

DOCKETING

Diana Tejeda
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- Importance
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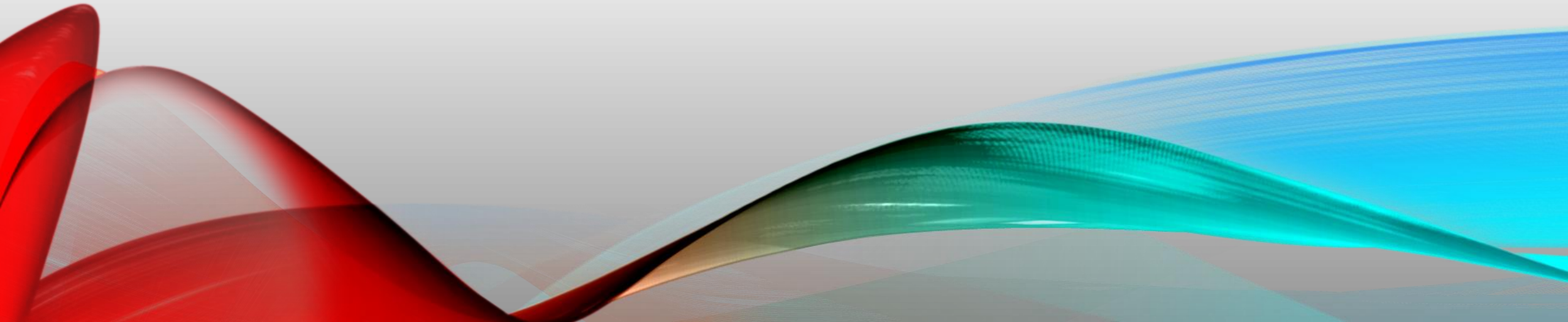
- Importance
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SECTION I: INTRODUCTION

One of the most important things we do is to keep track of client matters and follow up with clients as to what needs to be done with their important intellectual property.



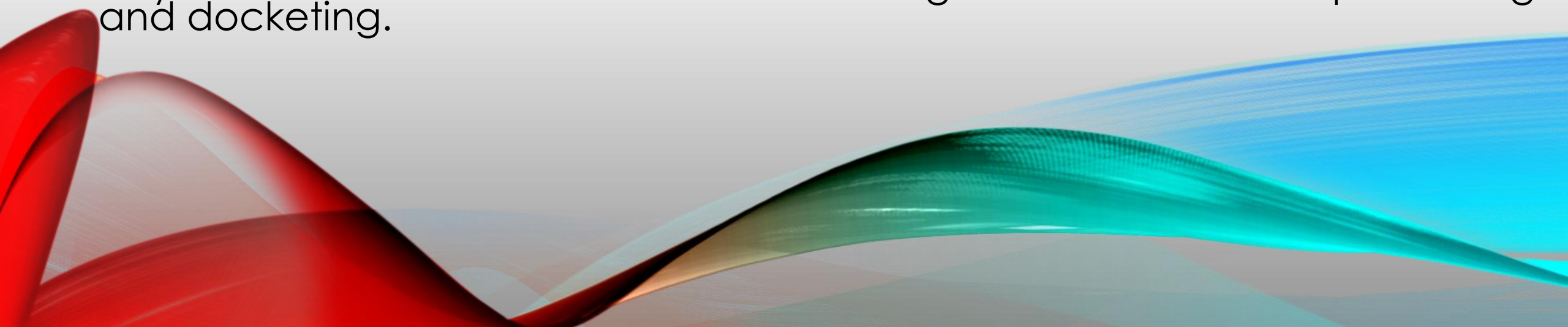
SECTION II: INCOMING MAIL / TRANSFERRED MATTERS

Tara Richen docket all deadlines from incoming email/mail from the USPTO for U.S. patents and trademarks and foreign associates for trademark applications.

Caroline Haber docket foreign patent and trademark matters for Jeff Sheldon and Katherine Bond.

Laura Banuelos docket litigation, TTAB, foreign trademark renewals and foreign patent applications and foreign issued patents (except for Jeff's and Katherine's foreign matters).

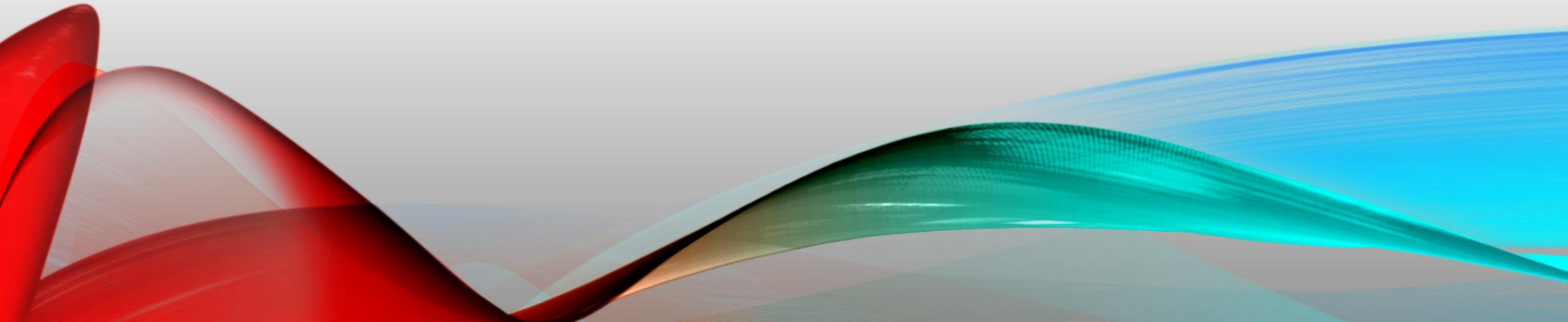
Any matter transferred to our firm must also go to Tara Richen for processing and docketing.



SECTION III: DEADLINES

As the Docketing Compliance Paralegal, Stephanie Navarro oversees the firm's daily deadlines that Diana sends out. **This does not apply to litigation.**

The docketing team will e-mail the attorney, paralegal, and legal assistant with the deadline reminders on a daily basis. **This does not apply to litigation.**



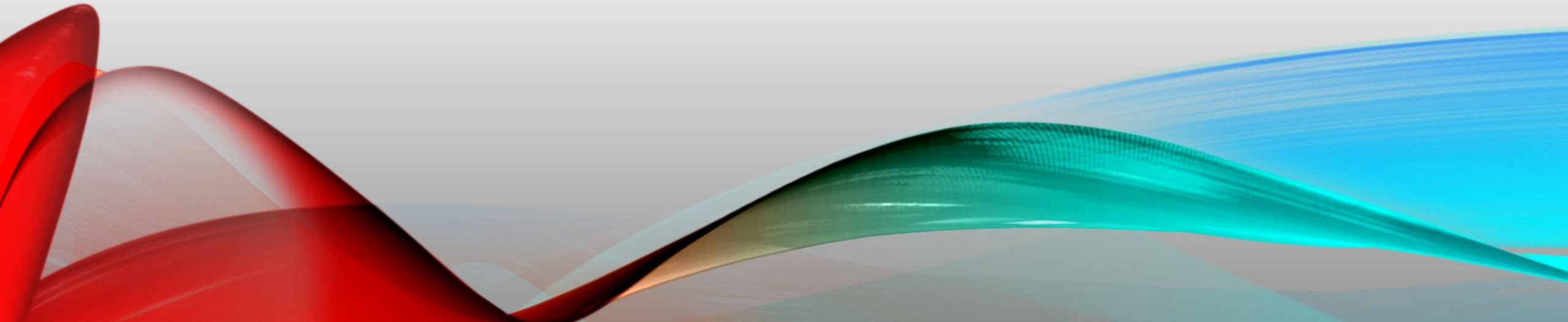
SECTION III: DEADLINES

The reminders consist of a 14-day reminder, 7-day reminder, 3-day reminder, 2-day reminder, and 1-day reminder (a Code in Time Matters automates these reminders).

In addition, a 1-day reminder is also provided via TM Messenger only for any “NON-DAN” matter, such as personal matters that attorneys have.

Attorneys must respond whether a To-Do is done or not. If the deadline is done, then the attorney must authorize the docketing team to mark as done.

The docketing team cannot make this decision – it must be made by an attorney or paralegal working on that matter.

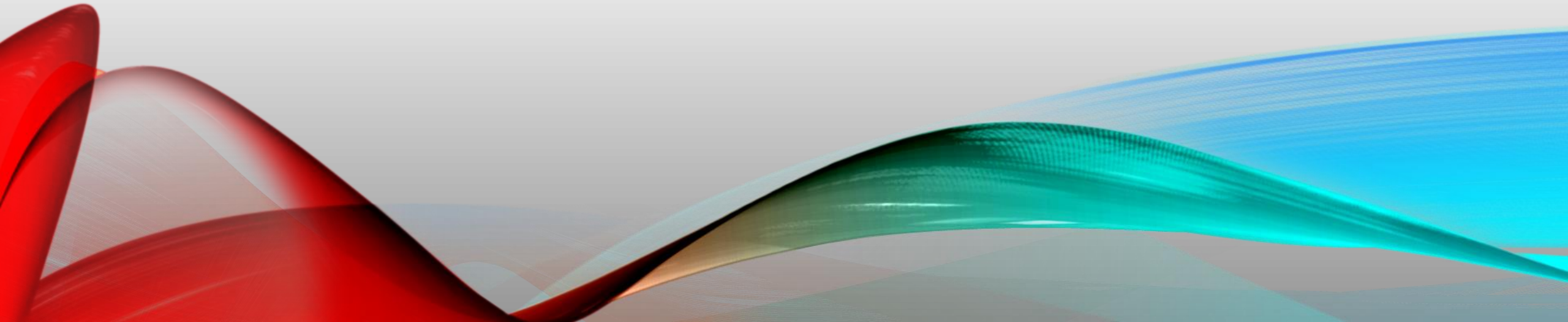


SECTION III: DEADLINES

If the deadline is not done, let the docketing team know and the deadline will remain on the calendar as not done and it will appear on the calendar daily.

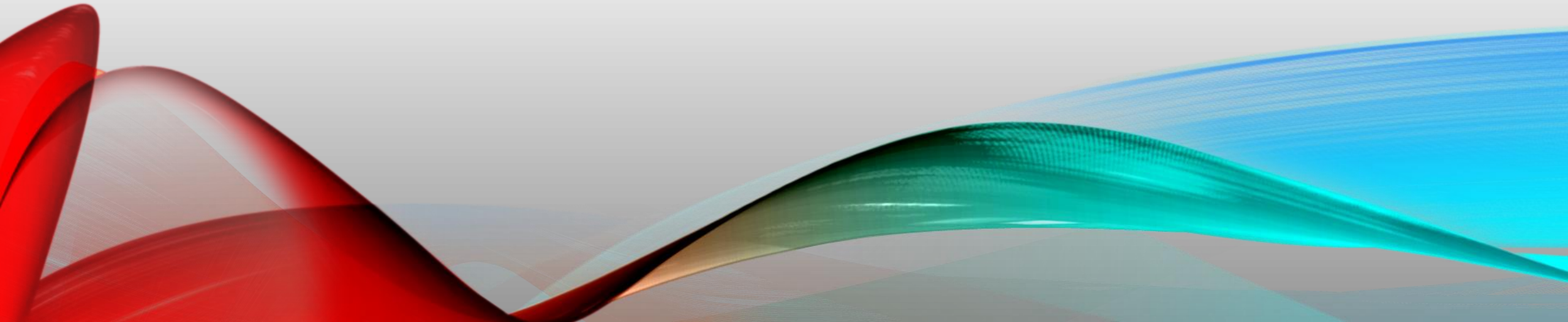
If an attorney does not want to receive an e-mail reminder or wants the reminders of a specific To Do to be sent on a different schedule than normal daily protocol regarding a specific deadline, let the docketing team know and they will make sure to stop sending e-mail reminder(s) for that specific deadline.

However, do let the docketing team know when the deadline is done so they can mark it as done on the calendar.



SECTION IV: FOLLOW-UPS / AWAITING RESPONSES

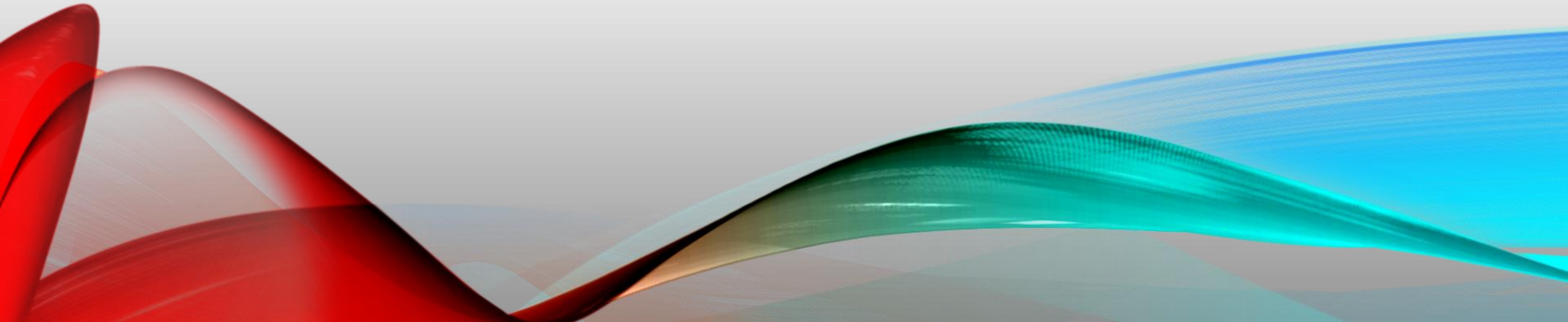
Attorneys, paralegals, and assistants are responsible for their own awaiting responses. The paralegal or assistant will send Awaiting Responses to clients when we have not received instructions from the client yet to proceed with responding to Office Actions, filing a statement of use or extension request, paying issue fees, paying maintenance fees, etc.



SECTION IV: FOLLOW-UPS / AWAITING RESPONSES

If an attorney responds to the docketing team's e-mail reminder(s) with any instructions, the docketing team will make sure to forward such instructions to the appropriate assistant for that attorney.

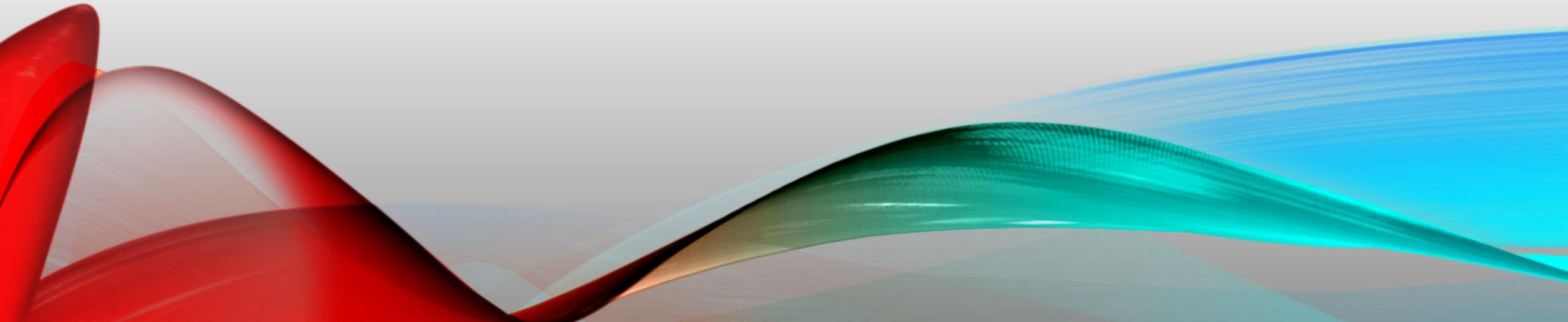
All assistants will continue handling marking correspondence (i.e. EXEC letters) as done if done, and no response from the client is necessary.



SECTION IV: DROP LETTERS

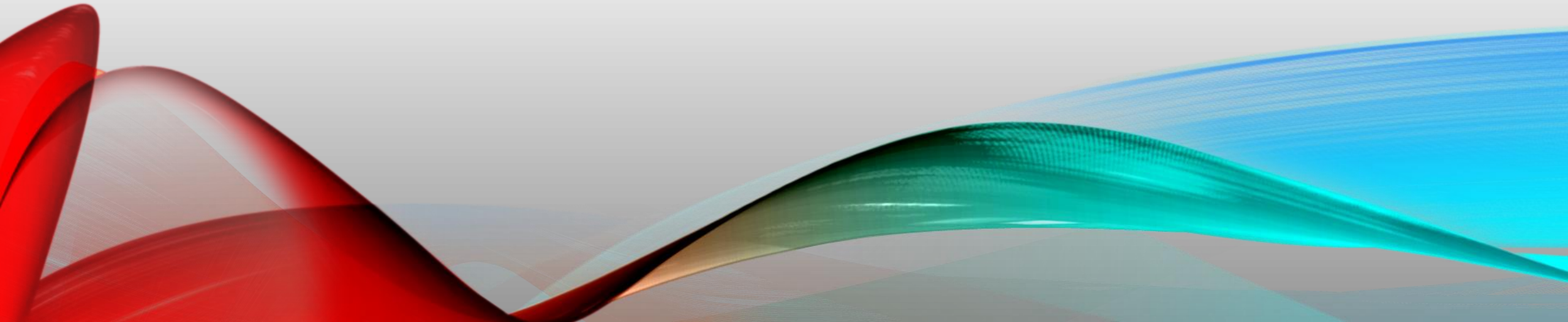
Send two (3) Awaiting Responses if we have not heard from the client. If still no response, we call the client on the telephone and document the call in the Comments field in Time Matters and send a Drop letter via email and certified mail.

If the client instructs us to take no further action, we send a Drop letter via email and make notes in the Comments field.



SECTION IV: CONCLUSION

Summary: Docketing is the blood line of the firm. In order to avoid any miss deadlines and possible negative consequences we have to make sure that everyone is on the same page regarding the docketing process. In the next slide I invite everyone to bring up questions or comments that would improve our process.



SECTION IV: CONCLUSION

Q&A

