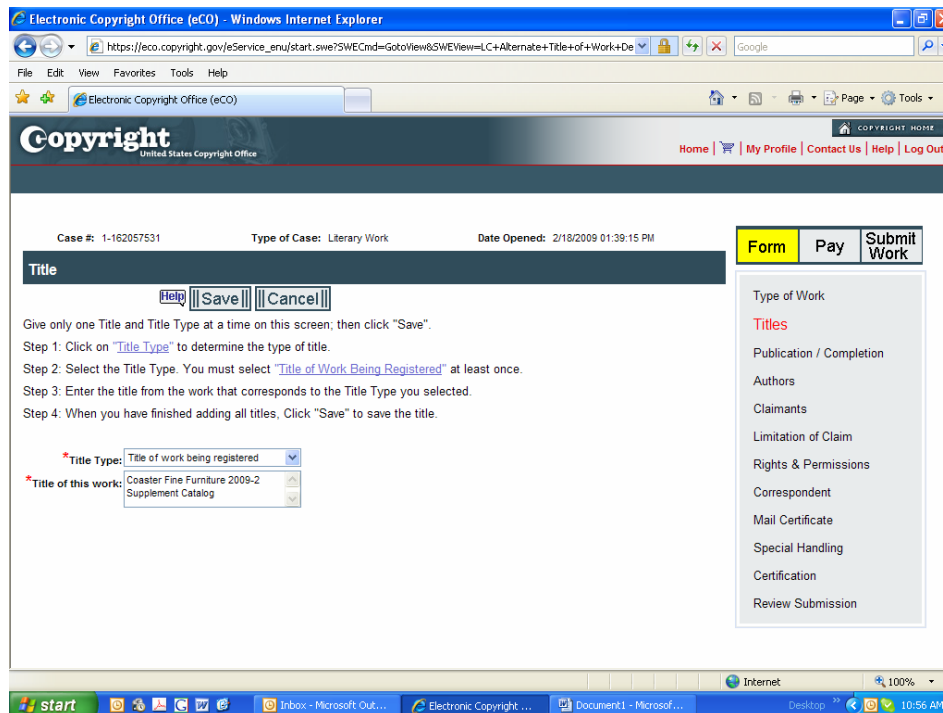
Choose the type of work to be copyrighted. (If you have questions on which one to choose, click on the type and explanations will be listed for you.)



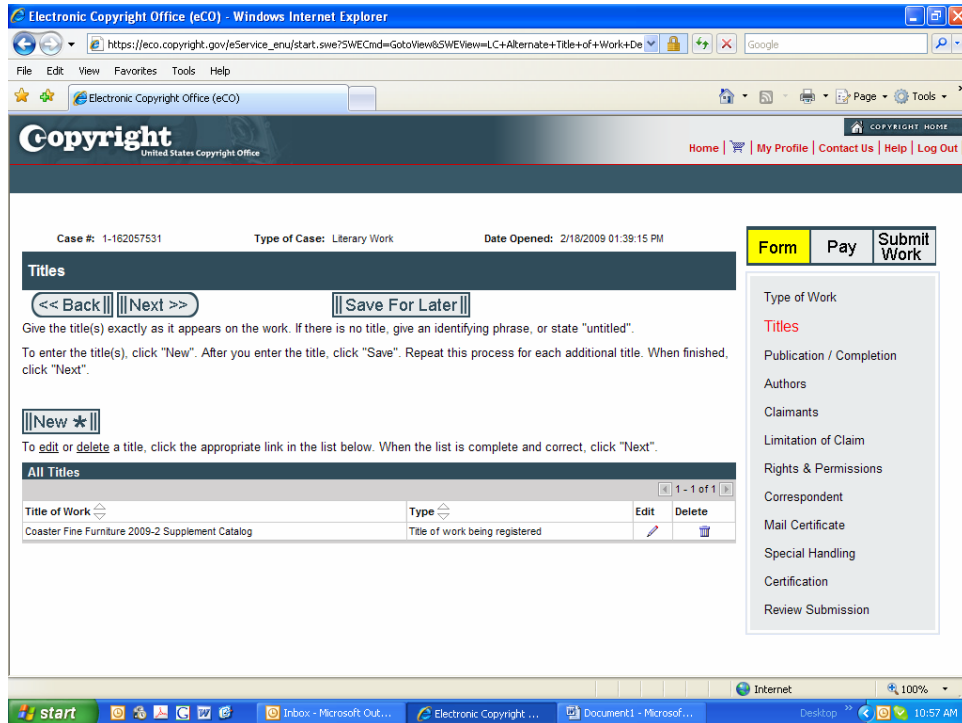
Click Next



Hit new – enter title

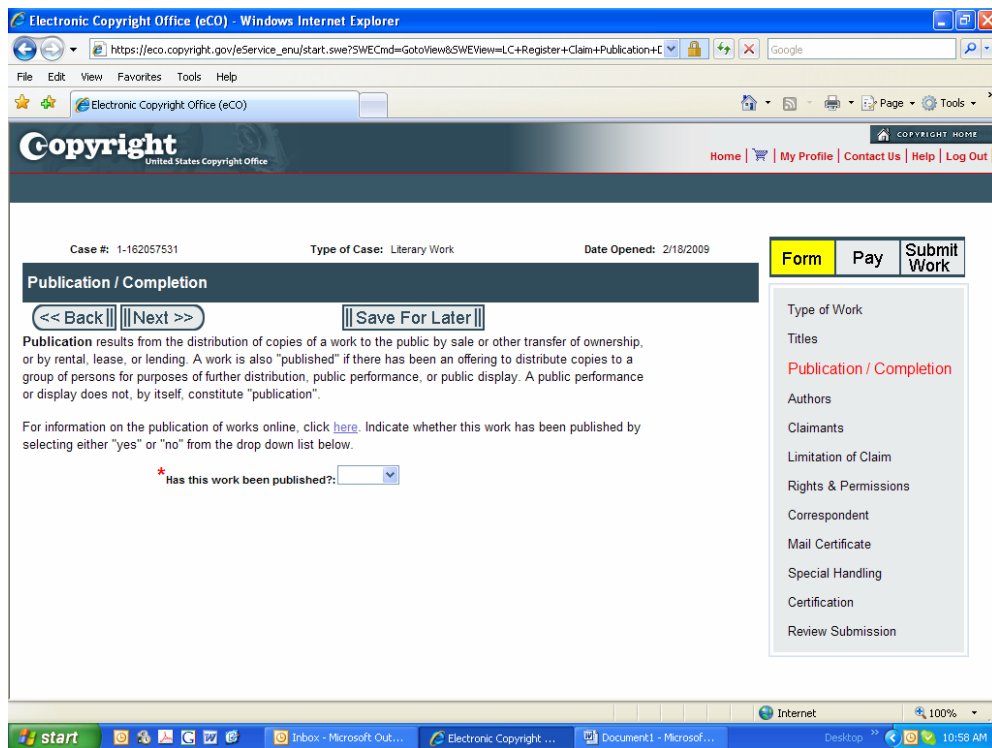


Click on SAVE



Next

Has the work been published (known to the general public)?



If you answered yes, the following screen automatically comes up...

Case #: 1-162057531      Type of Case: Literary Work      Date Opened: 2/18/2009

**Publication / Completion**

<< Back    Next >>    Save For Later

Published work?: Yes       \* Nation of First Publication:  [Help](#)

\* Year of Completion (Year of Creation):       International Standard Number Type:  [Help](#)

\* Date of First Publication:  [Help](#)      International Standard Number:

If you have Preregistered your work under 17 U.S.C 408 (f) (and received a Preregistration number beginning with the PRE prefix), give the Preregistration Number here. Click [here](#) for further information about Preregistration.

Preregistration Number:

Click "Next" to proceed to the "Authors" screen.

**Form**    Pay    Submit Work

- Type of Work
- Titles
- Publication / Completion**
- Authors
- Claimants
- Limitation of Claim
- Rights & Permissions
- Correspondent
- Mail Certificate
- Special Handling
- Certification
- Review Submission

*\*\*\*You may stop and click "Save for Later" at any time during the process if you need to come back to your application \*\*\**

The system will now ask for the name(s) of the author(s). Click "new" and proceed.

Case #: 1-162057531      Type of Case: Literary Work      Date Opened: 2/18/2009 01:39:15 PM

**Authors**

<< Back    Next >>    Save For Later

Name the author(s) of the work being registered, and give the requested information. Generally, the application should name all the authors of the authorship being registered.

Click "New" to add an author, or, if you are an author and your name appears in the User Profile for this account, click "Add Me".

**New \***    Add Me

After you enter the author information, click "Save". Repeat this process for each additional author.

To edit or delete an author, click the appropriate link in the list below. When the list is complete and correct, click "Next".

Name	Organization Name	Doing Business As	Work For Hire	Anonymous	Pseudonym	Edit	Delete
No Records							

**Form**    Pay    Submit Work

- Type of Work
- Titles
- Publication / Completion
- Authors**
- Claimants
- Limitation of Claim
- Rights & Permissions
- Correspondent
- Mail Certificate
- Special Handling
- Certification
- Review Submission

Electronic Copyright Office (eCO) - Windows Internet Explorer

https://ecoco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Authors+Default+Detail+View

Copyright  
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out |

Case #: 1-162057531      Type of Case: Literary Work      Date Opened: 2/18/2009 01:39:15 PM

**Authors**

Save Cancel

Privacy Act

Author's Name Give either an individual name OR an organization name, but not both. An author is a person who actually created the contribution, unless the contribution was "Made for hire" in which case the employer is the author. Either citizenship/domicile of the author is also required.

Individual author:      OR      Organization:

First Name:       Organization Name:

Middle Name:

Last Name:

Is this author's contribution a work made for hire?:

\* Citizenship:  Help      Anonymous:  Help

\* Domicile:  Help      Pseudonymous:  Help

Doing Business as:  Help      Pseudonym:  Help

Year of Birth:  yyyy

Form    Pay    Submit Work

- Type of Work
- Titles
- Publication / Completion
- Authors**
- Claimants
- Limitation of Claim
- Rights & Permissions
- Correspondent
- Mail Certificate
- Special Handling
- Certification
- Review Submission

After you have filled in the information click on SAVE.

Check the appropriate boxes related to the authors contribution to the work:

Was the contribution a “work made for hire”? (Was the work created by someone working for your company?)

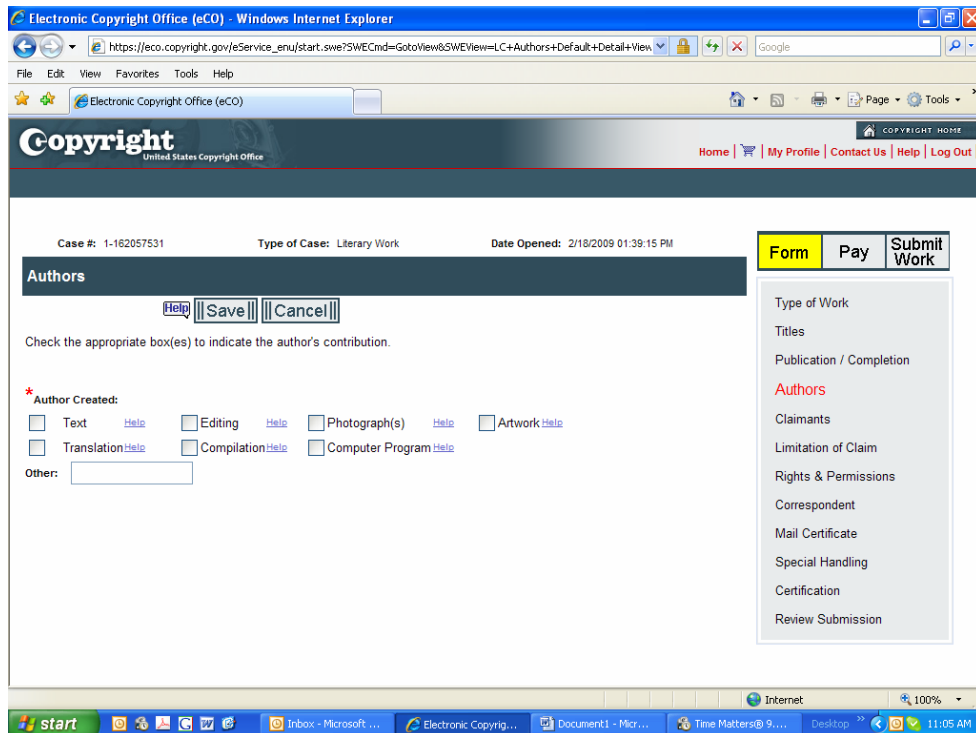
Was the work anonymous? Is the authors name on the item being copyrighted?

Was the work pseudonymous? Is a fictitious name on the item being copyrighted?  
If so what is the pseudonym?

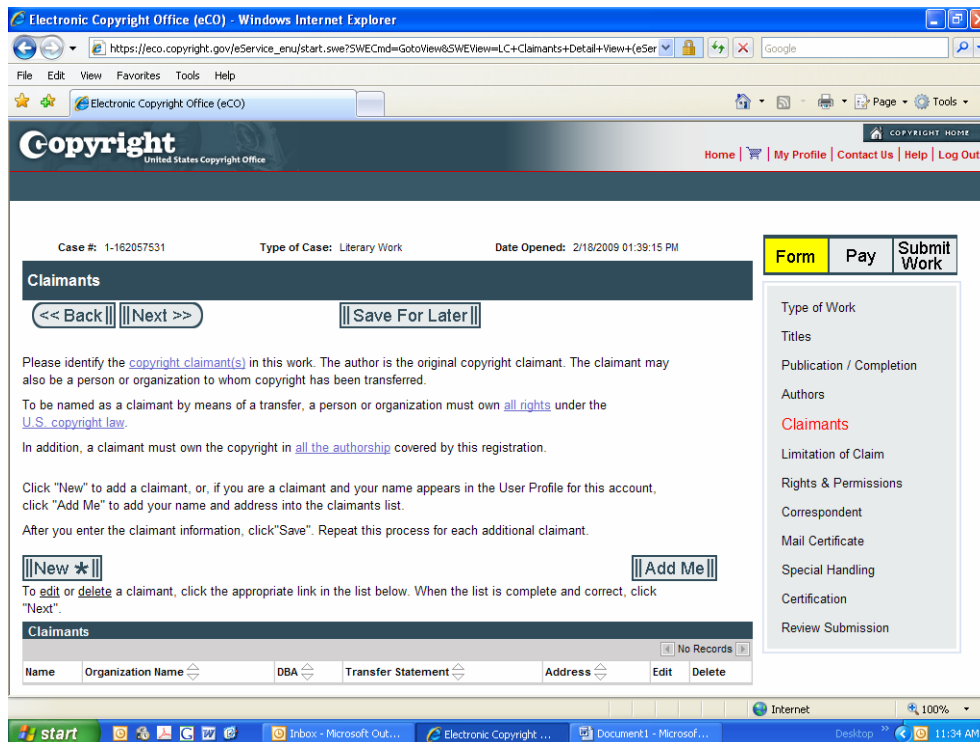
Once done click on SAVE

\*If you have more than one author, click on “new” again, and repeat the process.

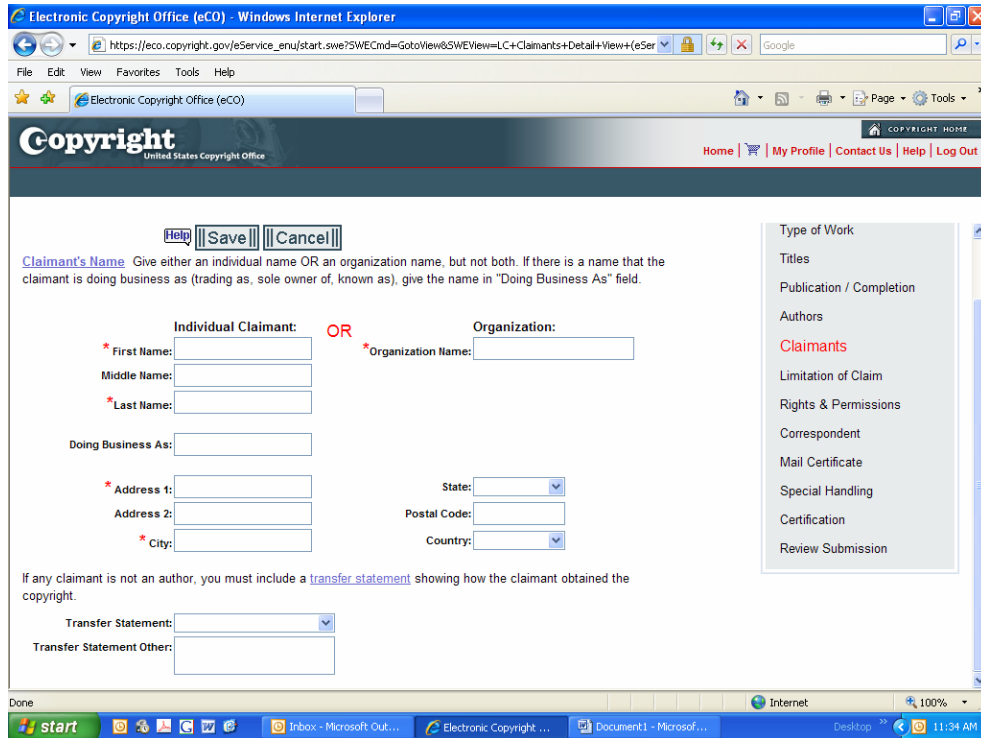
Next, select the items that are being claimed that the author created.



Now they ask for the claimants. Who is 'claiming' to own the copyright?



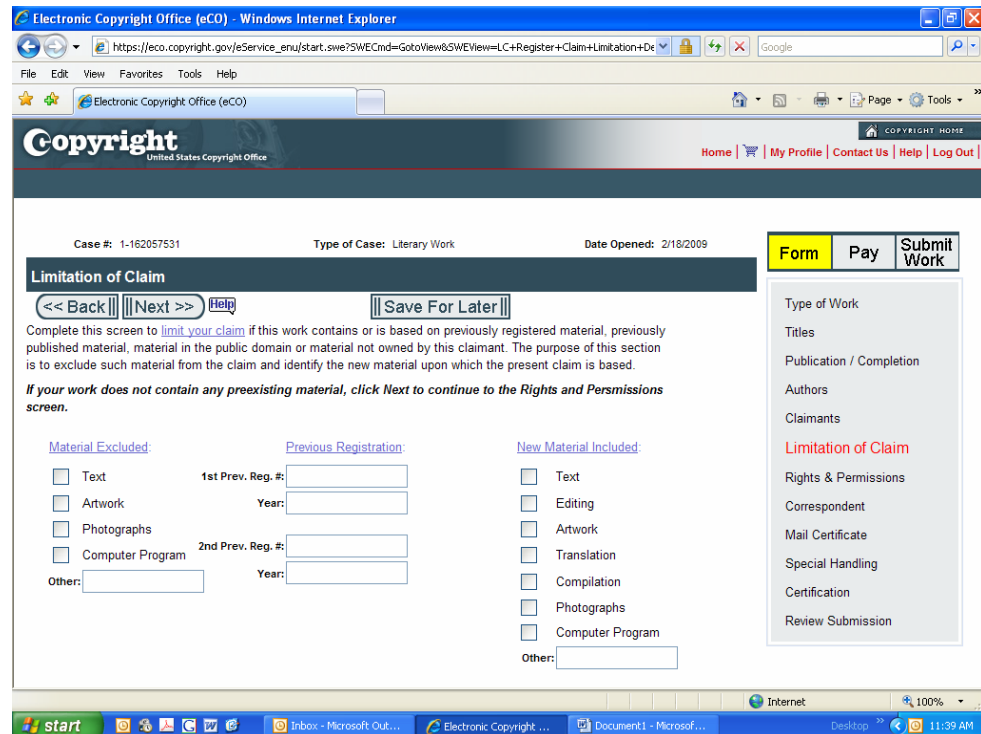
Click New and enter required information. If the author is different from the claimant you must show how they have come to own the rights.



Click SAVE

If no other claimants, click Next

If the work being submitted is linked to a prior registration fill in this page to limit the claims, if not, click Next.





The next screen asks for contact information. This information is optional at this point. The information will be available to view on line if you enter it here. Generally we leave it blank. Click Next.

The screenshot shows the Electronic Copyright Office (eCO) website in a Windows Internet Explorer browser. The page title is "Electronic Copyright Office (eCO) - Windows Internet Explorer". The URL is "https://eco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Rights%2FPermissions+Detail". The page header includes the "Copyright United States Copyright Office" logo and navigation links: Home, My Profile, Contact Us, Help, Log Out. The main content area displays case information: Case #: 1-162057531, Type of Case: Literary Work, Date Opened: 2/18/2009 01:39:15 PM. Below this is the "Rights & Permissions Contact" section, which includes navigation buttons: << Back, Next >>, Add Me, and Save For Later. A note states: "This is the person authorized to grant permission to use this material. Giving this information is optional. All information you give here will be included in the online registration record available on the internet. Important: If you do not wish to have your email address and/or phone number in the online public record, do not include it below." The form is divided into two columns: Individual and Organization. The Individual column has fields for First Name, Middle Name, Last Name, Email, Phone, and Alternate Phone. The Organization column has fields for Organization Name, Address 1, Address 2, City, State, and Postal Code. A sidebar on the right contains a list of menu items: Type of Work, Titles, Publication / Completion, Authors, Claimants, Limitation of Claim, Rights & Permissions (highlighted in red), Correspondent, Mail Certificate, Special Handling, Certification, and Review Submission. The browser's taskbar at the bottom shows the start button, several application icons, and the system tray with the time 11:41 AM.

Enter the correspondence information on who to contact if the Copyright office has any questions regarding the application. Click next.

The screenshot shows the Electronic Copyright Office (eCO) website in a Windows Internet Explorer browser. The page title is "Electronic Copyright Office (eCO) - Windows Internet Explorer". The URL is "https://eco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Correspondence+Detail+View". The page header includes the "Copyright United States Copyright Office" logo and navigation links: Home, My Profile, Contact Us, Help, Log Out. The main content area displays case information: Case #: 1-162057531, Type of Case: Literary Work, Date Opened: 2/18/2009 01:39:15 PM. Below this is the "Correspondent" section, which includes navigation buttons: << Back, Next >>, Add Me, and Save For Later. A note states: "This is the person the Copyright Office will contact if it has questions about this application. Completion of the name, email address and correspondence address is mandatory." The form is divided into two columns: Individual and Organization. The Individual column has fields for First Name (Daniel), Middle Name (M.), Last Name (Cislo, Esq.), Email (dancislo@cislo.com), Phone ((310) 451-0647), and Alternate Phone (Fax: (310) 394-4477). The Organization column has fields for Organization Name (Cislo & Thomas LLP), Address 1 (1333 2nd Street), Address 2 (Suite 500), City (Santa Monica), State (CA), Postal Code (90401), and Country (United States). A sidebar on the right contains a list of menu items: Type of Work, Titles, Publication / Completion, Authors, Claimants, Limitation of Claim, Rights & Permissions, Correspondent (highlighted in red), Mail Certificate, Special Handling, Certification, and Review Submission. The browser's taskbar at the bottom shows the start button, several application icons, and the system tray with the time 11:46 AM.

Give name and address the Certificate of Registration should be mailed to.

Electronic Copyright Office (eCO) - Windows Internet Explorer  
https://eco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Mail+Certificate+Detail+View

Copyright  
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Case #: 1-162057531    Type of Case: Literary Work    Date Opened: 2/18/2009 01:39:15 PM

**Form**   Pay   Submit Work

**Mail Certificate**

<< Back   Next >>   Add Me   Save For Later

This is the name and address to which the registration certificate should be mailed.

**Individual:**

\* First Name: Daniel  
Middle Name: M.  
\* Last Name: Cislo, Esq.  
\* Address 1: 1333 2nd Street  
Address 2: Suite 500  
\* City: Santa Monica

**Organization:**

\* Organization Name: Cislo & Thomas LLP  
\* State: CA  
\* Postal Code: 90401  
Country: United States

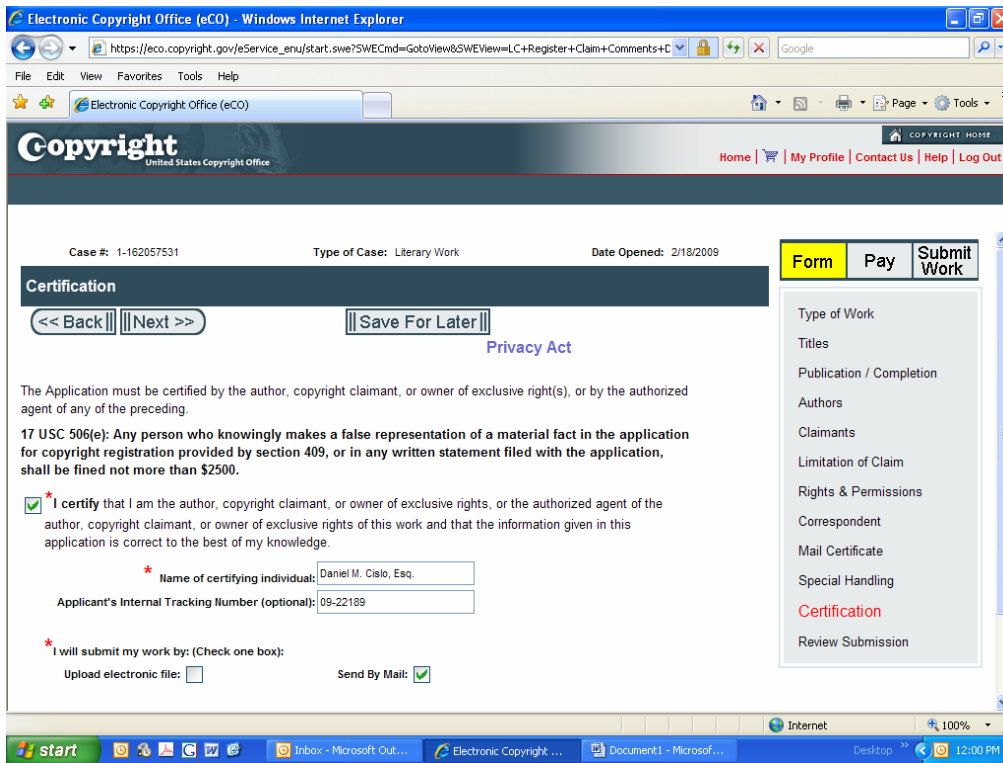
Type of Work  
Titles  
Publication / Completion  
Authors  
Claimants  
Limitation of Claim  
Rights & Permissions  
Correspondent  
**Mail Certificate**  
Special Handling  
Certification  
Review Submission

Done   Internet   100%   11:47 AM

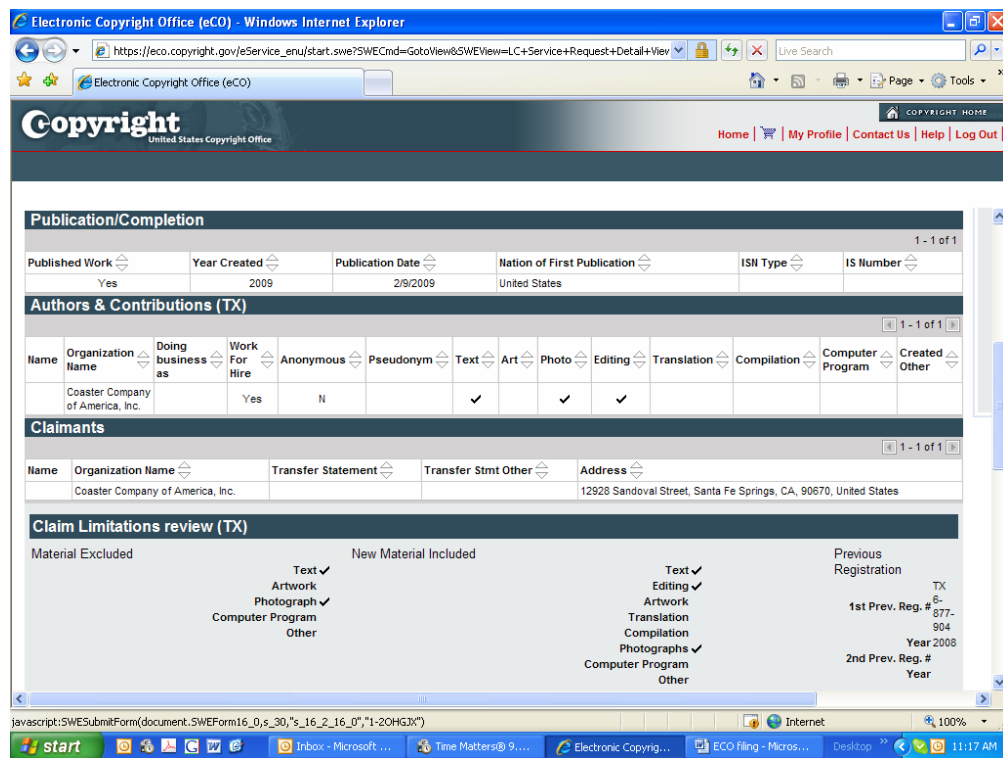
Click Next

The next screen is for Special Handling. This is if there is an application that needs to be expedited e.g. litigation. There will be an extra fee. If this is not an expedited application click Next.

Certification. Click the box stating that “I certify” (that I am the authorized agent). Next check the box stating how you will submit the specimens. If the item being applied for has NOT been published, you may “Upload electronic file.” If the item has been published, the specimens MUST be sent by mail.

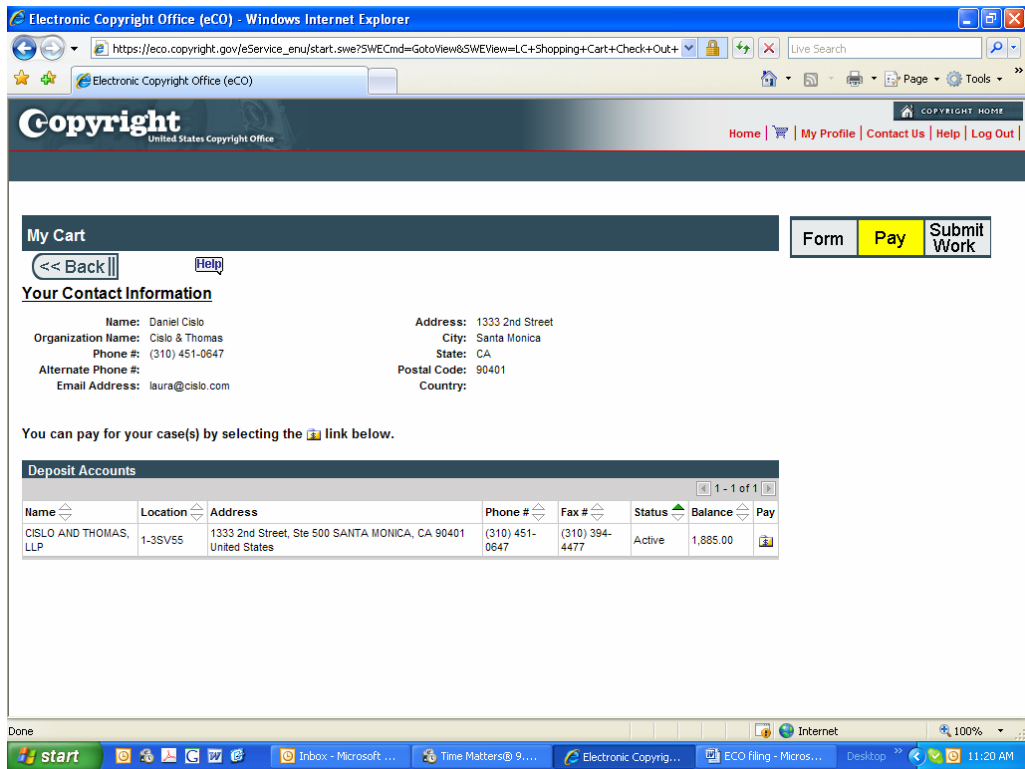


Review all of your information!

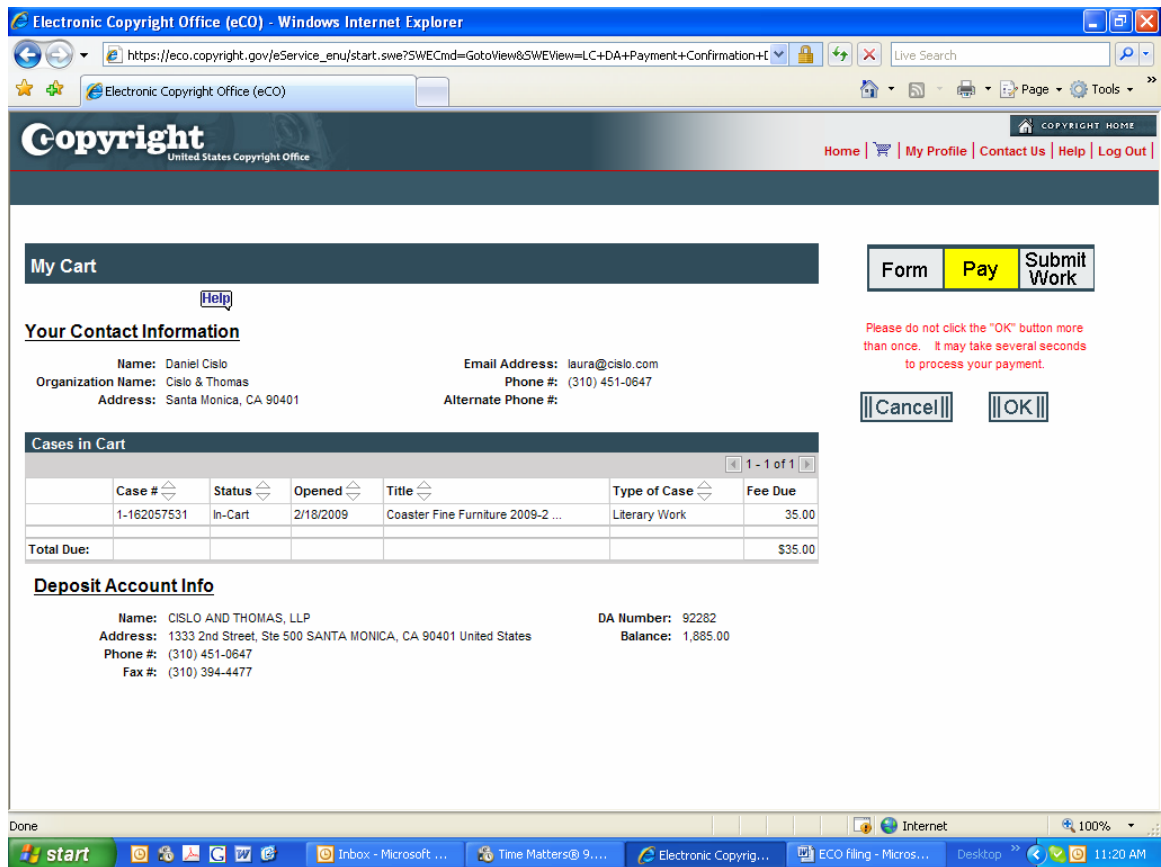


Add to cart





pay



click "ok" once

you will get a payment successful screen

hit next

Electronic Copyright Office (eCO) - Windows Internet Explorer

https://eco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Payment+Confirmation+Detail

Copyright  
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

You may submit your deposit copy for registration either

- \* by uploading a digital (electronic) file(s). Click "Upload Deposit" to submit - see [restrictions](#).

OR

- \* by sending a hardcopy deposit by postal mail.

**To Send by Postal Mail:**

- \* Click the appropriate "Send by Mail" link in the 'Deposit Submission' section to generate shipping slip for a case.
- \* Click the appropriate "Shipping Slip" link which is generated in the 'Attachments' section.
- \* Print the Shipping slip and attach the slip to the deposit copy or copies.
- \* Mail the deposit copy or copies within 30 days to the Copyright Office address at the bottom of the slip.

For more information on copy requirements, click [here](#).

[Please read this information carefully](#) if this is the first time you are submitting electronic deposits.

Click "Done" after uploading deposit or printing shipping slip. You may verify this case under "Open Cases" from the homepage.

**Deposit Submission**

Done 1 - 1 of 1

Case #	Title	Type of Work	Send by Mail	Upload Deposit
1-162057531	Coaster Fine Furniture 2009-2 Supplement Catalog	Literary Work	<a href="#">Send by Mail</a>	<a href="#">Upload Deposit</a>

**Attachments**

No Records

Attachment Name	File Type	Size	Date and Time	Comments
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send by mail or upload deposit

Electronic Copyright Office (eCO) - Windows Internet Explorer

https://eco.copyright.gov/eService\_enu/start.swe?SWECmd=GotoView&SWEView=LC+Payment+Confirmation+Detail

Copyright United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

\* by uploading a digital (electronic) file(s). Click "Upload Deposit" to submit - see [restrictions](#).  
OR  
\* by sending a hardcopy deposit by postal mail.

**To Send by Postal Mail:**

- \* Click the appropriate "Send by Mail" link in the 'Deposit Submission' section to generate shipping slip for a case.
- \* Click the appropriate "Shipping Slip" link which is generated in the 'Attachments' section.
- \* Print the Shipping slip and attach the slip to the deposit copy or copies
- \* Mail the deposit copy or copies within 30 days to the Copyright Office address at the bottom of the slip.

For more information on copy requirements, click [here](#).

Please read [this information carefully](#) if this is the first time you are submitting electronic deposits.

Click "Done" after uploading deposit or printing shipping slip. You may verify this case under "Open Cases" from the homepage.

Deposit Submission				
Done				
Case #	Title	Type of Work	Send by Mail	Upload Deposit
1-162057531	Coaster Fine Furniture 2009-2 Supplement Catalog	Literary Work	Send by Mail	Upload Deposit

Attachments				
1 - 1 of 1				
Attachment Name	File Type	Size	Date and Time	Comments
Shipping_Slip_CORCPT_1-162057531	pdf	7,338	2/25/2009 02:27:19 PM	

Click on the link to download the Shipping Slip. Print shipping slip after you fill in information about deposit

Done

\*\*\*Use Federal Express to send the specimens so that you get confirmation that they did receive the package with the specimens. That is the only proof that you will get.\*\*\*