

Change Entity Status

Quick
Start
Guide

PAIR Administration

UNITED STATES
PATENT AND TRADEMARK OFFICE



Change Entity Status

PAIR Administration - Quick Start Guide

PAIR Administration Overview

PAIR Administration is a new set of functionality available in Private PAIR to allow users to self-administer a number of routine administrative tasks that previously required the submission of a form that then required manual processing. With the new PAIR Administration functions, requests will be processed immediately. This document will provide guidance on how to submit an Entity Status change request through Private PAIR.

Steps to Change Entity Status

The following steps will show you how to change your entity status in Private PAIR.

PAIR Main Search Screen

1. From the Private PAIR Select New Case page, you can either search by Application Number under Search for Application or by Customer Number under Search by Customer Number to view the contents of the application.
2. On the Application Data tab, next to Entity Status, the user will select “Update”

The screenshot displays the PAIR interface for application 59/973,429. The 'Application Data' tab is selected, and the 'Entity Status' field is highlighted with a blue border and the word 'Update' in blue text next to it. The interface includes a navigation bar with tabs for 'Select New Case', 'Applications by Customer', 'Application Data', 'Transaction History', 'Fees', 'Address & Attorney/Agent', 'Assignments', and 'Publication Review'. The 'Bibliographic Data' section contains various fields such as Application Number, Filing Date, Application Type, Examiner Name, Group Art Unit, Confirmation Number, Attorney Docket Number, Class / Subclass, First Named Inventor, First Named Applicant, Entity Status, and AIA (First Inventor to File). The 'Entity Status' field is currently set to 'Undiscounted'.

Secured Patent Application Information Retrieval			
XML Download		Order Certified Application As Filed Order Certified File Wrapper View Order List	
59/973,429 test		test1	
Select New Case	Applications by Customer	Application Data	Transaction History Fees Address & Attorney/Agent Assignments Publication Review
Bibliographic Data			
Application Number:	59/973,429	Correspondence Address Customer Number:	59 Private View
Filing or 371 (c) Date:	-	Status:	Application Undergoing Preexam Processing
Application Type:	Utility	Status Date:	07-21-2011
Examiner Name:	-	Location:	ELECTRONIC
Group Art Unit:	-	Location Date:	-
Confirmation Number:	6638	Earliest Publication No:	-
Attorney Docket Number:	test1 Update	Earliest Publication Date:	-
Class / Subclass:	-	Patent Number:	-
First Named Inventor:	test test test all inventors	Issue Date of Patent:	-
First Named Applicant:	-	International Registration Number (Hague):	-
Entity Status:	Undiscounted Update	International Registration Publication Date:	-
AIA (First Inventor to File):	-		
Title of Invention:	test		

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Submit an Entity Status Change Request

1. On the Change Entity Status page the Application Number, Title, Attorney Docket #, and Current Entity Status will be listed at the top of the page.
2. Select the updated entity status
 - a. Applicant certifying micro entity status. See 37 CFR 1.29.
 - i. Gross Income Basis
 - ii. Institute of Higher Education Basis
 - b. Applicant asserting small entity status. See 37 CFR 1.27.
 - c. Applicant changing to regular undiscounted fee status.

Note: The system will not allow the current entity status of the application to be selected.

Applicant certifying micro entity status. See 37 CFR 1.29.
NOTE: If this box is checked you will be prompted to choose a micro entity status on the gross income basis (37 CFR 1.29(a)) or the institution of higher education basis (37 CFR 1.29(d)), and make the applicable certification.

Gross Income Basis

Institution of Higher Education Basis

Applicant asserting small entity status. See 37 CFR 1.27.
NOTE: If the application was previously under micro entity status, checking this box will be taken to be a notification of loss of entitlement to micro entity status.

Applicant changing to regular undiscounted fee status.
NOTE: Checking this box will be taken to be notification of loss of entitlement to small or micro entity status, as applicable.

- d. If identifying micro entity status, a certification is required. Check the box next to the appropriate certification.
 - i. The certification of micro entity status based on gross income basis is made by checking this box and signing below.

The certification of micro entity status shown below is made by checking this box and signing below.

CERTIFICATION OF MICRO ENTITY STATUS (GROSS INCOME BASIS)

The applicant hereby certifies the following:

(1) SMALL ENTITY REQUIREMENT - The applicant qualifies as a small entity as defined in 37 CFR 1.27.

(2) APPLICATION FILING LIMIT - Neither the applicant nor the inventor nor a joint inventor has been named as the inventor or a joint inventor on more than four previously filed U.S. patent applications, excluding provisional applications and international applications under the Patent Cooperation Treaty (PCT) for which the basic national fee under 37 CFR 1.492(a) was not paid, and also excluding patent applications for which the applicant has assigned all ownership rights or is obligated to assign all ownership rights as a result of the applicants previous employment.

(3) GROSS INCOME LIMIT ON APPLICANTS AND INVENTORS - Neither the applicant nor the inventor nor a joint inventor, in the calendar year preceding the calendar year in which the applicable fee is being paid, had a gross income, as defined in section 61(a) of the Internal Revenue Code of 1986 (26 U.S.C. 61(a)), exceeding the Maximum Qualifying Gross Income reported on the USPTO website at http://www.uspto.gov/patents/law/micro_entity.jsp which is equal to three times the median household income for that preceding calendar year, as most recently reported by the Bureau of the Census.

(4) GROSS INCOME LIMIT ON PARTIES WITH AN OWNERSHIP INTEREST - Neither the applicant nor the inventor nor a joint inventor has assigned, granted, or conveyed, nor is under an obligation by contract or law to assign, grant, or convey, a license or other ownership interest in the application concerned to an entity that, in the calendar year preceding the calendar year in which the applicable fee is being paid, had a gross income, as defined in section 61(a) of the Internal Revenue Code of 1986, exceeding the Maximum Qualifying Gross Income reported on the USPTO website at http://www.uspto.gov/patents/law/micro_entity.jsp which is equal to three times the median household income for that preceding calendar year, as most recently reported by the Bureau of the Census.

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- ii. The certification of micro entity status based on employment by an institution of higher education is made by selecting the appropriate check box.
 1. Certification on the basis of employment by an institution of higher education
 2. Certification on the basis of assignment or obligation to assign to an institution of higher education

<input type="checkbox"/> The certification below on the basis of employment by an institution of higher education is made by checking this box and signing below.
CERTIFICATION ON THE BASIS OF EMPLOYMENT BY AN INSTITUTION OF HIGHER EDUCATION
The applicant hereby certifies the following: The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant's employer, from which the applicant obtains the majority of the applicant's income, is an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).
<input type="checkbox"/> The certification below on the basis of assignment or obligation to assign an institution of higher education is made by checking this box and signing below.
CERTIFICATION ON THE BASIS OF ASSIGNMENT OR OBLIGATION TO ASSIGN TO AN INSTITUTION OF HIGHER EDUCATION
The applicant hereby certifies the following: The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant has assigned, granted, conveyed, or is under an obligation by contract or law, to assign, grant, or convey, a license or other ownership interest in the particular application to an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).

3. At the bottom of the page, certify in accordance with 37 CFR 1.4(d)(4) that you are one of the following
 - a. For Registered Practitioners:
 - i. An attorney or agent registered to practice before the Patent and Trademark Office who has been given power of attorney in this application.
 - ii. An attorney or agent registered to practice before the Patent and Trademark Office, acting in a representative capacity.

THIS PORTION MUST BE COMPLETED BY THE SIGNATORY OR SIGNATORIES MAKING THE ENTITY STATUS CHANGE
*I certify, in accordance with 37 CFR 1.4(d)(4) that I am:
<input type="radio"/> An attorney or agent registered to practice before the Patent and Trademark Office who has been given power of attorney in this application.
<input type="radio"/> An attorney or agent registered to practice before the Patent and Trademark Office, acting in a representative capacity.

- b. For Independent Inventors:
 - i. A sole inventor.
 - ii. A joint inventor; I certify that I am authorized to sign this submission on behalf of all the inventors as evidenced by the power of attorney in the application.
 - iii. A joint inventor; all of whom are signing this entity status change.

THIS PORTION MUST BE COMPLETED BY THE SIGNATORY OR SIGNATORIES MAKING THE ENTITY STATUS CHANGE
*I certify, in accordance with 37 CFR 1.4(d)(4) that I am:
<input type="radio"/> A sole inventor.
<input type="radio"/> A joint inventor, I certify that I authorized to sign this submission on behalf of all the inventors as evidenced by the power of attorney in the application.
<input type="radio"/> A joint inventor; all of whom are signing this entity status change.

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1. Upon selecting "A joint inventor; all of whom are signing this entity status change", users will be able to add up to 9 additional inventor signature rows.

<input checked="" type="radio"/> A joint inventor; all of whom are signing this entity status change.			
* Maximum number of allowed rows: 10			
* Minimum number of required rows: 1			
Signatures	Names		
<input type="text"/>	<input type="text"/>		Delete Row
<input type="text"/>	<input type="text"/>		Delete Row
<input type="text"/>	<input type="text"/>	Add Row	Delete Row

4. Complete the required signatory and point of contact information
 - a. S-Signature
 - b. Name
 - c. Registration Number (only applicable to registered practitioners)
 - i. Registration number will be auto-filled based on the PKI certificate holder
 - d. Point of Contact Information
 - i. Name
 - ii. Telephone Number
 - iii. Email Address

* Signature	<input type="text"/>
* Name	<input type="text"/>
* Registration Number	00580
Point of Contact Information	
* POC Name	<input type="text"/>
* Telephone Number	<input type="text"/>
* Email Address	<input type="text"/>

5. Once the form is complete, you can Preview your request for submission, Save the request for later submission, or Return to the Main Private PAIR Browser.
 - a. Upon saving the request, the request will be available for seven calendar days on the main PAIR screen under PAIR Administration and *View Saved and Completed Requests*. If the request is not submitted within seven calendar days, the request will be deleted.

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<input type="checkbox"/> Search for Application:
<input type="checkbox"/> Search by Customer Number:
<input type="checkbox"/> PAIR Administration:
Choose One: <ul style="list-style-type: none"> <input type="radio"/> Create New Customer Number <input type="radio"/> View Customer Number Details <input checked="" type="radio"/> View Saved and Completed Requests request type <input type="text" value="Entity Change Request"/> status Type <input type="text" value="Saved"/> for the past <input type="text" value="7 days"/> <input type="button" value="Continue"/>

- b. Upon selecting Preview, the system will check to ensure all required fields have been completed. If required data is omitted, an error message will be displayed informing the user what information is missing. The user must correct all validation errors in order to submit the request.
 - c. Upon selecting to Return to the Main Private PAIR browser, the Change Entity Status window will close and the user will return to Private PAIR. Please note that all unsaved data will be lost.
6. On the Preview screen, you will be given the chance to review all data entered, return to the data entry page to edit your request, or submit the request to the USPTO.
 7. Once the request is processed, the user will be presented with a confirmation screen indicating that the entity status has been successfully changed.

Secure Patent Application Information Retrieval - PAIR Administration					
Change Entity Status - Confirmation					
Request ID 6053	You may take the following actions:				
Timestamp May 20, 2015 11:18:47 AM EST	Print Page				
Status Submitted					
The Entity Status of the application has been successfully changed					
Application Number 59/973,429					
Attorney Docket Number test1					
Title test					
Updated Entity Status Micro					
Micro certification statement - CERTIFICATION ON THE BASIS OF EMPLOYMENT BY AN INSTITUTION OF HIGHER EDUCATION					
<input checked="" type="checkbox"/> I certify, in accordance with 37 CFR 1.4(d)(4): <input type="checkbox"/> I am an attorney or agent registered to practice before the Patent and Trademark Office who has been given power of attorney in this application					
Filed By Name					
Registration Number 99999					
Signatures	<table border="1"> <thead> <tr> <th>Signature</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>/Signature/</td> <td>Name</td> </tr> </tbody> </table>	Signature	Name	/Signature/	Name
Signature	Name				
/Signature/	Name				
Point of Contact Info					
Name POC Name					
Telephone 555-555-5555					
Email email@address.com					
<input type="button" value="Return to Main Private PAIR Browser"/>					


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- A record of the change request will be entered into the IFW and noted in the Transaction History tab.

59/973,429		test		test1			
Select New Case	Application Data	Transaction History	Image File Wrapper	Fees	Address & Attorney/Agent	Assignments	Publication Review
Transaction History							
Date	Transaction Description						
05-20-2015	Applicant Has Filed a Verified Statement of Micro Entity Status in Compliance with 37 CFR 1.29						
07-21-2011	IFW Scan & PACR Auto Security Review						
07-21-2011	Initial Exam Team nn						

59/973,429		test					
Select New Case	Application Data	Transaction History	Image File Wrapper	Fees	Address & Attorney/Agent	Assignments	Publication Review
This application is officially maintained in electronic form. To View: Click the desired Document Description. To Download							
Available Documents							
Mail Room Date ↓↑	Document Code ↓↑	Document Description ↓↑					
05-20-2015	MES.IHEB.ELC	Certification of Micro Entity (Education Basis) - via PAIR					

UNITED STATES PATENT AND TRADEMARK OFFICE			
		<small>UNITED STATES DEPARTMENT OF COMMERCE United States Patent and Trademark Office Address: COMMISSIONER FOR PATENTS P.O. Box 1450 Alexandria, Virginia 22313-1450 www.uspto.gov</small>	
APPLICATION NUMBER	FILING OR 371(C) DATE	FIRST NAMED APPLICANT	ATTY. DOCKET NO./TITLE
59/973,429	07/21/2011	test test test	test1
Acknowledgement of Change to Micro Entity Status			
The entity status change request below filed through Private PAIR on 05/20/2015 has been accepted.			
CERTIFICATIONS:			
Change of Entity Status:			
<input checked="" type="checkbox"/> Applicant certifying micro entity status. See 37 CFR 1.29. NOTE: If this box is checked you will be prompted to choose micro entity status on the gross income basis (37 CFR 1.29(a)) or the institution of higher education basis (37 CFR 1.29(d)), and to make the applicable certification.			
<input checked="" type="checkbox"/> The certification below on the basis of employment by an institution of higher education is made by checking this box and signing below. CERTIFICATION OF MICRO ENTITY STATUS ON THE BASIS OF EMPLOYMENT BY AN INSTITUTION OF HIGHER EDUCATION The applicant hereby certifies the following: The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant's employer, from which the applicant obtains the majority of the applicant's income, is an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).			
<input type="checkbox"/> The certification below on the basis of assignment or obligation to assign an institution of higher education is made by checking this box and signing below. CERTIFICATION OF MICRO ENTITY STATUS ON THE BASIS OF ASSIGNMENT OR OBLIGATION TO ASSIGN TO AN INSTITUTION OF HIGHER EDUCATION The applicant hereby certifies the following: The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant has assigned, granted, conveyed, or is under an obligation by contract or law, to assign, grant, or convey, a license or other ownership interest in the particular application to an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).			
This portion must be completed by the signatory or signatories making the entity status change in accordance with 37 CFR 1.4(d)(4).			
Signature:	/Signature/		
Name:	Name		
Registration Number:	99999		

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View Saved and Completed Requests Screen

By using the “View Saved and Completed Requests” search, Private PAIR users will be able to retrieve previously saved requests for up to seven days and submitted requests for up to the past 90 days.

+ **Search for Application:** ?

+ **Search by Customer Number:** ?

- **PAIR Administration:** ?

Choose One:

Create New Customer Number

View Customer Number Details

View Saved and Completed Requests

request type status Type for the past

To view the request, click on the Request ID hyperlink, and the request will open.

PAIR Administration View Saved and Completed Requests							
				Request Type	All		
				Search Type	All		
				For the past	7		
Entity Status Changes:							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
Request ID	Last Updated	Customer Number	Docket Number	Application Number	Change Type	Status	
2536	Apr 9, 2015 10:03:05 PM	59	12345	59/973,024	SmallEntityStatus	Saved	
2509	Apr 9, 2015 1:43:13 PM	59	-	59973346	SmallEntityStatus	Submitted	
2457	Apr 8, 2015 9:42:40 AM	59	Test	59997242	SmallEntityStatus	Submitted	
2452	Apr 8, 2015 9:05:03 AM	59	aaa	59973449	RegularEntityStatus	Submitted	
2447	Apr 8, 2015 8:19:32 AM	59	-	59966422	MicroEntityStatus	Submitted	
2446	Apr 8, 2015 8:17:21 AM	59	-	59966423	RegularEntityStatus	Submitted	
2445	Apr 8, 2015 8:15:19 AM	59	-	59966423	MicroEntityStatus	Submitted	
2444	Apr 8, 2015 8:14:08 AM	59	-	59966423	SmallEntityStatus	Submitted	
Showing 1 to 8 of 8 entries						Previous <input type="text" value="1"/> Next	

Questions and Support

If you have any questions, please contact the Patent Electronic Business Center (EBC) at 866-217-9197 (toll-free) or 571-272- 4100 from 6 a.m. to 12 Midnight Eastern Time, Monday - Friday or e-mail the EBC at ebc@uspto.gov.