

PROCUREMENT AND ENFORCEMENT OF INTELLECTUAL PROPERTY

CISLO & THOMAS LLP Attorneys at Law PATENT, TRADEMARK COPYRIGHT & RELATED MATTERS

C&T Staff Training July 27, 2022 (da/lb)

<u>Saved Document to Wrong Matter – Changing Matters</u>

What if I have saved a document in the wrong place?

- > If you do not know where you saved it, you can find it by...
 - (1) Going to the "Alerts" tab and look through the list of documents you created that

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🔲 🛕 Reminder	7/22/2022	*	13 DEAD - Transfer of domain unless complaint filed - Fitness International, LLC v. v. Carolina F
Vocs			
🔲 🛅 Actual	7/20/2022	2:53pm	EXEC - Preliminary Patentability Search Report - Makojet Provisional Application
🔲 🛅 Actual	7/20/2022	3:00pm	CONF,L-CT - [DKT 69] Order regarding Jury Court Trial - MZ Audio Sciences, LLC v. SONY
🔲 🛅 Actual	7/20/2022	3:18pm	ADMI - Provisional Application as Filed - Makojet Provisional Application

(2) Click on the "Documents" tab and select "[Initials] – Today"

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If you know where you saved it, but it is in the wrong matter...

- (1) Go to the matter and open the "Document Form Change" for that document
- (2) Delete the matter number and client contact
- (3) Add in the correct matter number and press the Tab key
- (4) Replace the matter number with the correct matter number in the "File Name" section
 - Be careful not to delete the "&" or "\"
- (5) Click "Save & Close"

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- (6) Open the T-drive folder for the old matter number and the new matter (you will have two folders open)
- (7) Drag the document from the old matter folder into the correct T-drive folder
- (8) Go back to the document in Time Matters and double check the document linked up

Make sure to update the file path at the bottom of Word documents