

How to File Director Review Request in P-TACTS

Revised 4/8/2024



UNITED STATES
PATENT AND TRADEMARK OFFICE ®

Step by Step Instructions

1. [Navigate to P-TACTS website and sign in](#)
2. [Select the desired case hyperlink](#)
3. [Select "Add" then "File a request for Director Review"](#)
4. [Enter the appropriate Director Review request information and select "Add to list"](#)
5. [If Public is selected, confirm public availability by selecting "Yes, make it public"](#)
6. [Review submission \(confirm "Request for Director Review" is the paper type\)](#)
7. [Select "Submit"](#)
8. [Confirm paper has been added to the case file](#)
9. [Email \[Director_PTABDecision_Review@uspto.gov\]\(mailto:Director_PTABDecision_Review@uspto.gov\), copying all parties on the email](#)
10. [Verify Director Review request is included in the following month's spreadsheet](#)

Step 1: Navigate to <https://ptacts.uspto.gov/ptacts/ui/home> and sign in

Please log in to P-TACTS

ptacts.uspto.gov/ptacts/ui/home

uspto Patents Trademarks Fees and payment Help MyUSPTO Sign In

Patent Trial and Appeal Case Tracking System (P-TACTS)

Welcome Patent Owners/Respondents Petitioners Information Contact Us

Welcome to the USPTO Patent Trial and Appeal Case Tracking System

The Patent Trial and Appeal Case Tracking System (P-TACTS) is a system designed for the Patent Trial and Appeal Board (Board) for the purpose of electronically filing documents in connection with the Inter Partes Disputes established under the Leahy-Smith America Invents Act (AIA).

P-TACTS is designed so that its use is consistent with the Patent Trial Practice Guide and requirements of 37 C.F.R. Part 42. Electronic filing is the default manner in which documents are to be filed with the Board, 37 C.F.R. § 42.6 (b). The Board has established P-TACTS to be the official means for electronically filing legal documents with the Board in connection with the following inter partes dispute types - Inter Partes Review (IPR), Transitional Program for Covered Business Method Patents (CBM), Post Grant Review (PGR), and Derivation Proceeding (DER) established under AIA to be conducted by the Board. Unless otherwise specifically authorized by the Board, all documents submitted for filing in connection with the inter partes dispute under AIA must be filed electronically using P-TACTS. Using this system, parties have the ability to submit a petition to request an inter partes dispute to be instituted, to participate as a patent owner or respondent in an inter partes dispute, and to perform certain actions during an inter partes dispute.

Search P-TACTS

AIA Review Number

Patent Number

Application Number

Party Name

AIA Review/Case Type IPR PGR
 CBM DER

Tech Center

Clear All Search



Step 2: Select the desired case hyperlink

uspto Patents Trademarks Fees and payment Help - MyUSPTO Quill, Peter -

Patent Trial and Appeal Case Tracking System (P-TACTS)

My docket New submission - Search P-TACTS Search Interference Help -

My docket

Pending AIA reviews Notifications Motions Rehearing requests AIA reviews on appeal Unsubmitted petitions **All AIA reviews**

Showing 1-5 of 5 records For case milestone information, hover over the dotted underline in the Status column.

AIA Review # 2 ↓	Filing date (mm/dd/yyyy) 1 ↓	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
PGR2024-00004	12/11/2023	Pro se	Petitioner			Quill, Peter	11917677	8964513	Hello	<u>Petition filed</u>
PGR2023-00020	03/15/2023	Lead Counsel	Patent Owner			Marinus Pharmaceuticals, Inc.	17024127	5555555	Ovid Therapeutics, Inc.	<u>Final Written Decision</u>
PGR2023-00017	01/31/2023	Pro se	Petitioner			Syngenta Crop Protection AG	16347283	5555555	UPL Ltd.	<u>Final Written Decision</u>
IPR2022-00010	11/1/2021	Lead Counsel	Petitioner			SolarEdge Technologies Ltd.	13103070	8937622	Koolbridge Solar, Inc.	<u>Final Written Decision</u>
PGR2012-00004	10/02/2012	Pro se	Petitioner			Kyocera Corporation	11738486	7831926	SoftView LLC	<u>Final Written Decision</u>

25 per page Page 1 of 1

Step 3: Select "Add" then "File a request for Director Review"

The screenshot displays the 'AIA review information' page with tabs for 'Motions', 'Rehearing requests', and 'Notices of appeal'. The 'Documents & claims' section is expanded, showing 'Documents' and 'Claims' sub-sections. The 'Papers' table lists two entries:

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
2	02/27/2024	Notice: Power of Attorney	Notice : Power of Attorney	18	Petitioner	Public
1	02/27/2024	Petition: as filed	Petition : as filed	1	Petitioner	Public

The 'Exhibits' section is also visible, showing a table with columns for Exhibit #, Filing date, Document name, and Pages. The 'Add' button is highlighted in a red box, and the 'Director Review' option is highlighted in a red box in the dropdown menu.

Updated: 03/13 8:56AM

Export as csv

+ Add

- Motions
- File a motion
- File an opposition
- File a reply
- Rehearing request
- File a rehearing request
- Director Review
- File a request for Director Review
- Other
- File other documents

> Real party

Step 4: Enter the appropriate Director Review request information and select "Add to list"

File a request for Director Review for Institution Decision AIA review # IPR2024-00162 ✕

Filing party *
Petitioner

Doc type * Paper Exhibit

Paper type *
Request for Director Review - Institution Decision

Availability *
Public

Document name *
Director Review for Institution Decision

Document *
Select file... DR Review.pdf ✕

List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
No document added yet. Use the form above to add documents.							

< | >

Step 5: If Public is selected, confirm public availability by selecting “Yes, make it public”



Make document public? ×

Documents could be viewed by the public unless a different availability option is chosen.

No, change availability Yes, make it public

Step 6: Review submission (confirm "Request for Director Review" is the paper type)

File a request for Director Review for Institution Decision AIA review # IPR2024-00162 ✕

Filing party *
Petitioner

Doc type * Paper Exhibit

Paper type *
Request for Director Review - Institution Decision

Availability *
Select an availability...

Document name *

Document *
Select file...

List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	03/13/2024 10:58 AM ET	Paper	Request for Director Review - Institution Decision	Director Review for Institution Decision		Public	<input type="button" value="✎"/> <input type="button" value="🗑"/>

Step 7: Select "Submit"

File a request for Director Review for Institution Decision AIA review # IPR2024-00162 ✕

Filing party *
Petitioner

Doc type * Paper Exhibit

Paper type *
Request for Director Review - Institution Decision

Availability *
Select an availability...

Document name *

Document *
Select file... ✕

List of documents

Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
—	03/13/2024 10:58 AM ET	Paper	Request for Director Review - Institution Decision	Director Review for Institution Decision		Public	

Step 8: Confirm paper and document information has been added accurately to the case file

uspto Patent Trial and Appeal Case Tracking System (P-TACTS)

Case # IPR2023-01028 TRIAL INSTITUTED Patent # 0954670

Parties: Lam, Kevin et al. v. Rockets & Sprockets, Inc.

Techcenter 2600 Art unit 2647

AIA review information Motions Rehearing requests Notices of appeal

Documents & claims

Documents Claims

Updated: 12/20 11:37AM Export as csv + Add

Papers Next available paper # 14

Paper #	Filing date	Paper type	Document name	Pages	Filing party	Availability
13	12/20/2021	Request for Director Review	Director Review	1	Petitioner	Public
11	09/20/2023	Reply to Opposition	Reply to Oppo to Motion to Exclude Evidence	29	Petitioner	Public
10	09/20/2023	Opposition	Oppo to Motion to Exclude Evidence	45	Patent Owner	Public
9	09/20/2023	Motion: Other	Motion to Exclude Evidence	50	Petitioner	Public
8	09/15/2023	Reply to Opposition	Reply to Oppo to Motion for Add'l Disc	84	Petitioner	Public
7	09/15/2023	Opposition	Oppo to Motion for Add'l Disc	50	Patent Owner	Public
6	09/15/2023	Motion: Other	Motion for Add'l Disc	24	Petitioner	Public
5	09/15/2023	Notice: Mandatory Notice	Notice: Mandatory Notice	24	Patent Owner	Public
4	07/17/2023	Institution Decision: Grant	Institution Decision Grant	1	Board	Parties and Board
3	07/11/2023	Notice: Notice filing date accorded	Notice: Notice filing date accorded	1	Board	Parties and Board
2	07/11/2023	Petition: as filed	Petition: as filed	1	Petitioner	Parties and Board
1	07/11/2023	Notice: Power of Attorney	Notice: Power of Attorney	1	Petitioner	Public

Exhibits

Exhibit #	Filing date	Document name	Pages	Filing party	Availability
100c	09/20/2023	ex. 100f for Motion to Exclude Evidence	84	Petitioner	Public

Director review upload
Document(s) uploaded successfully.

Step 9: Email Director_PTABDecision_Review@uspto.gov, copying all parties on the email

- To: Director_PTABDecision_Review@uspto.gov
- Cc: (all parties)

Step 10: Verify Director Review request is included in the following month's spreadsheet (for example, a Director Review request submitted anytime in January 2024, will appear on Director Review Requests Spreadsheet for February 2024).

The screenshot shows the USPTO website's 'Status of Director Review requests' page. The page header includes the USPTO logo and navigation links. The main content area features a section titled 'Status of Director Review requests' with a brief description of the process. A red box highlights a link: 'Director Review requests spreadsheet (Feb. 15, 2024)'. Below this, there are sections for 'Director Review granted – proceedings' and a list of cases, including 'Nokia of America Corporation v. Alexander Soto and Walter Soto' and 'Nearmap US, Inc. v. Eagle View Technologies, Inc.'.



Still have questions?

- For questions about Director Review, please email: Director_PTABDecision_Review@uspto.gov
- For technical support for P-TACTS, please email: PTABP-TACTSAdmin@uspto.gov