

Patent Trial and Appeal Case Tracking System



Revised August 2024



Table of Contents

Table of Figures Error! Bookr	nark not defined.
1. Introduction	5
1.1 Purpose	5
1.2 Identification	5
1.3 Scope	5
2. Creating an account in MyUSPTO	6
2.1 Getting started	6
2.2 Welcome to P-TACTS	6
2.3 MyUSPTO	7
3. User Roles and Privileges in P-TACTS	
3.1 User Roles and Privileges	
3.2 Anonymous User	
3.3 Registered P-TACTS User Accounts	
4. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)	
4.1 Initiate New Petition	15
4.2 Create New Petition Wizard – Verification	15
4.3 Create New Petition Wizard – Petition information	
4.4 Create New Petition Wizard – Claims challenged	19
4.5 Create New Petition Wizard – Petition documents	21
4.6 Create New Petition Wizard – Real party	24
4.7 Create New Petition Wizard – Additional real party	25
4.8 Create New Petition Wizard – Counsel	27
4.9 Create New Petition Wizard – Review	
4.10 Make Payment	
4.11 Petition Submission Successful	
5. Enter Appearance as patent owner/respondent	
5.1 Enter Appearance as patent owner/respondent	
5.2 Mandatory Notice Wizard – Verification	
5.3 Mandatory Notice Wizard – Petition information	
5.4 Mandatory Notice Wizard – Documents	
5.5 Mandatory Notice Wizard – Real Party	
5.6 Mandatory Notice Wizard – Additional Real Party	
5.7 Mandatory Notice Wizard – Counsel	41

5.8 Mandatory Notice Wizard – Review	
6. General Navigation	
6.1 General Navigation – Welcome	
6.2 General Navigation – Anonymous Search P-TACTS	
6.3 General Navigation – Sign In	
6.4 General Navigation – My docket Blue Bar	
6.5 General Navigation – Search P-TACTS	
6.6 General Navigation – My docket Table Grid	
7. My docket View	
7.1 My docket View – Pending AIA Reviews	
7.2 My docket View – Notifications	
7.3 My docket View – Motions	
7.4 My docket View – Rehearing Request	
7.5 My docket View – AIA Reviews on Appeal	
7.6 My docket View – Pending Unsubmitted Petitions	
7.7 My docket View – All AIA Reviews	
8. Notifications	51
8.1 Notifications – Tab	51
8.2 Notifications – Notice	51
9. Case Viewer	
9.1 Case Viewer – My docket	
9.2 Case Viewer	
9.3 Case Viewer – Header/Tabs	
9.4 Case Viewer – Claims	
9.5 Case Viewer – Motions	
9.6 Case Viewer – Rehearing Request	
9.7 Case Viewer – Notice of Appeal	
10. Filing Documents for Your Docketed Case	
10.1 Filing a Motion	
10.2 Filing a Motion – Motion Types	
10.3 Filing a Motion – File an Opposition	
10.4 Filing a Motion – File a Reply to an Opposition	
10.5 Submitting a Motion to Appear Pro Hac Vice	
11. Filing PO Preliminary Response	

11.1 Filing Patent Owner Preliminary Response – Dropdown	
12. Filing Request for Director Review	
13. Filing Rehearing	
13.1 Filing Rehearing – Dropdown	
14. Filing Appeal to Federal Circuit	
14.1 Filing Appeal to Federal Circuit – Dropdown	
15. Filing Other Documents	
15.1 Filing Other Documents	
16. Add/Edit Staff Role	
16.1 Add Staff Role	
16.2 Edit Staff Role	
17. Search Interference	

1. Introduction

Welcome to the Patent Trial and Appeal Case Tracking System (P-TACTS) User Guide. The PTACTS landing page can be found at URL <u>https://ptacts.uspto.gov/ptacts/ui/home</u>. In order to sign-in to P-TACTS, you will need to create an account in MyUSPTO at URL <u>https://my.uspto.gov</u>.

1.1 Purpose

The purpose of this document is to provide a comprehensive user guide for external PTAB customers who will be required to use P-TACTS to work on AIA Trial Cases.

1.2 Identification

The below information provides a description for each section of this document.

- 1. Introduction (current section)
- 2. Creating an account in MyUSPTO (Chapter 2)
- 3. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

1.3 Scope

The scope of this document includes requirements for signing in to P-TACTS via MyUSPTO. Below are some helpful links for working with MyUSPTO and P-TACTS.

P-TACTS Landing Page: <u>https://ptacts.uspto.gov/ptacts/ui/home</u>

MyUSPTO Frequently Asked Questions: <u>www.uspto.gov/learning-and-resources/account-faqs</u>

USPTO Sign in page: https://account.uspto.gov/profile/create-account

P-TACTS Resource Page: <u>www.uspto.gov/patents/ptab/patent-trial-and-appeal-case-tracking-</u> <u>system-p-tacts</u>

2. Creating an account in MyUSPTO

2.1 Getting started

To get started, type the provided URL <u>https://ptacts.uspto.gov/ptacts/ui/home</u> into your Internet browser. USPTO recommends using Google Chrome to access this site.

2.2 Welcome to P-TACTS

Welcome to the USPTO Patent Trial and Appeal Case Tracking System landing page. On the top, upper right corner of the page, within the black bar, two access options are provided.

If a MyUSPTO account exists, select the **MyUSPTO** menu in the black menu bar located at the top right of the page.

uspto	Patents Trademarks Fees	and payment Help -	- MyUSPTO Sign In -
Patent Trial and Appeal Case Tracking System (P-TACTS)			
			Help 🗸
Welcome Patent Owners/Respondents Petitioners Information Contact Us	Search F	P-TACTS	
Welcome to the USPTO Patent Trial and Appeal Case Tracking System	AIA Review Number ()	AIA Review Number	
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).	Patent Number 🚯		
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	Application Number 🚯	Application Number	
filing is the default manner in which documents are to be filed with the Board, 37 C.F.R.§ 426. (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 (IPR), and	Party Name 🚯	Party Name	
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 instruded, to participate	AIA Review/Case Type 👔	☑ IPR ☑ CBM	☑ PGR ☑ DER
as a patent owner or respondent in an inter partes dispute, and to perform certain actions during an inter partes dispute.	Tech Center 🚯	Tech Center	
	Clear All	Search	

Figure 1: Welcome to the USPTO Patent Trial and Appeal Case Tracking System (P-TACTS) landing page

Select the Log in with your USPTO.gov account to sign in.

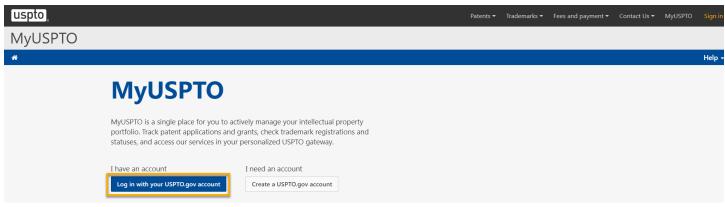


Figure 2: MyUSPTO Log in with your USPTO.gov account

If a MyUSPTO account does not exist, select the **MyUSPTO** menu in the black menu bar located at the top right of the page to create an account.

2.3 MyUSPTO

Select the gray Create a USPTO.gov account button to create an account.

uspto		Patents +	Trademarks +	Fees and payment +	Help •	MyUSPTO	Sign in
MyUSPTO							
				۷	Vhat's new	MyUSPT	TO help +
	MyUSPTO						
	MyUSPTO is a single place for you to actively manage your intellectual property portfolio. Track patent applications and grants, check trademark registrations and statuses, and access our services in your personalized USPTO gateway.						
	I have an account I need an account Create a USPTO.gov account Create a USPTO.gov account						

Figure 3: MyUSPTO Create a USPTO.gov Account

- 1. Enter the following information, items marked with an *asterisks are required fields:
 - Email address*
 - Title
 - First name*
 - Middle name
 - Last name*
 - Suffix
 - Phone*
 - Country*
 - Street address*
 - City*
 - State*
 - Zip*
 - reCaptcha verification*
 - Check I understand and agree with USPTO's Terms of Use and Privacy Policy.

The email address entered within the USPTO.gov account registration is the same email that will be linked to your P-TACTS account and must be used to access to your case docket and case information.

If you update your USPTO email address associated to your USPTO account, you are required to submit a case docket transfer request to PTAB listing the previous P-TACTS email address, your new or updated P-TACTS and activated corresponding USPTO email address, as well as your USPTO Registration number (if applicable).

After all required fields have information entered, select the blue Next button.

uspto	Patents - Trademarks -	Fees and payment - Cont	act Us 👻 MyUSPTO Sign in
Account			
4			MyUSPTO help 👻
Create a USPTO.gov account			
* indicates required Email address *			
Title			
Select First name *			
Middle name			
Last name *			
Suffix			
Phone "			
Work Vumbers only reCaptcha verification *			
I'm not a robot			
I understand and agree with USPTO's Terms of Use and Privacy Policy. Next			

Figure 4: Create a USPTO.gov account contact information entry screen

2. After selecting the Next button, you will be prompted with a message to **Check your email** to activate your uspto.gov account. If you did not receive the activation email, check to make sure you typed your email address correctly and check other inbox folders such as spam, clutter, junk, and promotions.

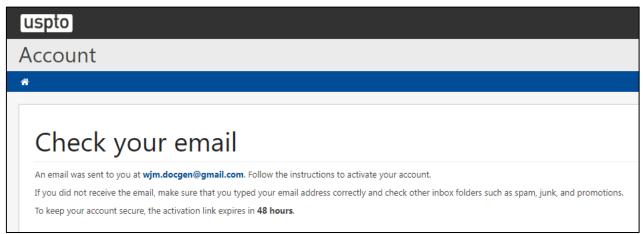


Figure 5: USPTO.gov account creation email prompt

Open your activation email and select the blue **Activate Account** button.

MyUSPTO: Activate your uspto.gov account Index x
uspto.gov accounts <no-reply@uspto.gov> to me ▼</no-reply@uspto.gov>
United States Patent and Trademark Office
USPTO UNITED STATES PATENT AND TRADEMARK OFFICE
You created a uspto.gov account using wim.docgen@gmail.com.
Activate account
If the button does not work then copy and paste the URL into your web browser.
https://account.uspto.gov/new-account/9f2c3709b845c612b5130050743c2df8a68a479f4c214364d8ee36cd2a1462c6
The link will expire in 48 hours to keep your account secure.
If you didn't create this uspto.gov account, there is no need to do anything.
Terms of Use Privacy Policy Account FAQs

Figure 6: Activation email message

- 3. You will receive a pop-up window with the title **Activate your account**, allowing you to create a password in MyUSPTO. Ensure your new password includes:
 - at least 12 characters
 - one upper case letter
 - one lower case letter
 - one number
 - one special character.

After entering your new password and confirming the new password, select the blue **Activate your account** button.

uspto				Patents 👻	Trademarks v	Fees and paym	ent 👻 Contact Us 👻		
	Activate your accou	unt							
*	Create password	* indicates required						_	MyUSPTO help 👻
To bolo us socuro	nter your new password *			Password requirements			tion		
To help us secure		Sh	how	Minimum of 12 characters			tion		
* indicates required	tetype your new password	*		☑ One uppercase and one lowercase	asa lattar				
		Sh	how						
Two-step authentication				One number and one special ch from these options: "!@#\$%^& []\;";"<>?,./					
Two-step authentication adds an extra layer of securi									
Email is the default method used to receive the verifi-						our account			
Enable two-step authentication					Activate y	our account			
Use two-step authentication to sign in to my USP	TO.gov account.								
Note: Not all sites are currently configured to accept two	-step authentication, there	efore, you may not be prompted for tw	wo-step authe	ntication even if you opted in.					
Email (wjm.docgen@gmail.com)	Default	○ Text message							
An email containing your authentication code will be so wjm.docgen@gmail.com.	ent to	Only one mobile number is allowed only work for the United States and		on. Mobile service will					
		Phone numbers							
		57127028850 (Work)		Verify and enable					
		Note: Standard rates for receiving text extensions are not verifiable.	: message may	apply. Phone numbers with					
O Phone call		Code generator (Authenticator	ann)						

Figure 7: Create password for MyUSPTO account activation setup

4. After a password has been successfully entered, the account setup page is displayed. Scroll down the displayed screen to enter your user account information, including company name, attorney bar membership, professional interest, alternative email address, phone numbers, fax number, and mailing address. Please note all information fields with an asterisk are required to have information entered. When all information is entered, select the blue **Save** button. Only your phone number designated as your **Work** number is available within your P-TACTS account.

spto,	Patents ▼ Trademarks ▼ Fees and payment ▼ Contact Us ▼ MyUSPTO	
count 🖷		MyUSPTO hel
Personal information		
Company name		
A Look up		
Attorney bar membership		
US. State / Commonwealth / Territory Membership number Year of admission Select v Bar number Select v D		
Jelev . Antimier Jelev .		
Add another bar membership		
Professional Interest		
Default widgets will display according to your selected preferences. You can always add, remove, and re-order widgets at any time.		
🗹 Patents 🔽 Trademarks		
Contact information		
Alternate email address		
Jsed as a backup email for account change notifications. It should be unique and not shared. Phone(s) *		
Work V 2223334444 Ext		
Phone numbers are used for		
account validation.		
Add another phone number		
Fax		
Country *		
UNITED STATES ¥		
Street address *		
city *		
State "		
Select 🗸		
Zip *		
01.101.101.101.01.01.01.01.01.01.01.01.0		
Save		

Figure 8: Contact Information for MyUSPTO account activation setup

- 5. After saving your two-step authentication contact preferences and additional account information, you will be prompted to personalize your MyUSPTO widgets. A list of the widgets is set forth below.
 - MyUSPTO
 - Widget overview
 - Patent and Trademark docket widgets
 - Notifications on docket widgets
 - Custom workspaces
 - Two-step authentication

Once you have set up your widgets, select the gray **Get started** button.

	=					<mark>.</mark> 1
MyUSPT(A personalized to Don't show me to	Widget c Add, delete, anc your screen.	Patent an Create collection track, share, and Don't show me t	Notificati Patent and trade status changes. Don't show me t	Custom Create individual	Two-step authentication Two-step authentication Two-step authentication provides an extra layer of securit Account area to opt in.	ty to your account. Go to your Previous Get started

Figure 9: MyUSPTO widgets

 Once you have successfully logged into your MyUSPTO account, navigate to the Patents link in the black menu bar at the top on the page and select the **Patent Trial and Appeal Case Tracking System** link.

uspto			Patents - Trademarks -	Fees and payment - Contact U	s • MyUSPTO Ericso	
MyUSPTO		Patent Center				
		Search with Patent Public Search			MyUSP	PTO hel
# Home +		Check filing status			Home a	actions
		Search assignment				
	× PATENT ALERTS	Record assignment	RADEMARK AL	ERTS	^	×
Search	USPTO transitions to issuing electronic patents	Order certified Patent document	s ademark Basic	s Boot Camp returns Januar 9:57 AM ET	ry 9	
> File an application	December 21, 2023, 1:30 PM ET	Patent Trial and Appeal Case Tra		edback: Sign up as a custor	mer experience	
> Respond to correspondence from the USPTO	USPTO taking next step in transition	System	plunteer today	cubuck. Sign up us a custor	ner experience	
> Respond to a Notice of Allowance	December 21, 2023, 12:01 PM ET	Manual of Patent Examining Pro	cedure	3:43 AM ET		
> Make changes to your application	USPTO establishes new pre-applicatio	n assessment program to	Apply now for e	citing international career	opportunities as an I	IP
 File documents after your mark is registered to maintain or change your registration 	help American inventors		attaché			
Change an address Change attorney or domestic representative information	December 21, 2023, 8:42 AM ET Get alerts via email		Get alerts via ema			

Figure 10: Access P-TACTS from Patents drop-down

7. You will be taken to the P-TACTS landing page shown below, select the **Sign-In** link in the black menu bar located in the top right side of the page. Since you are already logged into your MyUSPTO account, you will not be prompted to enter your credentials again. Once you are signed into your MyUSPTO account, you are signed into P-TACTS and will see your name at the top right-hand corner of the black menu bar.

uspto	Patents	Trademarks	Fees and payment	Help +	MyUSPTO	Sign In 👻
Patent Trial and Appeal Case Tracking System (P-TACTS)						
						Help 👻
Welcome Patent Owners/Respondents Petitioners Information Contact Us		Sec	arch P-TACTS			
Welcome to the USPTO Patent Trial and Appeal Case Tracking System		360	ICIT-IACIS			
The Patent Trial and Appeal Case Tracking System (P-TACTS) is a system designed for the Patent Trial and Appeal Board (Board) for	4	AIA Review Numb	AIA Review	Number		
The Patient that and Append user fracking system (P-FACTS) is a system usegred for the Patient that and Append 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).		Patent Numb	er 🚯 🛛 Patent Nun	nber		
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 filina 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	App	plication Numb	er Application	Number		
to be the official means for electronically filing legal documents with the Board in connection with the following inter partes dispute to be the official means for electronically filing legal documents with the Board in connection with the following inter partes dispute troes-inter Partes Review (IPR). Transitional Prozram for Covered Business Method Patents (CBM). Post Grant Review (PGR), and		Party Nan	ne 🕦 Party Name)		
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	AIA R	eview/Case Typ	pe 🚯 🗹 IPR 🗹 CBM		☑ PGR ☑ DER	
as a patent owner or respondent in an inter partes dispute, and to perform certain actions during an inter partes dispute.		Tech Cent	er 🚯 Tech Cente	r		
		Clea	r All Search			

Figure 11: P-TACTS default landing page with sign-in menu option

8. Once you are signed into the P-TACTS system, your default view will be your case docket with case management options in the top-level blue menu bar. P-TACTS system navigation and functionality will be discussed in an upcoming section.

ket New submis	sion 👻									Search P-TACTS H
										Search P-IACTS I
	No. 11 Constant		D. L			All AIA reviews				
ending AIA revie		Motions	Rehearing requests	AIA reviews on appeal	Unsubmitted petitions	All AIA reviews				
Showing 1-25 of 53	records						For case milester	one information, hover ove	r the dotted underline in the Status	column. 🛛 🍸 🔘 🛓
AIA Review # 2 🔱	Filing date 1 ↓ (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
DER2022-00927	09/20/2022	Lead Counsel	Petitioner	15213245	9712658	SEMCO et al.	14289620	9712652		Petition filed
PR2022-04518	09/14/2022	Back-up Counsel	Petitioner			Taylor, Derek	08236648	5454656	-	Petition filed
PR2022-04746	09/12/2022	Lead Counsel	Petitioner			tc120558, John et al.	15213245	9712658		Petition filed
GR2022-00838	09/07/2022	Back+up Counsel	Petitioner			Chemical Corporation et al.	15156041	9712659		.Petition.filed
PR2022-04700	09/07/2022	Staff	Petitioner			Petitioner, Henry Petitioner et al.	15213245	9712658	Wilmot MFG Inc et al.	Institution Denied
PR2022-04690	09/06/2022	Lead Counsel	Petitioner			W, Fred et al.	15156041	9712659	Leeneea Tech et al.	Institution Denied
GR2022-00832	09/02/2022	Lead Counsel	Petitioner			Reilly Inc et al.	15156041	9712659	Quality Parts Manufacturing et al.	Institution Denied
PR2022-04651	09/02/2022	Lead Counsel	Petitioner			Hilgers, Tom et al.	15213245	9712658		Petition filed
GR2022-00830	09/01/2022	Lead Counsel	Petitioner			Reed, Donna et al.	15213245	9712658		Petition.filed
GR2022-00828	09/01/2022	Back-up Counsel	Petitioner			Address, All et al.	08183369	5555555		Petition filed
PR2022-04670	09/01/2022	Lead Counsel	Petitioner			Moore, Rebecca et al.	15213245	9712658	Frank Parts Inc et al.	.Trial.lostituted
PR2022-04666	09/01/2022	Lead Counsel	Petitioner			Simpson, Fran et al.	15156041	9712659	Hanks, Tom	.PQ.preliminary.response filed
PR2022-04655	09/01/2022	Lead Counsel	Petitioner			Williams, Fred et al.	15213245	9712658	Smith, Sarah et al.	Trial Instituted
PR2022-04654	09/01/2022	Back-up Counsel	Petitioner			Sampson, Tom et al.	15213245	9712658		Petition filed
IPR2022-04637	08/31/2022	Lead Counsel	Petitioner			Taylor, Test	15328505	10101010	Myself, Me	.Petition.filed

Figure 12: Example P-TACTS Signed-in user's case docket screen

3. User Roles and Privileges in P-TACTS

3.1 User Roles and Privileges

The P-TACTS system provides access through anonymous and registered P-TACTS user roles.

3.2 Anonymous User

In this role, users can perform an anonymous search in P-TACTS without logging into the system or having to create an account. However, access is limited to public documents and public case information.

3.3 Registered P-TACTS User Accounts

All users with a validated MyUSPTO account that matches the e-mail address in the user's P-TACTS account can view their docket for any cases where the user is a registered party, perform searches and in addition to accessing public documents and case information, the user will also be able to see private case documents and case information where the user is a registered party. Additionally, any registered PTACTS user account can be one of the four types of user roles for a particular AIA Trials Review case.

- Submitter Users can submit a petition or enter an appearance as a patent owner, and designate counsel within these processes for the associated AIA Review number. The Submitter user role is not a party to the AIA Review case unless designated as counsel or real party pro se.
- 2. **Lead Counsel** Users designated as Lead Counsel for an AIA Review case can view and submit documents, and add, delete, or make updates to the new Staff role.
- 3. Back-up Counsel For a party to a PTAB Trial case, all counsel that are not Lead Counsel must be designated as Back-up Counsel. There is no longer a separate role for a First Back-up Counsel. Users designated as Back-up Counsel for an AIA Review case can view and submit documents, but will NOT have the ability to add, delete, or make updates to the new Staff role.
- 4. **Staff** This is a new role where users can view and submit documents for an AIA Review case where Lead Counsel has added the Staff role user. This role is only visible to the party who submitted the Staff role for the particular AIA Review case.

Privileges – The Staff role can perform all the activities of a Lead/Back up counsel with the exception of adding another staff. All AIA Review cases that Staff user has been added to should appear on My Docket. Staff will NOT receive any email notifications concerning a case except when the Staff acts as Submitter to file a petition or enter an appearance for Patent Owner. Staff can only be added to an AIA Review case by Lead Counsel after the petition has been submitted. Staff, however, will be able to view, in the Notifications tab, any notifications for an AIA review sent by PTAB after the Staff has been added to that AIA

Review by Lead Counsel. Staff cannot view Staff on the opposing party, and Staff cannot view Payments of opposing party.

4. Patent Trial and Appeal Case Tracking System (P-TACTS) (Chapters 3 through 13)

4.1 Initiate New Petition

To initiate a new petition, navigate to the blue menu bar and select the **New submission** link located at the top left of the page. From the dropdown menu, select the **Initiate a new petition** menu option.

uspto				Pat	tents Trademarks	Fees and payment He	lp - MyUSF	рто	-
Patent Trial and Appeal Case Tra	acking System (P-TACTS)								
My docket New submission -						Search	P-TACTS Search	h Interference	e Help -
My do Initiate a new petition Enter appearance as patent owner/respondent Pending AIA reviews Notifications Motions Rehe	Enter appearance as patent owner/respondent ding AIA reviews Notifications Motions Rehearing requests AIA reviews on appeal Unsubmitted petitions All AIA reviews								
Showing 1-1 of 1 records				For case m	ilestone information, hover (over the dotted underline in the St	atus column.	TO	*
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	Hellio	Petition filed		
						25 per page 🕶 関	Page 1	of 1 🕨	M

Figure 13: P-TACTS menu selection for initiating a new petition

4.2 Create New Petition Wizard – Verification

- You will be taken to the **Create new petition** wizard that will guide you through the process of creating a new petition. P-TACTS will need to verify that there is a valid patent challenged in the petition before you can create your petition. Please note that all required fields within the Create new petition wizard screens are designated with a red asterisk.
- 2. Select a trial type for your submission. You can choose from the following options:
 - Derivation AIA Review
 - Inter Partes Review
 - Post Grant Review

uspto										
Patent Trial and Appeal Case Tracking System (P-TACTS)										
My docket New submission -										
Create new petition										
Create petition										
Verification	Verification									
Petition information	You need to verify that the patent in question exists before you can create a petition									
Claims challenged	The petition requirements can be found on the Federal Register 🗹									
Petition documents	Trial type *									
Relevant information	Select a trial type									
Real party	Select a trial type Derivation AIA Review Inter Partes Review									
Additional real party	Post Grant Review									
Review										

Figure 14: Initiate new petition verification section

3. In the example below, trial type **Inter Partes Review** was selected the challenged United States Patent Number is entered in the patent number field. Select the blue **Verify** button to proceed with petition creation.

uspto		Patents	Trademarks	Fees and payment	Help 🗸	MyUSPTO	
Patent Trial and Appeal Case Tracki	ng System (P-TACTS)						
My docket New submission -				S	earch P-TAC	TS Search Inter	rference Help -
Create new petition							
Create petition							
Verification	Verification					AIA	review #: -
Petition information	You need to verify that the patent in question exists before you can create a petition						
Claims challenged	The petition requirements can be found on the Federal Register 🕑						
Petition documents	Trial type *						
Relevant information	Inter Partes Review						~
Real party	Patent # *						
Additional real party	0101010						
Review	Clear form						Verify

Figure 15: Verification screen with trial type selected

4. If the patent does not exist, you will receive a popup message that the verification failed. Select the gray **Cancel** button to be taken back to the patent Verification page and enter the correct United States Patent Number.

uspto							
Patent Trial and Appeal Case Tracki	ng System (P-TAC	Verification failed ×					
My docket New submission +							
Create new petition		The patent number entered does not appear to be valid. Please check the entered patent number and if you would like to proceed, click 'Continue' to continue with the petition filing process.					
Create petition			-				
Verification	Verification	Cancel					
Petition information	You need to verify that the pater	nt in question exists before you can create a petition					
Claims challenged	The petition requirements can be found on the Federal Register ${f Z}$						
Petition documents	Trial type *						
Relevant information	Inter Partes Review						
Real party	Patent # *						
Additional real party							
Review	Clear form						

Figure 16: Failed verification for patent number not found

5. Once you have entered the correct patent number, re-select the blue **Verify** button.

uspto		Patents	Trademarks	Fees and payment	Help +	MyUSPTO	Ptab TEST, Petitioner 👻
Patent Trial and App	eal Case Tracking System (P-TACTS)						
My docket New submission -							Search P-TACTS Help +
Create New Petition							
Create petition							
Verification	Petition Documents						AIA review #: -
Petition Information	You need to verify that the Patent in question exists before you can create a Petition						
Claims Challenged	The petition requirements can be found on the Federal Register B						
Petition Documents	Trial type *						
Relevant Information	Inter Partes Review						~
Real Party	Patent # *						
Additional Real	0101010						
Party	Clear form						Verify
Review							

Figure 17: Verify patent number

- 6. The following patent information is displayed for the located patent number:
 - Title
 - Patent Number
 - Application number
 - Issue Date
 - Filing Date
 - Inventors
 - Assignees
 - Art unit

- Attorney Docket Number
- Correspondence Address
- Last Recorded Assignment

Also, from this screen you will have the ability to view more assignment information in the assignment query system from the link in the lower left-hand corner, to start over, or to create the petition and an AIA Review case number. Select the blue **Create petition** button.

uspto		Patents Trademarks	Fees and payment	
Patent Trial and App	eal Case Tracking System (P-TACTS)			
My docket New submission +				Search P-TACTS Help +
Create New Petition				
Create petition				
Verification				AIA review #: -
Petition Information	✓ Patent exists!			
Claims Challenged	United States Patent: 5555555			
Petition Documents	1100			-
Relevant Information	APPARATUS WHICH DETECTS)
Real Party	Patent Number 0101010	Application Number 00101010		
Additional Real Party	Issue Date	Filing Date		
Roview	09/10/1996	01/79/7994		
Notice	Inventors	Assignees		
	Art unit 2606	Attorney Docket Number		
	Correspondence Address	Last Recorded Assignment 03/18/1994		
	View more assignment information 🕑			
	Start over			Create petition

Figure 18: Example of successful patent number verification

4.3 Create New Petition Wizard – Petition information

- After the petition has been created, a green checkmark will be displayed next to the Verification section label on the left side of the screen to indicate that the verification section was successfully completed. If the verification section has a red X instead of a green checkmark, then an error has occurred for proper petition creation and needs to be addressed before completing the remaining sections of information for filing the petition. Once the Petition information screen is displayed, an AIA Review case number has been assigned for the initiated petition.
- 2. Please note that you will have 30 days from the assignment of the AIA Review number to submit the petition and that the petition will be deleted after 45 days if not submitted.
- 3. The **Petition information** section displays the following pre-populated information:
 - AIA Review number
 - Trial type
 - Patent number
 - Application number

- Art unit
- Tech center

At this point, you will have the opportunity to withdraw your petition by selecting the gray **Withdraw Petition** button and begin again. Notice that the continue button is blue and active. Select the blue **Continue** button to proceed with the petition creation process.

uspto		Patents Trademarks Fees and payment Help + MyUSPTO
Patent Trial and Appe	eal Case Tracking System (P-TACTS)	
My docket New submission +		Search P-TACTS Help
Create New Petition		
Create petition		
Verification	AIA Review Information	AIA review #3PR2022-02170
Petition Information	Note: You have 30 days from the assignment of this case number to submit this petiti	ion. The petition will be deleted in 45 days.
Claims Challenged	AIA review number IPR2022-02170	Trial type Inter Partes Review
Petition Documents	Patent number	Application number
Relevant Information	0101010	00101010
	Art unit	Tech center
Real Party	2606	2600
Additional Real		
Party	Withdraw Petition	Continue
Review		

Figure 29: Example Petition information section

4.4 Create New Petition Wizard – Claims challenged

The Claims challenged screen is displayed, with the following mandatory information fields marked with a red * asterisks:

- Challenged claims*
- Statutory grounds*
- Prior art*

After required information has been entered, the **Add** button will become active and is displayed in blue. The gray **Clear form** button is available if you want to reset the form. The blue **Add** button is available to create the listing of claims challenged by grounds and prior art for the petition. Select the blue **Add** button.

uspto		F	Patents	Trademarks	Fees and payment	Help 🗸	MyUSPTO	Smith, P 👻
Patent Trial and Appeal Case Trac	king System (P-TACTS)							
My docket New submission -							Search P-T	ACTS Help 👻
Create new petition								
Create petition								
✓ Verification	Claims challenged					AIA	review #: IPR2	023-00008
✓ Petition information							* indicates re	quired field
Claims challenged	Challenged claims *	Statutory grounds *						
Petition documents	1-20	35 U.S.C 103		*				
Relevant information	Prior art *							
Real party	Kaufhold and Bilenko							
Additional real party								
Review				11				
		Clear for	orm 🔽	Add				
	Withdraw petition							Continue

Figure 20: Claims challenged information entry screen

Notice the table grid at the bottom of the Claims challenged screen. All challenged claims will be grouped by the selected statutory ground and are listed in a table. Each listing of the challenged claims includes:

Challenged claims |Statutory grounds |Prior art |Actions

The Actions column includes an **Edit** and **Delete** icon for the corresponding challenged claims row. The petition may be withdrawn by selecting the **Withdraw petition** button, or if the challenged claims section is complete, select the blue **Continue** button.

uspto		Pa	tents Trademarks	Fees and payment	Help 👻	MyUSPTO	Smith, P 👻
Patent Trial and Appeal Case Track	king System (P-TACTS)						
My docket New submission +						Search P-	TACTS Help -
Create new petition							
Create petition							
✓ Verification	Claims challenged				AIA	review #: IPR2	023-00008
✓ Petition information						* indicates re	quired field
Claims challenged	Challenged claims *	Statutory grounds *					
Petition documents			~				
Relevant information	Prior art *						
Real party	Enter a reason for this challenge						
Additional real party							
Review			4				
		Clear form	n Add				
	Statutory ground 35 U.S.C 103						
	Visitatutory ground 35 0.5.0 103						
	Challenged claims	Statutory grounds	Prior art				ctions
	1-20	35 U.S.C 103	Kaufhold and Bilenko			ſ	Z Ö
	Withdraw petition						Continue

Figure 31: Claims challenged record added into Statutory ground table

4.5 Create New Petition Wizard – Petition documents

- 1. A green checkmark will be displayed next to the Claims section if at least one set of challenged claims has been added to the petition. Under the next section, **Petition documents**, you will see all information fields marked as mandatory with a red * asterisk, including:
 - Doc type (default selection "Paper")
 - Paper type (Select Paper type drop-down as Petition: as filed)
 - Availability (Select Availability)
 - Document name (Note that Document name has been prefilled)
 - Document (Select a file from your computer and upload your Document)
- 2. When a document has been selected for upload to your petition, the Add to list button will become active. The selected document will not be included with your petition until you select the Add to list button, and it is displayed in the List of documents table in the Petition documents screen. The Clear form button is available if the user needs to reset the form. To add the selected document to the List of documents table, select the blue Add to list button.

uspto			Pater	ts Trademarks	Fees and payment Help - M	yuspto				
Patent Trial and Appe	eal Case Tracking Syste	em (P-TACTS)								
My docket New submission +						Search P-TACTS Help +				
Create New Petition										
Create petition										
Verification	Petition Documents				AIA review	v number: IPR2022-0217				
 Petition Information 						* indicates required field				
✓ Claims	Doc type *	Paper type *			Availability *	Search PTACTS Help • AIA review number: IPR2022-0217 * indicates required field				
Cha	Paper O Exhibit	Petition : as filed			Parties and Board	~				
Petition Documents										
Relevant Information	Document name *									
Real Party	Petition : as filed									
Additional Real						19775				
Party	Document *									
Review	Select file Pet.pdf					×				
					Clear	form Add to list				
	List of documents									
	Doc # Upload date Doc type	Paper type	Document name		Pages Availabilit	ty Actions				
	Withdraw Petition					Continue				

Figure 22: Selection of petition documents screen

3. An example of a petition document added to the **List of documents** table is provided below.

uspto				Patents Trad	demarks Fees and paym	ent Help •	- MyUSPTO	n.			
Patent Trial and App	oeal Case Trackir	g Syst	em (P-TACTS)								
My docket New submission +							Sean	ch P-TACTS Help -			
Create New Petition											
Create petition											
 Verification 	Petition Document	s				AIA	review number	: IPR2022-02171			
 Petition Information 							* indicat	es required field			
✓ Claims	Doc type *		Paper type *		Availability *						
Challenged	Paper O Exhibit		s	Select an availability							
Petition Documents											
Relevant Information	Document name *										
Real Party								0/75			
Additional Real	Document *										
Party	Select file							×			
Review											
							Clear form	Add to list			
	List of documents										
	Doc # Upload date	Doc type	Paper type	Document name		Pages A	vailability	Actions			
	05/09/2022 10:02 AM I	T Paper	Petition: as filed	Petition : as filed		1 Pi	arties and Board	or 8			
	Withdraw Petition							Continue			

Figure 23: Petition document added to the List of documents table

- 4. To add an additional document to the petition, again complete all required fields. For example, to add a Power of Attorney document, the document type is Paper and select the **Paper type** drop-down as Notice: Power of Attorney. Select **Add to list** button and your Power of Attorney document is displayed in the **List of documents** table.
- 5. To add exhibits or supporting documentation to your petition, select **Doc type** as Exhibit, and complete all required fields. When finished, select the blue **Add to list** button for each exhibit to be added to the petition.

Petit	tion documents					A	IA review number: I	PR202	
							* indicate	es requir	ed fiel
Doc ty ⊖ Pape	pe* er e Exhibit								
Exhibit	t number *			Availability *					
1005				Parties and Board	~				
Decum	nent name *								
	n et al.								
					12/75				
Docum	nent *								
Sele	ect file Brown_exh	n.pdf			×				
					Clear form Add to list				
List of	fdocuments								
Doc #	Upload date	Doc type	Paper type		Document name	Pages	Availability	Action	15
	09/23/2022 11:00 AM ET	Paper	Petition: as filed		Petition : as filed	1	Public	ľ	Ô
	09/23/2022 11:01 AM ET	Paper	Notice: Power of Attorney		Notice : Power of Attorney	1	Public	ľ	Ō
1001	09/23/2022 11:02 AM ET	Exhibit	-		U.S. Patent No. 9,356,789	1	Public	ď	Ô
1002	10/05/2022 04:04 PM ET	Exhibit			Declaration of Dr. John Doe	1	Parties and Board	ß	ũ
1003	10/05/2022 04:05 PM ET	Exhibit	-		Lund et al.	1	Public	ď	Ô
1004	10/05/2022 04:06 PM ET	Exhibit			Driver et al.	1	Public	ß	Ō
With	draw petition							Con	tinue

Figure 24: Exhibit document in process of addition to List of documents table

6. When all documents, including all papers and exhibits, have been added to the **List of documents** table, select the blue **Continue** button.

Create petition										
Verification	Petit	ion documents					A	IA review number: IF	PR202	
Petition information								* indicate	s requir	ed field
✓ Claims challenged	Doc typ	oe* er ○ Exhibit								
Petition documents										
Relevant information	Paper 1	ype *			Availability *					
Real party	Selec	t a paper type		~	Select an availability	~				
Additional real party	Docum	ent name *								
Review										
	Docum									
		ict file								
						Clear form Add to list				
	List of	documents								
	Doc #	Upload date	Doc type	Paper type		Document name	Pages	Availability	Action	na
		09/23/2022 11:00 AM ET	Paper	Petition: as filed		Petition : as filed	1	Public	B,	
		09/23/2022 11:01 AM ET	Paper	Notice: Power of Attorney		Notice : Power of Attorney	1	Public	8	
	1001	09/23/2022 11:02 AM ET	Exhibit	-		U.S. Patent No. 9,356,789	1	Public	B,	Ħ
	1002	10/05/2022 04:04 PM ET	Exhibit			Declaration of Dr. John Doe	1	Parties and Board	ß	Ŧ
	1003	10/05/2022 04:05 PM ET	Exhibit			Lund et al.	1	Public	8	Π
	1004	10/05/2022 04:06 PM ET	Exhibit			Driver et al.	1	Public	8	Û
	1005	10/05/2022 04:20 PM ET	Exhibit			Brown et al.	21	Parties and Board	B,	Π
	With	draw petition							Cor	ntinue

Figure 25: All petition documents displayed within the List of documents table

4.6 Create New Petition Wizard – Real party

- 1. The Relevant information section is where you will add the real parties in interest. For the **Real party in interest** screen, you will see mandatory sections marked with red asterisks (*), including the following information:
 - Party type (Individual or Organization)
 - Pro se (Yes or No)
 - Petitioner information:
 - First name*
 - Last name*
 - Email
 - Phone number
 - Extension
 - Fax number
 - Location information:
 - Country*
 - Address 1
 - Address 2
 - City
 - State/Province* (Mandatory for Canada, United Kingdom, and United States selections)
 - Zip
- 2. After all required fields have information entered, the Add petitioner button becomes blue and is now active. If the Real party in interest input screen needs to be reset, select the gray Clear button. The current petition session may be canceled altogether by selecting the gray Withdraw petition button. If all Real party in interest input is complete, select the blue Add petitioner button, and then the blue Continue button.

uspto			Patents Trademarks Fees an	nd payment Help + MyUSPTO Smith, P +
Patent Trial and Appeal Case Tracl	king System (P-TACTS)			
My docket New submission +				Search P-TACTS Help +
Create new petition				
Create petition				
✓ Verification	Real party in interest			AIA review #: IPR2023-00008
✓ Petition information	Party type *			* indicates required field
✓ Claims challenged	Individual Organization			
✓ Petition documents	Pro se *			
Relevant information	⊖Yes ⊛No			
Real party	Petitioner information		Location information	
Additional real party	First name *	Last name *	Country *	
Review	John	Doe	UNITED STATES	~
	Email		Address 1	Address 2
	jdoe.email@gmail.com		524 Lexington Ave.	Ste. 101
	Phone number	Extension	City	State/Province *
	4142221234		Alexandria	VIRGINIA 🗸
	Fax number		Zip	
			22304	
				Clear Add petitioner
	Withdraw petition			Continue

Figure 26: Real party in interest information entry screen

4.7 Create New Petition Wizard – Additional real party

1. A green checkmark will be displayed next to the **Real party** section after the petitioner Real Party has been added to the petition. Notice that the **Counsel** section only appears after the **Real party** section has been completed for a petition with a Pro se value of "No" selected.

If an **Additional real party** needs to be added to the petition, enter all required information for each Additional real party and select the blue **Add to list** button for each additional Real party entity. When all additional real parties have been added to the **List of additional real party in interest**, select the blue **Continue** button. Alternatively, if no Additional Real party is required, select the blue **Continue** button to proceed to the next petition wizard form section.

uspto				Patents	Trademarks Fees and g	payment Help -	MyUSPTO	
Patent Trial and App	peal Case	Tracking Sy	stem (P-TACTS)					
My docket New submission +							Search	P-TACTS Help -
Create New Petition								
Create petition								
✓ Verification	Additional	Real Party in Int	erest				AIA review #	: IPR2022-0217
 Petition Information Claims 	Party type *	Organization					* indicates	required field
Challenged	Petitioner info	ormation		Location information				
✓ Petition	First name *		Last name *	Country *				
Relevant Informatic	Jane		Doe	UNITED STATES	~			
✓ Real Party	Email			Address 1		Address 2		
Additional Real Party	Phone number		Extension	City		State/Province *		
Counsel						DISTRICT OF CO	LUMBIA	~
Review	Fax number			Zip				
							Clear	Add to list
	List of Additi	onal Real Party in In	iterest					
	Name	Individual or Organization	Address	Email		Phone number	Fax number	Action(s)
			No Additional Real Party in in	terest added yet, use the form above to add Additional	l Real Party in interest.			

Figure 27: Additional real party

2. Note that at any time you may select the gray **Withdraw petition** button to exit the petition creation process and the AIA review number will be deleted. To proceed with petition creation, select the blue **Continue** button.

uspto						Patents	Trademarks	Fees and payment	Help +	MyUSPTO	
Patent Trial and Appe	al Case Tra	acking Syst	em (P-TACTS	S)						Search	P-TACTS He
Create New Petition											
Create petition											
✓ Verification	Additional	Real Party in In	terest							AIA review #	#: IPR2022-0;
 Petition Information Claims Challenged 	Party type * Individual Petitioner info	 Organization ormation 			Locat	tion information				* indicate:	s required fie
✓ Petition Documents Relevant Information	First name *		L	ast name *	Count	try *		¥			
✓ Real Party Additional Real Party	Email				Addre	ess 1		Address 2			
Counsel Review	Phone number	r	E	xtension	City			State/Provin	ce*		
Review											
	Fax number				Zip						
										Clear	Add to list
	List of Additi	ional Real Party in Ir	nterest								
	Name	Individual or Organization	Address			Email			Phone number	Fax number	Action(s)
	Jane Doe	Individual	DC, US								13° 18
										-	
	Withdraw Po	etition									Continue

Figure 28: Additional real party added to list

4.8 Create New Petition Wizard – Counsel

1. You will not see the **Counsel Section** until you have entered the Real party. And you will not see the **Counsel Section** if the Real party is pro se.

The **Counsel Section** provides information fields to enter the petitioner's counsel information. Search for a counsel user by email address or by the USPTO Registration number in the **Find counsel by email address or registration number** field, and click the magnifying glass icon to search. Once the counsel user is located, you will need to enter the required fields as indicated with red asterisks (*) in the Counsel screen:

• Counsel type* – (Lead counsel or Back-up counsel)

Personal information:

- Find counsel by email address or registration number* (An exact email address or registration number is required for search retrieval to pre-populate this screen.)
- First name* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user's first name.)
- Last name* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user's last name.)
- Email* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO email account address.)
- USPTO registration #* (This information is pre-populated from the counsel user's P-TACTS account and read-only if previously entered. However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)
- Phone number* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO work phone.)
- Fax number

Location information:

Please note that the following information fields are stored only with the current petition AIA Review case number record.

- Country*
- Address 1
- Address 2
- City
- State/Province* (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

2. For each counsel to be added to the **List of counsel** table, select the blue **Add** button after entering all required information.

uspto			Patents Trademarks Fee	es and payment Help - MyUSPTO Petitioner, Paul -			
Patent Trial and Appeal Case Tra	acking System (P-TACTS)						
My docket New submission - Create new petition				Search P-TACTS Search Interference Help -			
Create petition							
✓ Verification	Counsel			AIA review #: IPR2023-01039			
✓ Petition information	Counsel type *			* indicates required field			
✓ Claims challenged	Lead counsel O Back-up counsel						
✓ Petition documents	Personal information	Location information					
Relevant information	Find counsel by email address or registrati	Country *					
✓ Real party		<mark>م</mark> ×	UNITED STATES	~			
Additional real party	First name *	Last name *	Address 1	Address 2			
× Counsel	Ericson	Baker	256 Clear Lake Rd				
Review	Email *	USPTO registration # *	City	State/Province *			
	ebaker2022ptacs@gmail.com	4984860186	Lexington	VIRGINIA ~			
	Phone number	Fax number	Zip				
	5555554781		32545				
				Clear form Add			
	List of counsel			Phone			
	Counsel type Name	Email		USPTO reg # number Fax number Actions			
		No counsel added yet. Use	the form above to add counsels.				

Figure 29: Counsel information entry screen

3. When all counsel has been added to the **List of counsel** table, select the blue **Continue** button.

uspto						Patents Trademark	s Fees and payment F	Add Counsel
Patent Trial and Appea	al Case Trackin	g System (P-T/	ACTS)					Successfully added counsel
My docket New submission +								Search P-TACTS Help
Create New Petition								
Create petition								
✓ Verification	Counsel							AIA review #: IPR2022-02171
✓ Petition Information	Counsel type *							* indicates required field
✓ Claims Challenged	Lead counsel Bac							
✓ Petition Documents	Personal information				Location info	rmation		
Relevant Information	Find counsel by email	address or registration numl	ber		Country *			
✓ Real Party				Q, X			~	
✓ Additional Real Party	First name *		Last name *		Address 1		Address 2	
✓ Counsel	Email *		USPTO registration #		City		State/Province	
Review	Linn		-		City		Staterrive	~
	Phone number *		Fax number		Zip			
								Clear form Add
	List of counsel							
	Counsel type	Name	Email	U	SPTO reg #	Phone number	Fax number	Action(s)
	Lead Counsel	John Doe	/firm@gmail.com	10	001	555-555-2222		/ 8
	Withdraw Petition							Continue

Figure 4: Counsel entry screen continued

4.9 Create New Petition Wizard – Review

 A green checkmark is displayed next to each Create petition wizard section that has the required information entered. Any previously completed section may be accessed and edited by selecting the section label in the left-hand pane. If no further changes or additional information is required, select the blue **Pay and submit** button to complete the petition creation process. If there is an error in any section, a red X will be displayed next to that section. Navigate to that section to correct the error. Detailed information will be provided in the section concerning the error and what corrections need to be made to continue.

uspto							Patents	Trademarks Fees and paym	ent Help •	MyUSPTO Smith, P
Patent Trial and Appeal Case Tra	cking System (P-TAC	TS)								
docket New submission +										Search P-TACTS Hel
Create new petition										
Create petition										
✓ Verification	AIA review number	r: IPR2023	-00008							
✓ Petition information	Status INITIATED	Pater	nt number 9845948		Art Unit 2486		Parties Doe, John	n v		Expand all Collapse a
✓ Claims challenged	~ Documents									Expand all Collapse a
✓ Petition documents	- Documents									
			Documents					Claims		
Relevant information	Papers				т 🔘	Exhibits				т 🔘
✓ Real party	Filing date (mm/dd/yyyy)	Paper type	Document name	Pages	Availability	Exhibit # 🔸	Filing date (mm/dd/yyyy)	Document name	Pages	Availability
Additional real party		Labar (3ba	Document name	rages	Avalability					
✓ Counsel	10/03/2022 05:26 PM ET	Petition: as filed	Petition : as filed	1	Public	1004		1004A - 953 File History (1 of 2)	1	Public
Review	10/03/2022 05:26 PM ET	Notice: Power of Attorney	Notice : Power of Attorney	1	Public	1004	10/03/2022 05:38 PM ET 10/03/2022 05:36 PM ET	1004B-953 File History (2 of 2)	1	Public
		Attorney				1002	10/03/2022 05:36 PM ET		1	Public
						1001	10/03/2022 05:35 PM ET		1	Public
	Relevant information	n								
	> Real party									
	> Counsel									
	> Payments									
	Withdraw petition									Pay and submit

Figure 5: Review petition information screen

2. After selection of the blue Pay and submit button, a popup window is displayed where you can enter your Attorney docket number to association the AIA Trials case number to the payment. Enter your Attorney docket number to create the payment association and select the gray Save docket number and continue button, or select the gray Continue without docket number button to proceed with payment submission.

Associate Attorney Docket Number to Case?	×
• You can optionally associate an attorney d Attorney docket number (optional)	ocket number to this case to track fees.
Continue without docket number	Save docket number and continue

Figure 6: Associate an Attorney docket number to a case to track fees

3. In this example, you will enter your Attorney docket number and select the gray Save docket number and continue button.

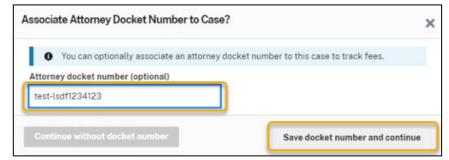


Figure 33: Attorney docket number entered into the Associate Attorney docket number field

4. After selecting the Save docket number and continue button, you are returned to the Initiate petition review page with a displayed success message. Select the blue **Pay and submit** button to make a payment and file the petition.

AIA review number	er: IPR202	3-01049							
Status INITIATED	Paten	tnumber 9658471		Art Unit –		Parties Smith, I	P v		Expand all Collaps
~ Documents									Expand an Conap:
		Documents					Claims		
Papers				TO	Exhibits				TO
Filing date (mm/dd/vvvv)						Filing date (mm/dd/yyyy)	Document name		
	Paper type	Document name	Pages	Availability	Exhibit # 🔸		Document name	Pages	Availability
	Petition: as filed	Petition : as filed	78	Board	1001	07/28/2023 08:09 AM	test	1	Parties and Board
	Notice: Other	Notice : Other	1	Filing Party and Board					
09/12/2023 01:08 PM ET	Notice: Power of Attorney	Notice : Power of Attorney	29	Public					
Relevant information	on								
> Real party									
> Counsel									
	Status INITIATED > Documents Papers Filing data firmin ddf/syryy) 07/28/2023 08:08 AM ET 07/28/2023 08:08 AM ET 07/28/2023 08:08 AM ET 07/28/2023 08:08 AM ET 07/28/2023 08:08 AM ET	Status INITIATED Pater Documents Papers Trigg data frem dd/yyyy) Paper type Trigg data (Trigg 2023 08:08 AM Pettion: as filed ET On/22023 08:08 AM Notice: Power of ET Relevant information > Real party	Documents Documents Papers find data graysyyyy Paper type Document name d7/28/2023 08:08 AM Petition: as filed Petit	Status NUMBRE Patent number 9658471 Documents Documents Pepers 07/28/2023 08.08 AM Petition: as filed 78 60/28/2023 08.08 AM Notice: Other Notice: Other 1 00/28/2023 01.08 PM Notice: Power of Attorney 29 Relevant information > Real party 	Status INITATED Patent number 9658471 Art Unit - Documents Documents Filing data 07/28/2023 06:08 AM Petitors as filed 78 Board 07/28/2023 06:08 AM Notice: Other 1 Filing Party and Board ET Of0/22/2023 01:08 PM Notice: Power of Notice: Power of Attorney 20 Public Relevant information > Real party 	Status INTIALED Petent number 9658471 Art Unit Documents Document nume Pages Availability 01728/2023 08:08 AM Petition: as filed 78 Board 01728/2023 08:08 AM Notice: Other Filing Party and Board Filing Party and Board Contraction Exhibits # Document nume Pages Availability Document nume	Status INTIALED Patent number 9658471 Art Unit Parties Smith, I Documents Documents Figure date (Sympth) Paper type Document name Pages Arailability Document a filed T Paper type Document name Pages Arailability Document name Pages Pages<td>Status INTIME Patent number 9658471 Art Unit Parties Smith, Pv Documents Documents Claims Papers Document name Pages Arailability 07/28/2022 08:09 AM Petriors Document name Pages Arailability 07/28/2023 08:09 AM Petriors Orize/2023 08:09 AM test</td><td>Status INTARE Patent number 9658471 Art Unit _ Parties Smith, P.v <</br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></td>	Status INTIME Patent number 9658471 Art Unit Parties Smith, Pv Documents Documents Claims Papers Document name Pages Arailability 07/28/2022 08:09 AM Petriors Document name Pages Arailability 07/28/2023 08:09 AM Petriors Orize/2023 08:09 AM test	Status INTARE Patent number 9658471 Art Unit _ Parties Smith, P.v

Figure 7: Attorney docket number successfully associated to the AIA case number

4.10 Make Payment

1. After selecting the **Pay and submit** button, the **Make Payment** page is displayed. The petition total fee along with each item price and fee code are displayed for the associated AIA Review case number. If you entered an Attorney docket number to associate to payments for the case, your Attorney docket number will be displayed in the payment page.

uspto					About Us	Careers	Contact Us
Make Payn	nent						
						4	Help
payment and you wi		ess over. You may use	redit card daily limit. Please do not pay us a debit card, deposit account, or EFT to s				
Payment							
Order Details ()							
TOTAL \$41,500.00							
Sale Item Reference #	Sale Item Reference #2	Attorney Docket #	Fee Code 🟮	Fee Amount	Qty		Item Total
IPR2023-01049	IPR2023-01049	test-isdf1234123	1406	\$19,000.00	1		\$19,000.00
IPR2023-01049	IPR2023-01049	test-isdf1234123	1414	\$22,500.00	1		\$22,500.00
Payment Informa Required fields *	tion						
Payment Options * 🕄	Stored Payment Method Credit/Debit Card						
Stored Payment Method *	(select from drop down list)		•				
	Submit Payment Cancel						

Figure 35: Attorney docket number associated to each sales item in the payment page

Please refer to the USPTO accepted payment methods described at URL: www.uspto.gov/learning-and-resources/fees-and-payment/accepted-payment-methods.

Note that payment accounts must have permissions assigned to each user for each account through the Financial Manager portal, wherein each user account is the user's USPTO account.

See the Financial Manager portal for more information on assigning permissions to each user at URL: <u>https://fees.uspto.gov/FinancialManager/</u>.

2. Select the payment method allowed to pay the total amount for the petition. For instance, as shown below, a credit card may not be used because the payment for the petition exceeds the United States Department of the Treasury's credit card daily limit of \$24,999.99. In this example, the user will select the **Stored Payment Method** payment option.

uspto				٨	bout Us	Careers	Contact Us
Make Pay	ment						
						۵	Help
payment and you w	r exceeds the United States Depart ill be required to start the order pri methods page for more informatio	ocess over. You may use a del					
Payment							
Order Details 6							
TOTAL \$41,500.00							
Sale Item Reference #	Sale Item Reference #2	Attorney Docket #	Fee Code ①	Fee Amount	Qty		Item Total
IPR2023-01049	IPR2023-01049	test-Isdf1234123	1406	\$19,000.00	1		\$19,000.00
IPR2023-01049	IPR2023-01049	test-Isdf1234123	1414	\$22,500.00	1		\$22,500.00
Payment Inform Required fields *	ation						
Payment Options * 🜖	Stored Payment Method Credit/Debit Card)					
Stored Payment Method *	(select from drop down list)		•				
	Submit Payment Cancel						

Figure 86: Petition payment screen with payment options

3. Select the **Stored Payment Method** drop-down and then the desired payment method to continue with the payment transaction.

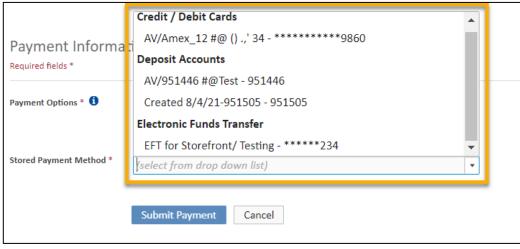


Figure 9: Stored payment method listing for selection.

4. Once the payment option and payment method have been selected, proceed with required information field entry, with all required fields identified with a red asterisk (*). When all information has been entered, select the blue **Submit Payment** button to process the payment.

4.11 Petition Submission Successful

1. If your payment and submission was successful, a confirmation message is displayed.

uspto								Pat	tents Tra	demarks	Fees and payment	Help 🗸	MyUSPTO	Smith, P 👻
Patent Trial	and Appeal Case	Tracking System	(P-TACTS)											
My docket New submission	•												Search P-T	ACTS Help -
United States Patent and Trademark Office												Alexa	indria, VA 223	USPTO Box 1450 113-1450 spto.gov
Petition submission	successful for IPR2023-000	08												
 Your payment 	ent was successful and the petition	has been submitted.												
If you experien	ce any problems, please contact PT	AB at 571-272-7822 during norm	I business hours. If th	ne issue occurs after the	normal business hours, p	lease email your petition	and any relate	d documents to Trials	s@uspto.gov	and PTAB	P-TACTSAdmin@uspt	o.gov.		
Fee payments recei	pt													
													🖨 Print R	eceipt
AIA REVIEW NUMBE	R		AIA REVIEW TYPE											
IPR2023-00008			Inter Partes Review											
PATENT OWNER/RE 9845948	SPONDENT'S PATENT NUMBER		RECEIPT DATE 10/03/2022 18:10:00	IFT										
PAYMENT STATUS			TOTAL PAYMENT											
CLEARED			\$41,500.00											
Payment Summary														
Transaction Date F	Payment Method	Description		Fee Code	Quantity	Fee Amount	Fee Total							
10/03/2022 18:10:00		Inter Parties Review Post-Institution fe		1414	1	\$22,500.00	\$22,500.00							
10/03/2022 18:10:00		Inter Parties Review request fee-up to	20 claims	1406	1	\$19,000.00	\$19,000.00							
						Total Fees	\$41,500.00							

Figure 38: Successful petition payment and submission

2. To access the submitted AIA Review case number, select **My docket** from the blue menu bar and locate the AIA Review case number within the **Pending AIA reviews** tab.

5. Enter Appearance as patent owner/respondent

5.1 Enter Appearance as patent owner/respondent

To upload an initial mandatory notice as a Patent Owner/Respondent, select the **New Submission** menu option from the blue menu bar and then select **Enter appearance as patent owner/respondent**.

uspto							Pa	tents Trademarks	Fees and payment He	elp - MyUSPTO	-
Patent Tria	l and Appea	al Case Trac	king Syst	em (P-TACTS)							
y docket New submissio	on -								Searct	h P-TACTS Search Inte	erference Help
My do Enter appear Pending AIA review Showing 1-1 of 1 record	ance as patent owner/responses Notifications		ng requests AIA	reviews on appeal Unsubr	mitted petitions All AIA r	reviews	For case n	ilestone information, hover	over the dotted underline in the S	Status column.	7 0 ±
AIA Review # 2 ↓	Filing date 1 4 (mm/dd/yyyy)	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	Petition filed	
									25 per page 🕶 🚺	Page 1 0	f1 🕨 🕨

Figure 10: Enter appearance as patent owner respondent

5.2 Mandatory Notice Wizard – Verification

1. You will be taken to the **Mandatory notice wizard** verification section. Type in your Patent number, Application number, or AIA Review number, and select the blue **Search** button.

uspto		Patents	Trademarks	Fees and payment	MyUSPTO	
Patent Trial and Appeal Case Tracki	ing System (P-TACTS)					
My docket New submission +						Search P-TACTS Help -
Mandatory Notice						
Create initial Mandatory Notice						
Verification	Verification					AIA review #: -
Petition Information	Verification for Patent Owner's initial appearance in the below case					
Documents	Enter your Patent Number or Application Number or AIA Review Number *					
Relevant Information	IPR2022-02171			Search		
Real Party	Giving false or misleading information to the United States government is a crime. 18 U.S.C. 1001.					
Additional Real Party						
Review						
	Clear				Creat	e mandatory notice
					_	

Figure 40: Verification section

- 2. A table will appear below the search field with details for the Patent, Application, or AIA review number that you searched. The table will include the following information:
 - AIA Review number
 - Filing date
 - Petitioner application number
 - Petitioner patent number
 - PO/Respondent application number
 - PO/Respondent patent number
 - Petitioner name

- PO/Respondent name
- Status

Select the desired AIA Review case number to enter an appearance as a patent owner or respondent and then select the blue **Create mandatory notice** button. You may clear your information in the **Verification** section and try again if you do not see an AIA review number of your choice.

uspto							Patents	Trademarks	Fees and payment	Help -	MyUSPTO	
Patent Trial and Appeal Case T	racking System (P	-TACTS))									
My docket New submission +												Search P-TACTS Help +
Mandatory Notice												
Create initial Mandatory Notice												
Verification	Verification											AIA review #: -
Petition Information Verification for Patent Owner's initial appearance in the below case												
Documents	Enter your Patent Nur	nber or Applicat	tion Number or	AIA Review Nu	mber*							
Relevant Information	IPR2022-02171								Search			
Real Party	Giving false or mislead	ling information	to the United St	tates governme	ent is a crime, 18 U.	S.C. 1001.						
Additional Real Party												
Review	Select the AIA Review in	which you would	d like to participa	te								
	Select AIA Review #	Hing date (mm/dd/yyyy)	Petitioner application #	Petitioner patent #	PO/Responde nt app #	PC/Responde nt patent #	Petitioner name		PO/Responde	nt name		Status
	IPR2022-02171	05/09/2022			00101010	0101010	Doe, John et al.		-			Pending
											_	
	Clear										Creat	te mandatory notice

Figure 41: Select an AIA review case

5.3 Mandatory Notice Wizard – Petition information

- If the mandatory notice was successfully created, you will see a green checkmark next to the Verification section label on the left side of the screen. If the Verification section is marked with a red X, it indicates an error that needs to be addressed before completing your mandatory notice.
- 2. Under the next section, **Petition information**, you will see the following pre-populated read-only information:
 - AIA Review number
 - Trial type

Petitioner's information:

- Patent number
- Application number
- Art unit
- Tech center

Patent owner/Respondent's information

• Patent number

- Application number
- Art unit
- Tech center

You review the Petition information. If the information is incorrect, select the gray **Delete mandatory notice** button and try again. Otherwise, select the blue **Continue** button.

uspto		Patents	Trademarks	Fees and payment	Help +	MyUSPTO	Ptab TEST, Petitioner 👻
Patent Trial and Appeal Case Tracki	ng System (P-TACTS)						
My docket New submission +							Search P-TACTS Help +
Mandatory Notice							
Create initial Mandatory Notice							
	Petition Information					AIA rev	iew #: IPR2022-02171
✓ Verification	and the second					AIRTO	IN P. IFREVEL VEITI
Petition Information	AIA review number	Trial type					
Documents	IPR2022-02171	Inter Partes Rev	ew				
Documents							
Relevant Information	Patent Owner/Respondent's Information						
Deal Deater	Patent number	Application num	there is a second s				
Real Party	0101010	00101010	iber				
Additional Real Party		00101010					
	Art unit	Tech center					
Review	2606	2600					
	Delete mandatory notice						Continue

Figure 42: Petition information

5.4 Mandatory Notice Wizard – Documents

- 1. Notice the green checkmark indicating that you have completed the Petition information section. Again, if the petition information section was marked with a red X, you will need to be address the issue before completing your mandatory notice.
- 2. Under **Documents**, you will see mandatory fields with red * asterisks.
 - Doc type* (Notice the document type field is pre-populated and read-only)
 - Paper type* (Select the Paper type text box and select Mandatory notice)
 - Availability* (Select Availability)
 - Document name (Notice that Document name has been prefilled)
 - Document (Select a file from your computer and upload your Document)

After entering values into the required fields, the **Add to list** button changes to blue and is active. If the entered values are incorrect, you can select **Clear form** and try again. Otherwise, select the **Add to list** button to add your document to the List of documents.

uspto					Patents Trad	emarks Fees and	payment Help •	MyUSPTO	Ptab TEST, Petitioner 🔹
Patent Trial and Appeal Case Tracki	ng Syste	em (P-TACTS)							
My docket New submission +									Search P-TACTS Help +
Mandatory Notice									
Create initial Mandatory Notice									
✓ Verification	Docume	nts						AIA rev	view #: IPR2022-02171
✓ Petition Information								* is	ndicates required field
Documents	Doc type *			Paper type *		Availabi	lity *		
Relevant Information	Paper			Notice : Mandatory	/ Notice	Parties	and Board		~
Real Party	-			-					
	Paper Document name * Notice : Mandatory Notice			Document *					100
Additional Real Party	Notice : Mar	ndatory Notice		Select file	MN.pdf				×
Review								Clear for	rm Add to list
								-	
	List of docum	ents							
	Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	1	Action(s)
				No document a	dded yet. Use the form above to add document	5.			
	-								
	Delete mar	ndatory notice							Continue

Figure 43: Documents section

3. You can add more document such as Power of Attorney to the List of documents by selecting **Paper type** as **Power of Attorney**. You enter all required information, and select the **Add to list** button to add your document to the List of documents.

andatam Nation								Search P-TACTS
andatory Notice								
eate initial Mandatory Notice								
✓ Verification	Docum	nents					AI	IA review #: IPR2022-
✓ Petition Information	- -							* indicates remuire
Documents	Doc type	· · · · · · · · · · · · · · · · · · ·		Paper type *		Availability *		
Relevant Information	Paper			Notice : Power of Attorne	У	Parties and	Board	
Real Party	Documen	t name *		Document *				
Additional Real Party	Notice :	Power of Attorney		Select file PO.pd1				
Review								ar form Add to
							Cite	ar form Add to
	List of doc	uments						
	Doc #	Upload date	Dec type	Paper type	Document name	Pages	Availability	Action(s)
	-	05/09/2022 11:16 PM ET	Paper	Notice: Mandatory Notice	Notice : Mandatory Notice	1	Parties and Board	or 8

Figure 44: Document to be added to the List of documents table

4. After you add all documents, select the blue **Continue** button to proceed to the next section.

uspto					Patents Tradema	ks Fees and pay	ment Help -	MyUSPTO	
Patent Trial and Appeal Case	Tracking Sys	tem (P-TACTS)							
My docket New submission -								Search	h P-TACTS Help +
Mandatory Notice									
Create initial Mandatory Notice									
✓ Verification	Docum	ents						AIA review #:	IPR2022-02171
Petition Information								* indicate	es required field
Documents	Doc type	61		Paper type *		Availability *			
Relevant Information	Paper			Choose a paper type		Select an av	ailability		*
Real Party		Document name *							
	Document	t name *		Document *					×
Additional Real Party				Select file					^
Review								Clear form	Add to list
	List of doc	uments							
	Dec #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Activ	yn(s)
	-	05/09/2022 11:16 PM ET	Paper	Notice: Mandatory Notice	Notice : Mandatory Notice	1	Parties and Board	cs,	8
	-	05/09/2022 11:18 PM ET	Paper	Notice: Power of Attorney	Notice : Power of Attorney	1	Parties and Board	d Car	
	Delete	nandatory notice							Continue
	Deleter	nanuatory notice							Continue

Figure 45: Continue with mandatory notice

5.5 Mandatory Notice Wizard – Real Party

- 1. A green checkmark will be displayed next to the Documents section. This indicates that you have completed the Documents section.
- 2. Under **Real Party in interest**, you will see mandatory fields with red * asterisks. Note that at any time, you can select the **Delete mandatory notice** gray button to delete it.
- 3. Real party in interest information fields include:
 - Party type (Individual or Organization)
 - Pro se (Yes or No)

Patent owner information:

- First name*
- Last name*
- Email
- Phone number
- Extension
- Fax number

Location information:

- Country*
- Address 1
- Address 2
- City
- State/Province* (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

After all required information has been entered, the blue **Add real party** button becomes active. Select the blue **Add real party** button.

uspto			Patents Trademarks Fees and pa	vment Help - MyUSPTO
Patent Trial and Appeal Case Track	king System (P-TACTS)			
Wydocket New submission -				Search P-TACTS Help +
Mandatory Notice				
Create initial Mandatory Notice				
	Real Party in Interest			AIA review # IPR2022.02171
Verification	Reat Party in Interest			* indicates required field
A Datition Information	Party type *			
✓ Documents	Individual Organization			
Relevant Information	Prose*			
Real Party	Patent Owner information		Location information	
Additional Real Party	First name *	Last name *	Country *	
Review	Johnny	West	Location information Country * UNITED STATES Address 1 Address 2 City State/Province * ARKANSAS	
	Email		Address 1	Address 2
	Phone number	Extension	City	State/Province *
				ARKANSAS ~
	Fax number		Zip	
				Clear Add Real Party
	Delete mandatory notice			Continue
	L			

Figure 46: Real party in interest

4. After the Real party is successfully added, select the blue **Continue** button to proceed with the next section.

eal Party in Interest			AIA review #: IPR2022-
rty type * Individual O Organization			* indicates required
ose* Yes : No			
tent Owner information		Location information	
rst name *	Last name *	Country *	
ohnny	West	UNITED STATES	
nail		Address 1	Address 2
one number	Extension	City	State/Province *
			ARKANSAS
x number		Zip	
	try type * ndividual Organization se * fes * No tent Owner Information st name * henry all	try type * ndividual Organization se * fes * No st name * hnny West all	try type * dn/ridual _ Organization se * fos = No ts name * Location information L

Figure 47: Real party in interest continued

5.6 Mandatory Notice Wizard – Additional Real Party

Notice the green check mark indicating that you have completed the **Real Party** section. Also, notice that the **Counsel** section only appears after the **Real Party** section has been completed. If you have **Additional Real Party** follow the same steps as you did when you completed the "Real Party" section and complete the following information:

- Party type Individual/Organization
 - Patent Owner/Respondent information:
- First name*
- Last name*
- Email
- Phone number
- Extension
- Fax number

Location information:

- Country*
- Address 1
- Address 2
- City
- State/Province* (Mandatory for Canada, United Kingdom, and United States selections)
- Zip

Fill in all the required fields marked with red * asterisks. Notice that the **Add to list** button is now blue and active. You will have the opportunity to **Clear** or **Add to list**. To add the Additional Real Party, select **Add to list**. Note that at any time you can select **Delete Mandatory Notice** and begin again. Select the blue **Continue** to proceed to the next section.

uspto				Patents Trademarks Fees and pa	iyment Help - M	IYUSPTO
Patent Trial and Appeal Case	e Tracking System ((P-TACTS)				
lly docket New submission +						Search P-TACTS Help
Mandatory Notice						
Create initial Mandatory Notice						
✓ Verification	Additional Rea	l Party in Interest				AIA review #: IPR2022-021
✓ Petition Information	Party type *					marcates regaried meta
✓ Documents	Individual Org	ganization				
Relevant Information	Patent Owner infor	rmation		Location information		
✓ Real Party	First name *		Last name *	Country *		
Additional Real Party				Select a country 👻		
Counsel	Email			Address 1	Address 2	
Review						
Reliew	Phone number		Extension	City	State/Province	
					Select a state	×
	Fax number			Zip		
						Clear Add to list
	List of Additional	Real Party in Interest				
	Name	Individual or Organization Addres	55	Email	Phone number	Fax number Action(s)
			No Additional Real Party in it	nterest added yet, use the form above to add Additional Real Party in interest.		
	Delete mandatory	y notice				Continue

Figure 48: Additional real party

5.7 Mandatory Notice Wizard – Counsel

- 1. Notice that the **Counsel** section only appears after the **Real party** section has been completed for a petition with a Pro se value of "No" selected.
- 2. The **Counsel Section** provides information fields to enter the patent owner counsel information. Search for a counsel user by email address or by the USPTO Registration number in the **Find counsel by email address or registration number** field, and click the magnifying glass icon to search. Once the counsel user is located, you will need to enter the required fields as indicated with red asterisks (*) in the Counsel screen:
 - Counsel type* (Lead counsel or Back-up counsel)

Personal information:

- Find counsel by email address or registration number* (An exact email address or registration number is required for search retrieval to pre-populate this screen.)
- First name* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user's first name.)
- Last name* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO user's last name.)
- Email* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO email account address.)
- USPTO registration #* (This information is pre-populated from the counsel user's P-TACTS account and read-only if previously entered. However, if no value was previously entered, the user is required to enter the USPTO registration number of the retrieved counsel before the retrieved counsel may be added to the petition.)
- Phone number* (This information is pre-populated and read-only based on the retrieved counsel account information from the linked MyUSPTO work phone.)
- Fax number

Location information:

Please note that the following information fields are stored only with the current petition AIA Review case number record.

- Country*
- Address 1
- Address 2
- City
- State/Province* (Mandatory for Canada, United Kingdom, and United States selections)
- Zip
- 3. Fill in the required fields and select the blue **Add** button to add each counsel to the **Mandatory notice**.

uspto			Patents Trademark:	s Fees and payment Help - MyUSPTO
Patent Trial and Appeal Case Track	king System (P-TACTS)			
My docket New submission +				Search P-TACTS Search Interference Help -
Mandatory notice				
Create initial mandatory notice				
✓ Verification	Counsel			
✓ Petition information				AIA review #: IPR20 * indicates required field
✓ Documents	Counsel type * Back-up counsel 			
Relevant information	Personal information		Location information	
✓ Real party				
Additional real party	Find counsel by email address or registration r		Country*	~
Counsel	First name *	Last name *	Address 1	Address 2
Review	Ericson	Baker	256 Clear Lake Rd	
	Email *	USPTO registration #	City	State/Province *
	ebaker2022ptacs@gmail.com	4984860186	Lexington	VIRGINIA
	Phone number	Fax number	Zip	
	5555554781		32545	
				Clear form Add
	Link of a summed			Clear form Add
	List of counsel			Phone
	Counsel type Name	Email		USPTO reg # number Fax number Actions
	No counsel added yet. Use the form above to add counsel	ls.		
	Delete mandatory notice			Continue

Figure 49: Counsel entry screen with Add button

4. When all counsels have been added to the Counsel information entry screen, select the blue **Continue** button to the review the **Mandatory notice** page.

ket New submission +								Search P-TACTS F
andatory Notice								
eate initial Mandatory Notice								
✓ Verification	Counsel							AIA review #: IPR2022-02
✓ Petition Information	Counsel type *							* indicates required f
✓ Documents	🔿 Lead counsel 🍵	Back-up counsel						
Relevant Information	Personal information	n			Location informa	tion		
✓ Real Party	Find counsel by ema	il address or registratio	on number		Country *			
Additional Real Party				Q X			~	
Counsel	First name *		Last name *		Address 1		Address 2	
Review								
	Email *		USPTO registration #		City		State/Province	
	Phone number *		Fax number					
	Phone number *		Fax number		Zip			
								Clear form
	List of counsel							Clear form
	Counsel type	Name	Email		USPTO reg #	Phone number	Fax number	Action(s)
	Lead Counsel	Heather erndon	erndonlaw@gmail.com		17438	571-272-4136		/ 8

Figure 50: Counsel section with Continue button active

5.8 Mandatory Notice Wizard – Review

1. Notice the green check mark indicating that you have completed all sections. Verify your information and select the blue **Submit** button to complete the process.

Patent Trial and Appeal Case Tracki	ing System (P-TA	(CTS)							
My docket New submission -									Search P-TACTS Help -
Mandatory Notice									
Create initial Mandatory Notice									
	AIA review #: IPR2022				11212				
✓ Petition Information	Status PENDING	P	atent number	Tech center	2600	Art unit 2606	Pa	rties Doe, John et a	
✓ Documents	~ Documents								Expand all Collapse all
Relevant Information	Upload date (mm/dd/yyyy)	Paper type			Document name			Pag	es Availability
Additional Real Party	05/09/2022 11:16 PM ET	Notice : Mandatory Notice			Notice : Mandatory No	tice		1	Parties and Board
	05/10/2022 12:05 AM ET	Notice : Power of Attorney			Notice : Power of Attor	mey		1	Parties and Board
✓ Counsel	Relevant Information								
Review	Relevant information								
	~ Real party								
	Real Party								
	Name		Individual or Organization	Address		Email		Phone number	Fax number
	Johnny West		Individual	AR, US					
	Additional Real Party No Additional Real Party in	nformation has been ente	ered						
	~ Counsel								
	Counsel Type Name				Email Ø		USPTO Reg #	Phone number	Fax number
	Lead Counsel Heathe	er erndon			i emdonlaw@gmail	Loom	17438	571-272-4136	
	Delete Mandatory Notice								Submit

Figure 51: Review section

 Notice the Certification message. Select the blue Continue button to complete the Mandatory notice submission process. Please note that if the Mandatory notice session ends without the user submitting the Mandatory notice, the previous process session is not saved or accessible at a later time. All previously entered information is deleted once the active Mandatory notice session ends.

Patent Trial and Appeal Case Track	ing System (F	P-TACTS)			_				
My docket New submission +		Certification		×					Search P-TACTS Help +
Mandatory Notice			Il counsel entered in P-TAC represent the Patent Owne						
Create initial Mandatory Notice									
✓ Verification	AIA review #: IPR: Status PENDING	2022-0 Cancel		Continue	500	Art unit 2606	Partie	as Doe, John et al.	
✓ Petition Information	Status PENDING				500	Art unit 2000	Partie		Expand all Collapse all
✓ Documents	~ Documents								
Relevant Information	Upload date (mm/dd/y	yyy) Paper type			Document name			Pages	Availability
✔ Real Party		T Notice : Mandatory Notice			Notice : Mandatory Note	C#		1	Parties and Board
Additional Real Party	05/10/2022 12:05 AM E	T Notice : Power of Attorney			Notice : Power of Attorn	ey .		1	Parties and Board
Counsel	Relevant Informa								
Review	Relevant Informa	uon							
	~ Real party								
	Real Party								
	Name		Individual or Organization	Address		Email		Phone number	Fax number
	Johnny West		Individual	AR, US					
	Additional Real Party No Additional Real F	r Party information has been ente	ered						
	~ Counsel								
	Counsel Type	Name			Email ()	USP	PTO Reg #	Phone number	Fax number
	Lead Counsel	Heather andon			erndonlaw@gmail.c	om 1743	38	671-272-4136	
	Delete Mandatory N	otice							Submit

Figure 52: Certification

6. General Navigation

6.1 General Navigation – Welcome

Below the blue bar, you will notice multiple tabs. The **Welcome** tab provides a brief overview of the P-TACTS system. The additional tabs provide valuable information regarding AIA trials.

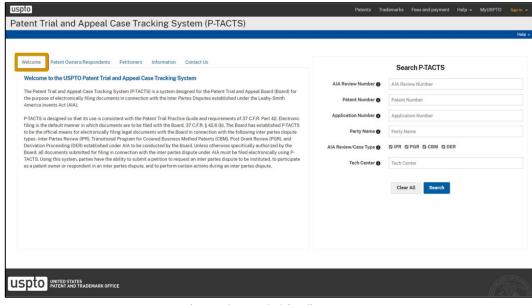


Figure 53: P-TACTS landing page

6.2 General Navigation – Anonymous Search P-TACTS

On the right side of the page, you have the option to do anonymous search without signing in to P-TACTS. You can search by typing the full or partial AIA Review number, or by the Patent Number, Application Number, Partial Party Name full or partial or by the tech center. You can also refine your search by unchecking any of the AIA Review Case Type boxes.

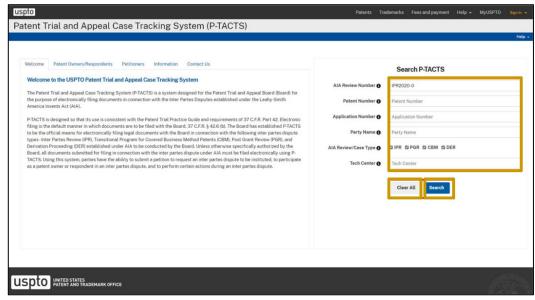


Figure 54: Search options

6.3 General Navigation – Sign In

Select the **Sign-In** link in the black bar to access your P-TACTS account and view your docket.

Value Pattent Owners/Respondents Petitiones Information Contact Us Contact Us Description of the USPTO Patent Trial and Appeal Case Tracking System Tracking System (PTACTS) is a system designed for the Patent Trial and Appeal Board (Board) for the pareos of electronically filing documents in connection with the Inter Partso Disputse setablished under the Leahy-Smith America Invents Act (JA). PATENTS is designed so that its use is consistent with the Patent Trial Practice Ouide and requirements of 37 C.F.R. Part 42. Electronic filing it the default memory in which documents are to be filed with the Board. 37 C.F.R. 94 26 (b). The Board has established PTACTS to be the official means for electronically filing legid ocuments with the Board in connection with the Fatent Trial Practice Ouide and requirements of 37 C.F.R. Part 42. Electronic filing it the default memory in which documents are to be Board in Connection with the Fatent Trial Practice Ouide and requirements of 37 C.F.R. Part 42. Electronic filing is the default memory inter partse double the DTACTS to be the official means for electronically filing legid ocuments with the Board in connection with the Fatent Trial Practice Ouide and requirements (CBM), Post Gram Review (POR), and Derivation Proceeding (DER) established under AIA to be connected by the Board. All counces the file Board in Connection with the Fatents (CBM), Post Gram Review (POR), and Derivation Proceeding (DER) established under AIA to be connected by the Board All counces the file optical document with the Fatents (GBM), Post Gram Review (POR), and Practical Using Practical Using the partice aluge the observation of the partse dispute.	AIA Review Number () Patent Number () Application Number () Party Name () AIA Review/Case Type () Tech Center ()	Search P-TACTS AIA Review Number Patent Number Application Number Party Name Party Name Party Name Clear All Search
---	---	---

Figure 55: P-TACTS Sign In link

6.4 General Navigation – My docket Blue Bar

Upon signing in, you will be taken to **My docket**. This is a dashboard that displays all of your AIA cases in PTAB. Along the blue menu bar, from left to right, you will notice:

My docket |New submissions dropdown| Search P-TACTS |Help dropdown

Select the link **Search P-TACTS** located in the blue menu bar at the top right side of the page.

ket New submiss		al Gase	Tracking Sys	tem (P-IACT	3)					Search P-TAC	TS tel
docket											
ending AIA revie	ws Notifications	Motions R	tehearing requests A	IA reviews on appeal	Unsubmitted petitions	All AIA reviews					
Showing 1-25 of 102	records						O For cas	e milestone information, how	er over the dotted underline in the S	tatus column. T) ⊥
AlA Review #	Filing date (mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status	
DER2022-00516	05/09/2022	Lead Coursel	Patent Owner	00101010	0101010	Sampson, Ralph	00101010	0101010	K M	Terminated-Dismissed	
DER2022-00503	05/06/2022	Back-up Counsel	Petitioner	00101010	0101010	Brown, Charlie	00101010	0101010	Infinity & Beyond, Inc. et al.	Terminated-Dismissed	
IPR2022-02053	04/29/2022	Lead Coursel	Petitioner	00101010	0101010	Baker, P.	00101010	0101010	K Andrew et al.	Trial Instituted(Joined)	

Figure 56: My docket

6.5 General Navigation – Search P-TACTS

In the Search P-TACTS section you will have the ability to search for cases while signed into P-TACTS. You will have access to your cases included within your case docket, as well as public documents for cases not within your case docket. You can search by typing the full or partial:

AIA Review number | Patent Number | Application Number | Party Name full or partial |Tech center

You can also refine your search by unchecking any of the AIA Review Case Type boxes. What's different about this search from the anonymous search is that your search will return more results from cases you were privy to such as (i.e. cases marked parties and board, and filing parties and board).

uspto				Patents Trademarks Fee	s and payment Help + MyUSPTO	
Patent Trial and	Appeal Case Tracking	System (P-TACTS)				
My docket New submission +					Search P-TACTS	S Help -
Search P-TACTS						
AIA review # 0	Patent # 🗿	Application # 🚯	Party name 🕚	AIA review/case type ()	Tech center 🚯	
				All -	0	
					Clear Se	earch

Figure 57: Logged-in user case search

6.6 General Navigation – My docket Table Grid

Select the **My docket** blue menu bar link. The tabs under the **My docket** section will be covered more extensively in the **My docket** section described in the next section of this User Guide. In the table grid below, your docketed cases with your role for each case are listed. The "i" icon is a tool tip that provides additional information when you hover over it with your mouse. The filter icon allows you to filter by specific fields or clear any filters you may have created. You may also use the search boxes for each column to locate a specific case or group of cases associated with your search term. The badge icon which displays a number in it, shows you the number of filters you have. The download icon, shaped like a triangle, allows you to download the table in an Excel (.xlsx) or Comma Separated Delimited (.csv) file format.

		at case I	racking Sys	stem (P-TACT	15/					
locket New submis	ision -									Search P-TACTS
ly docket										
Pending AIA revi	ews Notifications	Motions Re	ehearing requests	AIA reviews on appeal	Unsubmitted petitions	All AIA reviews				
Showing 1-25 of 10	2 records						O For cap	e milestone information, how	er over the dotted underline in the S	tatus column. T 💿
	Filing date									
AIA Review #	(mm/dd/yyyy)	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
DER2022-00516	05/09/2022	Lead Counsel	Patent Owner	00101010	0101010	Sampson, Ralph	00101010	0101010	KM	Terminated-Dismissed
DER2022-00503	05/06/2022	Back-up Counsel	Petitioner	00101010	0101010	Brown, Charlie	00101010	0101010	Infinity & Record Inc. at al.	Terminated-Dismissed
IPR2022-02053	04/29/2022	Lead Counsel	Petitioner	00101010	0101010	Baker, P.	00101010	0101010	Key milestones (IPR2022-0205	3) sted(Joined)
									Petition filed 04/29/20 NOFDA sent 04/29/20 Preliminary response	

Figure 58: Pending AIA reviews

7. My docket View

7.1 My docket View – Pending AIA Reviews

The tabs below the **My docket** heading will provide access to the following tabs "Pending AIA reviews, Notifications, Motions, Rehearing's request, AIA reviews on appeal, Unsubmitted petitions, and All AIA reviews." Selecting any blue text in any table within P-TACTS will hyperlink you to another section. In this example, if you were to select on a blue AIA review number you will be taken to the Case Viewer for that AIA review. The Case Viewer will be shown in more detail in another section. Note that you are currently on the **Pending AIA reviews** tab. This tab consists of the following columns:

AIA reviews # | Filing date | My role | Party representing | Petitioner application# | Petitioner patent # |Petitioner name | PO/Respondent app# |PO/Respondent name | Status

The lower right corner, contains the number of cases per page, as well as the options to move between pages.

atont Tri	al and Anno	al Caso Tr	ocking Syst	em (P-TACTS)								
ocket New submiss		al Case IIa	acking Syst	eni (F-IACTS)						Se	rch P-TACTS	He
y docket												
Pending AIA revie	ws Notifications	Motions Rehea	aring requests All	A reviews on appeal Un	submitted petitions All	AIA reviews						
Showing 1-2 of 2 rec	ords						O For case r	milestone information, hover	over the dotted underline in the	Status column.	T O	۸
AIA Review #	Filing date (mm/dd/yyyy)	4 My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status		
IPR2022-02209	05/10/2022	Lead Counsel	Petitioner			k m				Petition Filed		
IPR2022-02209		Back-up Counsel	Petitioner			ad, re			write	Petition Filed		

Figure 59: Pending AIA reviews continued

7.2 My docket View – Notifications

Note that you are currently on the **Notifications** tab. The **Notifications** tab consists of the following columns:

AIA Review number | Recipients | Subject | Sent date

uspto			Patents	Trademarks	Fees and payment	Help -	MyUSPTO	
Patent Tri	al and Appeal Case Tracking System (P-TAC	CTS)						
docket New submis	ssion -						Search P-TAC	TS H
ly docket								
Pending AIA revi	iews Notifications Motions Rehearing requests AIA reviews on appeal	Unsubmitted petitions All AIA reviews						
Showing 1-25 of 26	387 records						TO) ±
AIA Review #	Recipient(s)	Subject					Sent date (mm/dd/yyyy) +	
IPR2022-02192	- John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom					05/10/2022 08:38:21 AM ET	
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom					05/10/2022 08:34:11 AM ET	
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom					05/10/2022 08:31:55 AM ET	
IPR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Petitioner's Backup Counsel Updated - test, test v. Cruise, tom					05/10/2022 08:30:17 AM ET	
DER2022-00488	Bill@gmail.com, Kate@gmail.com	DER2022-00488: Rehearing Request Filed - Month, March v. B, P					05/09/2022 05:05:43 PM ET	

Figure 60: Notifications

7.3 My docket View – Motions

Note that you are currently on the **Motions** tab. The **Motions** tab consists of all motions filed in any of your cases, but defaults to the list of pending motions, and consists of the following columns:

Motion submitted date | AIA Review number | Filing party | Party representing |Motion type | Motion status | View motion

ispto				Patents	Trademarks Fees and payment	Help - MyUSPTO Symmittee
atent Trial and App	peal Case T	racking System	m (P-TACTS)			
locket New submission +					Enter case #	Open Advanced search
ly docket						
Pending AIA reviews Notification	ns Motions Re	hearing requests AIA rev	views on appeal Unsubmitte	ed petitions All AIA reviews		
						Expand Collapse all mo
Pending 107 All 167 Unsu	bmitted 47					TO
howing 1-25 of 107 records						
Motion submitted date (mm/dd/yyyy)	AIA review #	Filing party	Party representing	Motion type	Motion status	View motion
> 04/08/2022 02:28 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/07/2022 08:50 PM ET	IPR2022-00763	Patent Owner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/06/2022 10:04 PM ET	IPR2022-00763	Petitioner	Petitioner	Motion	Pending Review	View motion
> 04/06/2022 02:18 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/06/2022 10:47 AM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion for Additional Discovery	Pending Review	View motion
> 04/05/2022 11:13 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/05/2022 10:52 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/05/2022 04:00 PM ET	IPR2021-01292	Patent Owner	Patent Owner	Motion	Pending Review	View motion
> 04/04/2022 06:31 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion to Appear Pro Hac Vice	Pending Review	View motion
> 04/04/2022 06:29 PM ET	IPR2022-01687	Petitioner	Petitioner	Motion for Oral Hearing	Pending Review	View motion
> 03/28/2022 04:00 PM ET	IPR2021-01342	Petitioner	Petitioner	Motion	Pending Review	View motion
> 03/28/2022 03:11 PM ET	IPR2022-01670	Petitioner	Petitioner	Motion	Pending Review	View motion
> 03/24/2022 04:10 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	View motion
> 03/24/2022 03:52 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	View motion
> 03/24/2022 03:33 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	View motion
> 03/24/2022 02:30 PM ET	IPR2022-00012	Petitioner	Petitioner	Motion	Pending Review	View motion

Figure 61: Motions

7.4 My docket View – Rehearing Request

Note that you are currently on the **Rehearing requests** tab. The **Rehearing requests** tab shows all of your cases for which a rehearing request has been filed and consists of the following columns:

Rehearing submitted date | AIA Review number | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing request

ly docket							Enter case #	Open Advanc	ced search H
Pending AIA reviews	Notifications	Motions	Rehearing requests	AIA reviews on appeal	Unsubmitted petition	All AIA reviews			
								Expand Colla	ipse all rehea
Pending 24 All	33 Unsubmitte	ed 2							TO
Showing 1-24 of 24 records									
Rehearing submitted date (mm/dd/yyyy)	- ,	AIA review #	Filing party	Party re	presenting Re	hearing request type	Rehearing request status	View rehearing	g request
> 03/28/2022	1	IPR2021-01342	Petitioner	Petition	er Of	thers	Pending Review	View rehear	ing
> 03/16/2022	1	IPR2022-01142	Petitioner	Petition	er Ot	thers	Pending Review	View rehear	ing
> 03/15/2022		IPR2021-01295	Patent Owner	Patent C	In In	stitution Decision	Pending Review	View rehear	ing
> 03/07/2022	1	IPR2021-01117	Patent Owner	Petition	er Of	thers	Pending Review	View rehear	ing
> 03/07/2022	1	IPR2021-01105	Patent Owner	Petition	er In	stitution Decision	Pending Review	View rehear	ing
> 03/07/2022	1	IPR2021-01292	Patent Owner	Patent 0	lwner O	thers	Pending Review	View rehear	ing
> 03/07/2022	1	IPR2021-01292	Patent Owner	Patent 0	wner O	thers	Pending Review	View rehear	ing
> 02/15/2022	1	IPR2022-00188	Petitioner	Petition	er Of	thers	Pending Review	View rehear	ing
> 02/11/2022	1	IPR2021-01336	Petitioner	Petition	er Fi	nal Written Decision	Pending Review	View rehear	ing
> 02/07/2022	1	IPR2021-01300	Petitioner	Petition	er In	stitution Decision	Pending Review	View rehear	ing
> 02/02/2022	1	IPR2022-00188	Petitioner	Petition	er In	stitution Decision	Pending Review	View rehear	ing
> 01/14/2022	1	IPR2022-00012	Petitioner	Petition	ir In	stitution Decision	Pending Review	View rehear	ing
> 01/14/2022	1	IPR2022-00012	Petitioner	Petition	er In	stitution Decision	Pending Review	View rehear	ing
> 01/14/2022		IPR2022-00012	Petitioner	Petition	ir In	stitution Decision	Pending Review	View rehear	ing
> 01/14/2022	1	IPR2022-00012	Petitioner	Petition	er In	stitution Decision	Pending Review	View rehear	ing
> 01/14/2022		IPR2021-01300	Petitioner	Petition	r Fi	nal Written Decision	Pending Review	View rehear	ing

Figure 62: Rehearing requests

7.5 My docket View – AIA Reviews on Appeal

Note that you are currently on the **AIA reviews on appeal** tab. The AIA reviews on appeals tab shows all of your cases that have been appealed and consists of the following columns:

Date appeal filed | AIA Review number | Filing party |My role | Party representing | Appeal status | View appeal

Patent Trial and Appe			,			Enter case #	Open	Advanced search
ly docket						Enter case #	Open	Advanced search
Pending AIA reviews Notifications	Motions	Rehearing requests	AIA reviews on appeal Jnsubmittee	petitions All AIA reviews				
							F	nd Collapse all AIA
Pending 3 All 3							Expa	
Pending 3 All 3							Expa	T O
Showing 1-3 of 3 records	AIA review #	Filing party	My role	Party r	epresenting	Appeal status	Expa	
Showing 1-3 of 3 records	AIA review #	Filing party	My role	Partyr	epresenting	Appeal status	Expa	TO
Showing 1-3 of 3 records	AIA review #	Filing party Patent Owner	My role Back-up Counsel	Party r Petitio		Appeal status Awaiting Decision	Expa	TO
Showing 1-3 of 3 records Date appeal filed (mm/dd/yyyy)					ner		Expa	Y Q

Figure 63: AIA reviews on appeal

7.6 My docket View – Pending Unsubmitted Petitions

Note that you are currently on the **Unsubmitted petitions** tab. The **Unsubmitted petitions** tab consists of all petitions that you have initiated, but not submitted, and consists of the following columns:

AIA Review number |Initiated date |My role |Petitioner application

|Petitioner patent # |Petitioner name |PO/Respondent app# |PO/Respondent patent# |PO/Respondent name |Last updated date |Action

atent Irial	and Appe	eal Case	Tracking Syste	em (P-TACTS))						
docket New submission										Search	P-TACTS
ly docket				_							
Pending AIA reviews	Notifications	Motions R	Rehearing requests AIA	reviews on appeal Ur	submitted petitions	II AIA reviews					
Showing 1-25 of 703 rec	ords					O All un	ubmitted petitions with n	o updates within the last 44 c	lays will be automatically deleted by the P-TA	CTS system.	r 💿
AIA Review #	Initiated date (mm/didi/yyyy)	My role	Petitioner application #	Petitioner patent #	Petitioner name	PQ/Respondent app #	PO/Respondent patent #	PO/Respondent name	Last updated date (mm/dd/yyyy) +	Action	
	05/09/2022	Pro se			Taylor, D				05/10/2022 09:07:38 AM ET	Continue O	,
IPR2022-02182					Pappas, Steven			**	05/09/2022 11:41:27 AM ET	Continue O	
IPR2022-02182 IPR2022-02179	05/09/2022										

Figure 64: Unsubmitted petitions

7.7 My docket View – All AIA Reviews

Note that you are currently on the **All AIA reviews** tab. The **All AIA reviews** tab may consist of all of your cases, including closed cases. Historical cases may no longer be available within your active case docket because the closed case records have been archived. Column included within the All AIA reviews tab include:

AIA Review number | Filing date | My role | Party representing | Petitioner application # | Petitioner patent # | Petitioner name | PO/Respondent app # | PO/Respondent patent # | PO/Respondent name | Status

atent Trial	and Appea	al (Case Track	ing Syster	m (P-TACTS)						
cket New submission	-										Search P-TAC
docket											
Pending AIA reviews	Notifications	Mo	tions Rehearing r	equests AIA re-	views on appeal Unsu	bmitted petitions All AIA rev	iews				
Showing 1-10 of 10 recor	ds						_		For case milestone informa	tion, hover over the dotted underli	ne in the Status column. T
AIA Review # 2 ÷	Filing date 1 (mm/dd/yyyy)	+ 1	ity role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
IPR2022-04776	09/13/2022	-	lack-up Counsel	Petitioner			Smith, fred	07530220	123456	James, Letiron	PO preliminary response filed
PGR2022-00838	09/07/2022		ead Counsel	Petitioner			Chemical Corporation et al.	15156041	9712659		Petition filed
IPR2022-04357	09/07/2022		Back-up Counsel	Petitioner			Moore, Roger et al.	11152835	R540520	-	Petition filed
DER2022-00908	09/02/2022	1	Lead Coursel	Petitioner	14417709	9645321	Sawyer, Torn et al.	14751422	9586442	Big corp. et al.	Final Written Decision - Appealed
PR2022-04637	08/31/2022	1	lead Coursel	Patent Owner			Taylor, Test	15328505	10101010	Myself, Me	Petition filed
PR2022-04395	08/11/2022	6	Back-up Counsel	Petitioner			ABC corp	08183369	5555555	org 1	Final Written Decision - Appealed
PR2022-00269	06/01/2022	1	lead Coursel	Patent Owner			Apple Inc.	14311606	9277436	Rice, Jerry et al.	Final Written Decision
IPR2022-04211	07/27/2022	1	lead Counsel	Patent Owner			Time & Chance, Inc.	09135034	6064970	Charles, Ray et al.	Final Written Decision
DER2022-00816	07/21/2022	9	Pro se	Petitioner	12121212		smith, p	13131313	9439923		Notice of Filing Date Accorded
IPR2022-04059	07/15/2022		Pro se	Patent Owner			Sreeni inc et al.	09040171	6064980	smith, p	Trial Instituted

Figure 65: All AIA reviews

8. Notifications

8.1 Notifications – Tab

You are currently on the **Notifications** tab. When you submit a document to P-TACTS, your notification information will be shown here. Every notification for each of your cases will be in this tab. You will see the following columns:

AIA Review number | Recipients | Subject | Sent date

Selecting the blue hyperlink text under the AIA Review column will bring up Case Viewer for that AIA Review. Selecting the blue hyperlink text under the Subject column will bring up a particular notification sent for that AIA Review.

atont Tri	al and Appeal Case Tracking System (P-TA	(PTS)				
cket New submis		(613)			Search P-TAC	18
/ docket						_
Pending AIA revi	ws Notifications Motions Rehearing requests AIA reviews on appe	al Unsubmitted petitions All AIA reviews				
Showing 1-25 of 26		at chisdomitted percents All AllA revenus				
SHOWING 1-20 OF 20	or records				τO	
AIA Review #	Recipient(s)	Subject			Sent date (mm/dd/yyyy) =	
PR2022-02192	John@gmail.com, Jane@gmail.com	(PR2022-02192) Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom			05/10/2022 08:38-21 AM ET	
PR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom			05/10/2022 08:34:11 AM ET	
PR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Patent Owner's Backup Counsel Updated - test, test v. Cruise, tom			05/10/2022 08:31:55 AM ET	
PR2022-02192	John@gmail.com, Jane@gmail.com	IPR2022-02192: Petitioner's Backup Counsel Updated - test, test v. Cruise, tom			05/10/2022 08:30:17 AM ET	
DER2022-00468	Bill@gmail.com, Kate@gmail.com	DER2022-00488: Rehearing Request Filed - Month, March v. B. P			05/09/2022 05:05:43 PM ET	

Figure 66: Notifications

8.2 Notifications – Notice

In this example, a motion was filed, and the P-TACTS system generated notification was sent to the user who submitted the motion and all parties were notified via cc. The subject line indicates the AIA Review number, the type of document filed and the Parties involved in the case. The body of the notification contains the following:

- AIA Review number
- Petitioner
- Patent Owner
- Patent No
- Motion Filing Party
- Motion Type
- Motion Filing Date
- Submitted By
- Document List

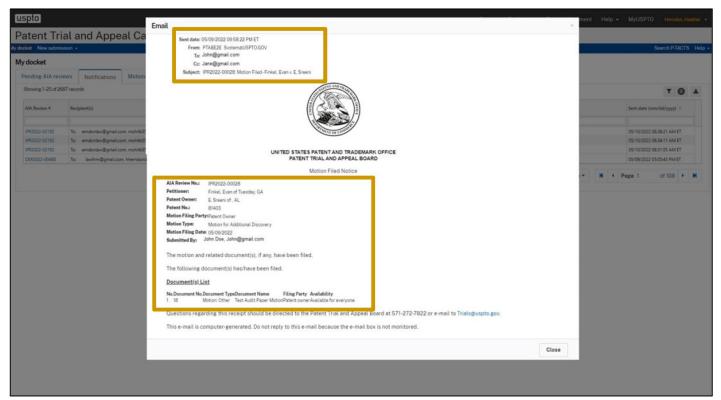


Figure 67: Notification Email example

9. Case Viewer

9.1 Case Viewer – My docket

To access Case Viewer, go to your docket and select any hyperlinked AIA Review case number.

		al Case	Tracking Sys	stelli (F-IAC	13)					
ket New submiss	sion -									Search P-TACTS
docket										
ending AIA revie	ws Notifications	Motions R	Rehearing requests	AIA reviews on appeal	Unsubmitted petitions	All AIA reviews				
Showing 26-50 of 10	12 records						O For cas	e milestone information, how	er over the dotted underline in the S	Status column T 🗿
ALA Review #	Filing date	My role	Party representing	Petitioner application #	Petitioner patent #	Petitioner name	PO/Respondent app #	PO/Respondent patent #	PO/Respondent name	Status
	(mm/dd/yyyy)									
PGR2022-00176	04/13/2022	Lead Counsel	Petitioner			Herndon, Heath			-	Petition Filed
IPR2022-01848	04/12/2022	Lead Counsel	Petitioner			Springer, Jerry				Trial Instituted
IPR2022-01852	04/12/2022	Back-up Counsel	Petitioner			foruat, Test et al.				Petition Filed
IPR2022-01847	04/12/2022	Lead Counsel	Petitioner			Frost, Jack			**	Trial Instituted(Joined)
IPR2022-01730	03/31/2022	Lead Counsel	Petitioner			Real, Test			Baker, Patrick	PO preliminary response filed
IPR2022-01664	03/29/2022	Lead Counsel	Petitioner			RealParty, Test				Trial Instituted(Joined)
PR2021-00691	07/21/2021	Lead Counsel	Petitioner			Huavei Technologies Co., Ltd. et al.			WSOU INVESTMENTS, LLC D/B/A	PO preliminary response filed

Figure 68: Blue hyperlinked case number in My docket

9.2 Case Viewer

After selection of a hyperlinked AIA Review case number, the **Case Viewer** screen will open in a new Internet browser tab. Just below the blue menu bar you will see a gray header with the following sections:

- Case number
- Small Icon (indicating if your case is joined with another case or not)
- Case status (for this one the status shows that the Trial is Instituted and it is Joined with another case)
- Patent number
- Parties
- Tech center
- Art unit

Below the gray header you will see 4 tabs (AIA review Information, Motions, Rehearing request and Notice of appeal). We start by examining the first tab **AIA review information**. Note that there is a Documents tab and a Claims tab, and on the next line to the right there is a refresh button to update your data, an export to csv button, and a button for adding additional papers and exhibits.

Let's start with Documents tab which consists of papers and exhibits. For papers, note the indicator to the right alerting you about the next available paper number. Note the badge numbers indicated in All, Board, Petitioner, Patent Owner/Respondent, and Active filters indicating the number of records for each of those categories. If there were any filters in this example you could clear them by pressing gray **Clear all**. Exhibits are sortable by All, 1000 series (petitioner), 2000 series (patent owner), and 3000 series (Board), each with badge numbers indicating the number of exhibits for each category.

tent	Trial	l and Ap	ppeal Cas	e Tracking Sy	/stem	(P-TACTS)							
		New submissio												Search P-TACTS
Case #	IPR202	1-01337 (joined)	P - TRWLINSTITU	LDUGINEER			Patent #	0101010						
-														
		Ww. Joinders, Te												
Te	ach center	3700 Ar	t unit 3763											
eview inf	formation	n Motions	Rehearing requ	ests Notices of appea	al l									
eview and	interination	in motions	menetaring requ	rests Houses of upper										
														Expand all Co
ocument	to E clair													
ocurrier.	US & LIZE													
Docum	ments	Clar	-											
Docum	ments	Clar	ma											
Docum	ments	Car	76.5							-	Update	± 05/13 10.51PM	C	art as csv • Add
Docum	ments	- Oar				_					Opdate	a 05/13 10/11PM	C ≜Esp	sort as csv = Add
	ments	_ Car					Next available paper #	Exhibits			Opdate	a 05/13 10/11PM	0 ≜ Esp	oort as csv * Add
Docum Papers	ments	- Car				E	Not available paper #	Exhibits			Update	а 05/13 10:11РМ р	O ≜Exp	oort as csv * Add
Papers		-		and Benerators 1							Update	a 05/13 10:31PM		
Papers		-		mer / Respondent (1)		(B) Active	Not available paper 2 filter(s) Clear all		s (0) 2000s (0)	30001 (0)	Update	a 05/13 10:31PM		tive filter(s) Clear all
Papers	Board	-		mer / Respondent (1)	Pages	Active Filing party				3000s (Q) Document name	Update	1: 05/13 10:31PM ; Pages		
Papers	Board	d 3 Petition	ver (2) Patent Ov		Pages		filter(s) Clear all	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers	Board	d 3 Petition	ver (2) Patent Ov		Pages 1		filter(s) Clear all	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All C Papers	Board	d 3 Petition Filing date	er (2) Patent Ov Paper type Institution	Document name	Pages	Filing party	filter(s) Clear all	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All G	Board	d 3 Petition Filing date 09.137/2021	er 2 Patent Ov Paper type Institution Decision Joned	Document name	1	Filing party Board	filter(s) Clear all Availability Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All C Papers	Board	d 3 Petition Filing date 09.137/2021	er 2 Patent Ov Paper type Institution Decision Joned Institution	Document name	1	Filing party Board	filter(s) Clear all Availability Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All Papers Papers 6 5	Board	d 3 Petition Filing date 09:17:2021	er 2 Patent Ov Paper type Institution Decision Cant Decision Grant Pation Rest Decision Grant	Document name Institution Decision: Joined Institution Decision: Grant	1	Filing party Board Board	filter(s) Clear all Acalability Public Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All O Papers O 6 5 5 4	Board	d (3) Petition Filing date 09:17:2021 09:17:2021 09:17:2021	Paper type Paper type Institution Decision: Anexid Institution Decision: Anexid Institution Decision: Anexid Decision: Anexid	Document name Institution Decision: Animed Institution Decision: Grant Notice: Notice Filing date accorded.	1	Filing party Board Board Board	Eltertal Clear all Acatability Public Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All Papers Papers 6 5	Board	d 3 Petition Filing date 09:17:2021	er 2 Patent Ov Paper type Institution Decision Cant Decision Grant Pation Rest Decision Grant	Document name Institution Decision: Animed Institution Decision: Grant Notice: Notice Filing date accorded.	1	Filing party Board Board	filter(s) Clear all Acalability Public Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All Pae Pae Pae All All Pae Pae All All All All All All All Al	Board	d (3) Petition Pling date 09:17:2021 09:17:2025 09:17:2025	er (2) Patent Ox Paper type Institution Decision Conet Hostismic Conet Nation Noted Nation Noted Mandatary Nation	Document name Institution Decision: Joined Institution Decision: Grant Notice: Notice Hing date accorded. Mendatory	1	Filing party Board Board Board Patent Ourner	Elterial Ctear atl Acadatility Public Public Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All O Papers O 6 5 5 4	Board	d (3) Petition Filing date 09:17:2021 09:17:2021 09:17:2021	Paper type Paper type Institution Decision: Anexid Institution Decision: Anexid Institution Decision: Anexid Decision: Anexid	Document name Institution Decision: Animed Institution Decision: Grant Notice: Notice Filing date accorded.	1	Filing party Board Board Board	filterial Clear all Anatability Pasta Pasta Pasta Pasta Pasta Pasta Pasta Pasta	AE () 1000			Update	_	O Act	tive filter(s) Clear all
Papers All Pae Pae Pae All All Pae Pae All All All All All All All Al	Board	d (3) Petition Pling date 09:17:2021 09:17:2025 09:17:2025	er (2) Patent Ox Paper type Institution Decision Conet Hostismic Conet Nation Noted Nation Noted Mandatary Nation	Decomment name Protocological Content of Con	1	Filing party Board Board Board Patent Ourner	Elterial Ctear atl Acadatility Public Public Public	AE () 1000			Update	_	O Act	tive filter(s) Clear all

Figure 69: Case Viewer

9.3 Case Viewer – Header/Tabs

- 1. Just below **Documents and claims** section you will see a gray header for Real party with the following sections:
 - Petitioner side
 - Patent Owner/Respondent side
 - Refresh data button
- 2. Just below the **Real party** section you will see a gray header for **Counsel** with the following sections:
 - Petitioner side
 - Patent Owner/Respondent side
 - Refresh data button

se Viewer My docket	New submission +							Search P-TACTS He
Case # IPR202	1-01337 (joined) P - TRAL INSTITUTED (JOINED)		Pa	atent # 0101010				
Parties AJA IK	V v. Joinders, Testing							
Tech center	3700 Art unit 3763							
IA review information	n Motions Rehearing requests No	tices of appeal						
								Expand all Collaps
~ Documents & clair	ms							
~ Real party	- 							
· Heat party								
Petitioner side								
Name		Individual or Organization	Address		Email		Phone number	Fax number
AJA IKV		Organization	US		rvgyahoo.com			
Patent Owner / Respo	indent side							
Name		Individual or Organization	Address		Email		Phone number	Fax number
Testing Joinders		Individual						
~ Counsel								
								Updated: 05/13 10:11PM
Petitioner side						USPTO Reg #	Phone number	Fax number
Petitioner side Counsel Type	Name			Email D				
	Name Derek			Email D Laylerlawfirmggmail	com	30000		
Counsel Type Lead Counsel	Derek "				.com			
	Derek "				.com		Phone number	Fax number

Figure 70: Case Viewer continued

- 3. Just below the **Counsel** section you will see a gray header for only your **Payments** with the following columns:
 - Party
 - Transaction date
 - Payment method
 - Description
 - Fee code
 - Quantity
 - Fee amount
 - Fee total
 - Refresh data button

uspto					Patents Trademarks	Fees and payr	nent Help + I	Myuspto
Patent T	Trial and Appe	al Case Trac	cking System (P-TA	(CTS)				
ase Viewer My	docket New submission -							Search P-TACTS Help
✓ Case # ∐	IPR2021-01337 (joined) 2 -	TRIAL INSTITUTED (JOINED)	1	Patent # 00101010				
Parties	AJA IKV v. Joinders, Testing							
Tech	h center 3700 Art unit 3	763						
AIA review infor	rmation Motions Re	hearing requests N	lotices of appeal					
								Expand all Collapse
> Documents	& claims							
Docume	ents Claims	_						
Total claims	s: 2					Active filter(s)	Clear all Upo	lated: 05/13 10:11PM C
Challenged cla	laim number 🔺 2	Ground + 1	Prior art					
2.3		35 U.S.C 102	Test					
> Real party								
real party								
> Counsel								
~ Payments								
							Updat	ed: 05/13 10:11PM 2
Party = 1	Transaction date (mm/dd	/yyyy) = 2	Payment method	Description	Fee code	Quantity	Fee amount	Fee total
Petitioner	09/17/2021		Credit Card	Inter Partes Review Post-Institution Fee - Up To 20 Claims	1414	1	\$22,500.00	\$22,500.00
Petitioner	09/17/2021		Credit Card	Inter Partes Review Request Fee - Up To 20 Claims	1406	1	\$19.000.00	\$19,000.00

Figure 71: Case Viewer - payments

9.4 Case Viewer – Claims

You are now on the **Claims** tab. The total number of claims is shown just above the claims table grid, and to the right shows the number of active filters, Clear all button, and refresh data button. The table grid shows the following:

Challenged claim number |Ground |Prior art

uspto					Patents	Trademarks	Fees and payment	Help -	MyUSPTO
Patent Trial and Appe	eal Case Tra	cking System	(P-TACTS)						
Case Viewer My docket New submission -									Search P-TACTS Help
> Case # (PR2021-01337 (joined) P *	TRIAL INSTITUTED (JOINED		Patent #	0101010					
AIA review information Motions R	Rehearing requests	Notices of appeal							
1									Expand all Collapse
> Documents & claims									
Documents Claims									
Total claims: 2						0	Active filter(s) CI	ear all	Updated: 05/13 10:11PM C
Challenged claim number + 2	Ground = 1	Prior art							
23	35 U.S.C 102	Test							
> Real party			-						
> Counsel									
> Payments									

Figure 72: Case Viewer - claims

9.5 Case Viewer – Motions

You are now on the **Motions** tab. You will have the ability to Expand or Collapse all motions, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You'll have the ability

to Clear filters, see badge numbers for filters, and download your motions. Below you will see a table with the following columns:

- Motions submitted date
- Filing party
- Party representing
- Motion type
- Motion status
- View motion

	to						Patents	Trademarks	Fees and payment	Help -	MyUSPTO
Pate	ent Tria	al and Appeal Ca	se Tracking Syste	em (P-TACTS)							
ase View	ver My dock	et New submission +									Search P-TACTS Help
~ c	ase # IPR20	21-01292 PO PRELIMINARY RESPON	ISE FILED		Patent #	0101010					
P	arties Taylo	or v. Digital Scale									
	Tech cent	er 2400 Art unit 2458									
AIA res	view informati	Motions Rehearing re	quests Notices of appeal								
AUATON											
ALATET											Expand Collapse all moti
	ling 3 Al	II (5) Unsubmitted (2)									Expand Collapse all moti
Pend	ding 3 Al		 Filing party 	Party representing		Motion type	Mot	ion status		View motio	то
Pend Motion s	ubmitted date (r	mm/dd/yyyy)									TO
Pend Motion s	ubmitted date (r 06/2022 10:47 Al	mm/dd/yyyy)	Filing party Patent Owner	Party representing Patent Owner		Motion type Motion for Additional Discovery		ion status Sing Review		View motion	TO
Pend Notion s	ubmitted date (r 06/2022 10:47 Al	mm/dd/yyyy)			Document name				Pages	View mot	TO
Pend Viction s • 040 Documen	ubmitted date (r 06/2022 10:47 Al	mm/dd/yyyy) M ET			Document name Metion				Pages 9	View mot	n Arailability
Pend Viction s V 04/0 Documen Doc #	ubmitted date (r 06/2022 10:47 Al nts Doc type	mm/dd/yyyy) M ET Paper type								View mot	n Arailability er Parties and Board
Pend Viction s Occurrent Doc # 16 2006	obvious and the second	MET Paper type Motor Other -			Motion		Pen		9	View mot	Availability r Parties and Board r Parties and Board

Figure 73: Case Viewer - motions

9.6 Case Viewer – Rehearing Request

You are now on the **Rehearing request** tab. You will have the ability Expand or Collapse all rehearing requests, badge numbers are shown for the number of Pending, All, and Unsubmitted motions. You'll have the ability to Clear filters, see badge numbers for filters, and download your rehearing requests. Below you will see a table with the following columns:

Rehearing submitted date | Filing party | Party representing | Rehearing request type | Rehearing request status | View rehearing

Jat.	ant Tri	al and Anneal C	Coop Trooking	Sustam (DTACTE)					
e Viev		at and Appeal C	ase tracking	System (P-TACTS)					Search P-TACTS Hel
e Viev	er My dock	ket New submission +							Search P-TACTS Hel
, c	ise # IPR2	021-01292 PO PRELIMINARY RES	SPONSE FILED		Patent # 0101010				
P	arties Tayl	or v. Digital Scale							
	Tech cen	ter 2400 Art unit 2458							
A res	ew informat	ion Motions Rehearin	g requests Notices of a	ppeal					
Dend	-	II 2 Unsubmitted 0						Ð	pand Collapse all rehea
	-								ΥO
shearin	g submitted da	ite (mm/dd/yyyy)	Filing party	Party representing	Rehearing request type	Rehearing request statu	15	View rehe	aring request
03/0	7/2022		Patent Owner	Patent Owner	Others	Pending Review		View reh	earing
	Doc type	Paper type	Patent Owner	Patent Owner	Others Document name	Pending Review	Pages	View reh	Availability
oc#		Paper type Rehearing request: Other	Patent Owner	Patent Owner		Pending Review	Pages 61	1	
oc # 2	Doc type Paper	Rehearing request: Other	Patent Owner	Patent Owner	Document name RR 2-70 only	Pending Review	61	Filing party Patent Owner	Availability Filing Party and Boa
oc # 2	Doc type	and the second	Patent Owner	Patent Owner	Document name	Pending Review		Filing party	Availability Filing Party and Boa
	Doc type Paper	Rehearing request: Other	Patent Owner	Patent Owner	Document name RR 2-70 only	Pending Review	61	Filing party Patent Owner	Availability
oc # 2 002	Doc type Paper Exhibit	Rehearing request. Other	Patent Owner	Patent Owner	Document name RR 2-P0 only Exhibit 2002-P0 only	Pending Review	61 29	Filing party Patent Owner Patent Owner	Availability Filing Party and Boa Filing Party and Boa

Figure 74: Case Viewer rehearing request

9.7 Case Viewer – Notice of Appeal

You are now on the **Notices of appeal** tab. You will have the ability to Expand or Collapse all Notice of appeal badge numbers are shown for the number of Pending, All, and Unsubmitted Notice of appeal. You'll have the ability to Clear filters, see badge numbers for filters, and download your notice of appeal. Below you will see a table with the following columns:

Filing date |Date appeal filed |Filing party | Appeal status | Court decision date | Decision by Court mandate date | View appeal



Figure 75: Case Viewer Notice of appeal

10. Filing Documents for Your Docketed Case

 To file a document within your docketed case, open Case Viewer for the AIA Review case number by clicking on the hyperlinked case number from any of the tables in My Docket or from the Search P-TACTS results table. From the Case Viewer, select the blue **Add** button. The document types displayed from the Add document menu drop-down provide simplified document groupings. Selecting the proper document type is important to ensure that the resulting case actions are recognized by the P-TACTS system and that your responses are recognized as timely.

uspto									Patents	Trademarks Fees and pay	ment Help	+ MyUSPTO +
			al Case	e Tracking Sy	stem ((P-TACTS)						
Case Viewer M	docket New	v submission +									Search P-1	ACTS Search Interference Help -
✓ Case # 🕻	9 PGR2024-0	00004 PETITIO	N FILED					Patent # 🗘 8964513				
Parties	Peter v.	Helllo										
Tec	h center 2800) Art unit 2	2833									
AIA review info	rmation	Motions Re	ehearing requ	ests Notices of appeal								
												Expand all Collapse all
~ Documents	& claims											
	Documer	nts		Claims								
										Updated: 12/11 3:29PM	C Ł Exp	port as csv - + Add -
Papers							Next available paper # 4	Exhibits				Motions File a motion
All 3	Board 0	Petitioner 2	Patent Ow	ner / Respondent 🔳			ТО	All 0 1000s 0 2000s 0 3000s	0			File an opposition
Pape	r# ↓ Filing	g date Pa	per type	Document name	Pages	Filing party	Availability	Exhibit # ↓ Filing date Docum	ment name	Pages	Filing party	File a reply
✓ 3	12/11/		tice: Mandatory tice	Notice : Mandatory Notice	28	Patent Owner	Public				-	Rehearing request File a rehearing request
✓ 2	12/11/		itice: Power of torney	Notice : Power of Attorney	18	Petitioner	Public					Notice of appeal
✓ 1	12/11/	/2023 Pe	tition: as filed	Petition : as filed	78	Petitioner	Public					File a notice of appeal
												Other
												File other documents

Figure 76: Case Viewer Add document button selected with menu drop-down options displayed

 After selection of a document type, a popup window will be displayed with input fields to allow the user to select or enter required information to complete the filing. All required fields are marked with a red asterisk (*). Both paper and exhibit options are available for filing documents.

uspto Patent Trial and Appeal Case Tra	File oth	er documents					AIA review # PG	GR2024-00004 ×	Fees and payr	nent Help -	MyUSPTO
Case Viewer My docket New submission -	Filing pa	rty *								Search P-TACTS	Search Interference Help +
Case # D PGR2024-00004 PETITION FILED	Petition	er									
Parties v. Helllo	Doc type Paper	◆ ○ Exhibit		Paper type *		~	Availability *	bility 🗸			
Tech center 2800 Art unit 2833	Documer	nt name *		Document *							
AIA review information Motions Rehearing requests				Select file				×			
✓ Documents & claims							Clear form	Add to list			Expand all Collapse all
	List of do										
	Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)	/20 5:48PM	C Ł Export :	ns csv - + Add -
Papers				No document added yet. U	se the form above to add documents.						
All 6 Board 0 Petitioner 4 Patent Owner / Re											T O
Paper # 🔸 Filing date Paper type Docum	4							•	Pages	Filing party	Availability
5 12/12/2023 Motion: Other Petition	Cance	el and close						Submit	1	Petitioner	

Figure 77: Case Viewer Add document popup window with mandatory information fields

3. After at least all required fields have been completed and a document has been selected for upload, select the blue **Add to list** button. A table, titled List of documents, provides a preview of the document(s) before they are filed to P-TACTS.

ne oun	er documents					AIA review # PC	R2024-00004
iling pa	rty *						
Petition	er						
)oc type	*		Paper type *			Availability *	
) Paper	⊖ Exhibit		Other: other		~	Public	•
)ocumer	nt name *		Document *				
Other dr	ocument as a paper		Select file	Article.pdf			>
ist of doo		-	-	-	-		
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
			No document added yet. U	ise the form above to add docume	ents.		

Figure 78: Case Viewer popup window with a user's selected file and enabled Add to list button

4. A window will be displayed for confirming the document availability. When "Public" availability is selected, a confirmation window will always be displayed before the document will be added to the List of documents table. Select the blue confirmation button to accept public availability, or the gray "No, change availability" button to return to the main popup window.

File other docume	Make document pub	lic?				×	#PGR2024-00004	×
Filing party * Petitioner Doc type *	Documents could be view	wed	by the public unle	ss a different availability optio	n is chosen.			
● Paper ○ Exhibit Document name *	No, change availabil	ity			Yes, make it public			*
Other document as	a paper		Select file	Article.pdf				×

Figure 79: Document availability confirmation

5. If you confirmed the document availability, then the popup window is displayed with your document included in the List of documents table. The document name is hyperlinked and when selected, will open the document in a new browser tab.

ling pa	arty *						
Petition	ner						
oc type	e *		Paper type *			Availability *	
Paper	⊖ Exhibit				~	Select an availab	oility
ocume	nt name *		Document *				
	int humo						
			Select file				
			Select file			Clear form	Add to li
st of do	cuments						Add to li
t of do	cuments Upload date	Doc type	Paper type	Document name	Pages	Availability	
	cuments	Doc type Paper		Document name Other document as a paper	Pages 5		Add to is Action(

Figure 80: Case Viewer popup window with List of documents populated

6. Additional documents may be filed with your document submission. To file an exhibit document, select "Exhibit" under the Doc Type. Exhibit series numbering is assigned according to your party representation for the case. The 1000 series is restricted to petitioners, and the 2000 series is restricted to patent owners. The Exhibit number is editable and may be reused if the same Exhibit number is associated to multiple documents within the filing.

File othe	er documents					AIA review # PGR20	24-00004 🗙
Filing par Petitione Doc type O Paper	r		Exhibit number *			Availability * Public	~
Documen Other do	cument as an exhibit		Document *	hibit 1002.pdf		Clear form	X Add to list
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
-	12/20/2023 06:03 PM ET	Paper	Other: other	Other document as a paper	5	Public	ľ ô
•							÷
Cance	l and close						Submit

Figure 81: Case Viewer popup window with Exhibit document option selected

7. After all required fields are complete, select the blue **Add to list** button. The availability popup window is displayed and once confirmed, the Exhibit document is included in the List of documents table. When you are ready to file your documents and no further changes or modifications are required, select the blue **Submit** button.

File oth	ner documents					AIA review # F	GR2024-0000	⁰⁴ ×
Filing pa	arty *							
Petitior	ner							
Doc type	e *		Paper type *			Availability *		
Paper	⊂ Exhibit				~	Select an avail	ability	~
Docume	ent name *		Document *					
			Select file					×
								_
						Clear form	Add to	list
List of do	ocuments							
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action	n(s)
-	12/20/2023 06:03 PM ET	Paper	Other: other	Other document as a paper	5	Public	ľ	Î
1002	12/20/2023 06:09 PM ET	Exhibit	-	Other document as an exhibit	5	Public	ľ	Î
4								► F
Cano	el and close						Subr	mit

Figure 82: List of documents updated to include the added Exhibit document

8. After selection of the blue Submit button in the popup window, the files are uploaded to P-TACTS with the submitted date and time according to the Submit button selection. If the filed document was a paper, the document will be assigned the next available paper number.

spto										Patents Trac	demarks Fees and p	ayment Hel	o 🗸 MyUSPTC	
		-	e Tracking Sy	stem	(P-TACTS)						Search F	P-TACTS Search Ir	nterference Help
Case # [PGR2024-00004	PETITION FILED					Patent #	() 8964513	3					
Parties	v. Helllo													
Tech	center 2800 A	rtunit 2833												
A review infor		Rehearing requ	ests Notices of appea										Expa	nd all Collapse
	Documents		Claims											
Papers						Next available paper #7	Exhib	its			Updated: 12/20 6:15PN	<i>€</i> ± E	kport as csv ▼	+ Add -
	Board 0 Petition	ner (5) Patent Ow	ner / Respondent (1)			Next available paper # 7			2) 2000s (0)		Updated: 12/20 6:15PM	C ≛E	kport as csv ▼	+ Add -
All 6	Board 0 Petition # ↓ Filing date	ner 5 Patent Ow Paper type	ner / Respondent 1 Document name	Pages	Filing party		All		2 2000s 0 Filing date		Updated: 12/20 6:15PM	Filing party		T ()
All 6				Pages 5	Filing party Petitioner	TO	All (2 1000s		3000s 0	Pages			T ()
All 6 Paper	# ↓ Filing date	Paper type	Document name			T O Availability	All (2) 1000s Exhibit # ↓	Filing date	3000s 0 Document name	Pages	Filing party	r Availabil	T ()
All 6 Paper	# ↓ Filing date	Paper type Other: other	Document name Other document as a paper	5	Petitioner	Y O Availability Public	All (2) 1000s Exhibit # ↓ 1002	Filing date 12/20/2023	3000s 0 Document name Other document as an exh	Pages Nbit 5	Filing parts	v Availabil Public	T ()
All B Paper 6 5	# ↓ Filing date 12/20/2023 12/12/2023	Paper type Other: other Motion: Other Motion: Other	Document name Other document as a paper Petitioner's Motion	5	Petitioner	Y Image: Constraint of the second	All (2) 1000s Exhibit # ↓ 1002	Filing date 12/20/2023	3000s 0 Document name Other document as an exh	Pages Nbit 5	Filing parts	v Availabil Public	T ()
All 6 Paper 6 5 4	# ↓ Filing date 12/20/2023 12/12/2023 12/11/2023	Paper type Other: other Motion: Other Notice: Mandatory	Document name Other document as a paper Petitioner's Motion Petitioner's Motion to Amed	5	Petitioner Petitioner Petitioner	Availability Public Public Public Public	All (2) 1000s Exhibit # ↓ 1002	Filing date 12/20/2023	3000s 0 Document name Other document as an exh	Pages Nbit 5	Filing parts	v Availabil Public	T ()

Figure 83: Case Viewer filed documents

10.1 Filing a Motion

To file a motion, open Case Viewer of an AIA Review case number and select the blue **Add** button. Select the **File a motion** from the menu options.

uspto											Patent	s Trademarks	Fees and paymen	t Help	MyUSPTO	Smith, P 👻
Pate	nt Tria	l and Ap	oeal Case	Tracking Syster	n (P-T	ACTS)										
ase Viewe	r My docket	New submission	-										l in the second s		Search P-T/	ACTS Help +
✓ Ca	se # IPR202;	TRIAL INS						Patent	# 6064980							
Pa	rties Sreeni	nc et al. v. smith,	p													
	Tech center	2700 Art u	nit 2761													
AIA revi	w informatio	n Motions	Rehearing request	s Notices of appeal												
															Expand all	l Collapse all
~ Docu	ments & clai	ms														
	0	ocuments		Claims												
												Updated: 10	/03 7:57PM 2	🛓 Export	as csv 🕶 📑	- Add -
Pa	pers						Next available paper # 23	Exh	ibits						Notions File a motion	
A	l 🚺 Boa	rd 2 Petitione	er (7) Patent Owne	r/Respondent (7)			Т	All	1000s (1	0 2000s (1) 30	000s 0				ile an opposition	
	Paper # ↓	Filing date	Paper type	Document name	Pages	Filing party	Availability		Exhibit # 🔸	Filing date	Document name		Pages Filing	sarty	ile a reply	
	22	09/13/2022	Notice: Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public		2001	07/15/2022	POPR exhibit		2 Patent		Rehearing request File a rehearing re	quest
	19	07/20/2022	Rehearing request: Institution	psmtin rehearing request 7/20/22	4	Patent Owner	Public	~	1001	07/15/2022	Ex 1001		1 Petitio		Other	
	18	07/20/2022	Notice: Mandatory	Notice : Mandatory Notice	3	Patent Owner	Public							F	ile other docume	nts

Figure 84: Case Viewer popup window – File a motion

10.2 Filing a Motion – Motion Types

- The File a motion popup window is displayed with mandatory fields marked with red
 (*) asterisks. Both paper and exhibit options are available for filing documents. The following
 fields are displayed in the File a motion popup window:
 - Filing party (Select filing party)
 - Motion type (Select motion type)
 - Doc type paper (Pre-selected)

- Paper type (Pre-selected once Motion type is selected)
- Availability (Select an availability)
- Document name (Provide name)
 - Select file- (Select file from your computer and upload your Document)

File a m	notion					AIA review #	IPR2024-00011 ×
Filing pa	arty *		Motion type *				
Select	a filing party	~	Select a motion typ	pe			~
Doc type	e *		Paper type *			Availability *	
Paper	○ Exhibit					Select an availa	bility 🗸
Docume	nt name *		Document *				
			Select file				×
List of do	cuments					Clear form	Add to list
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
			No document added yet. Us	e the form above to add document	S.		
•							•
Canc	el and close					Save documents	Submit

Figure 85: Case Viewer popup window – File a motion

2. When selecting the **Motion type**, select the drop-down field and a scrollable list of motion types are displayed. Select the type of motion you will file. An example listing of available motions is provided below. For this example, the Motion type for a general type of **Motion** is selected. Exhibit documents may be submitted in addition to a motion. When all required information has been entered, select the blue Add to list button and then the blue **Submit** button to complete the add document process as previously described.

File a m	notion				AIA review # PGR2024-00004	×
Filing pa	arty *			Motion type *		
Select	a filing party	~		Select a motion type		~
Doc type Paper	e* ○Exhibit			Select a motion type Motion Motion for Additional Discovery Motion for Adverse Judgment Motion for Compelling Testimony Outside US Testimony Motion for Joinder		Î
	ont name *			Motion for Judgment Based on Supplemental Information Motion for Judgment Based on Supplemental Information Motion for Observations on Cross Examination Motion to Oral Hearing Motion to Amend the Claims Motion to Appear Pro Hac Vice Motion to Appear Pro Hac Vice Motion to Dismiss (Settlement) - Before Institution Motion to Exclude Evidence Motion to Expunge Information Motion to File Supplemental Evidence		
Doc #	Upload date	Doc type	Pa	Motion to File Supplemental Information Motion to Seal		
4			No	Motion to Terminate (Settlement) - After Institution		•
Canc	el and close				Save documents Submi	t

Figure 86: Motion types

10.3 Filing a Motion – File an Opposition

1. To file an **Opposition**, from the Case Viewer Add document menu, select the blue the **Add** button, and then select the **File an opposition** menu option.

pto	D											Patents	Trademarks	Fees and paymer	ıt Help	- MyUSPTO	
nte	nt	Tria	l and App	beal Case ⁻	Fracking Syster	n (P-T	ACTS)										
/iewe	r I	My docket	New submission	-												Search P-1	TACTS
Cas	se #	IPR202	TRIAL INS	TITUTED					Paten	nt # 6064980							
Par	rties	Sreeni I	nc et al. v. smith, p	þ													
	т	ech center	2700 Art u	nit 2761													
revie	ew in	formatio	n Motions	Rehearing request	s Notices of appeal												
																Expand a	ll Co
Docu	imen	ts & clai	ns														
		D	ocuments		Claims												
													Updated: 10/0	03 7:57PM 🛛	🛓 Expo	rt as csv 🕶 🚺	+ Add
Pap	oers							Next available paper # 23	Ext	hibits						Motions	
AU	l (16	Boa	rd 2 Petitione	r 7 Patent Owne	r / Respondent 7			T O	AL	ll 2 1000s	1) 2000s (1) 30	00s 0				File a motion File an opposition	٦
	Pa	per# √	Filing date	Paper type	Document name	Pages	Filing party	Availability		Exhibit # ↓	Filing date	Document name		Pages Filing	party	File a reply	
~	22		09/13/2022	Notice: Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public	~	2001	07/15/2022	POPR exhibit		2 Patent	-	Rehearing request File a rehearing r	eque
	19		07/20/2022	Rehearing request: Institution	psmtin rehearing request 7/20/22	4	Patent Owner	Public	~	1001	07/15/2022	Ex 1001	1	1 Petitio		Other	
~	18		07/20/2022	Notice: Mandatory Notice	Notice : Mandatory Notice	3	Patent Owner	Public								File other docum	ents

Figure 87: Case Viewer – File an opposition

 Select a motion that you are responding to in the drop-down motion list field. The paper type of Opposition is auto-populated and not changeable within the File an opposition popup window. When all required information has been entered, select the blue Add to list button and then the blue **Submit** button.

File an opposition					AIA review # IPR	202 🗙
Select a motion you are respondin Select a motion 07/15/2022 08:52 AM Motion to 07/15/2022 08:52 AM Motion to 07/15/2022 08:52 AM Motion to 07/15/2022 08:52 AM Motion to Document name *	o Appear Pro H o Appear Pro H or Joinder	lac Vice	~		Availability * Select an availabi	ility 🗸
List of documents					Clear form	Add to list
Doc # Upload date	Doc type	Papertype	Document name	Pages	Availability	Action(s)
4		No document added yet. Use	the form above to add documents.			Þ

Figure 88: File an opposition – Select motion to respond to

10.4 Filing a Motion – File a Reply to an Opposition

1. To file a **Reply**, from the Case Viewer Add document menu, select the blue **Add** button, and then select the **File a reply** menu option.

pto										Patents	Trademarks	Fees and p	payment	Help 🗸	MyUSPTO	
		Tracking Syster	m (P-T	ACTS)											Search P-	TACTO
Jiewer My docket New su	mission -														Search P-	IACTS
Case # IPR202	RIAL INSTITUTED					Pater	nt # (6064980								
Parties Sreeni Inc et al.	smith, p															
Tech center 2700	Artunit 2761															
review information Mo	ions Rehearing reques	ts Notices of appeal														
															Expand a	ill Col
ocuments & claims																
Document	8	Claims														
											Updated: 10	/03 7:57PM	0 1	Export a	is csv 🕶 🔽	+ Add
Papers					Next available paper # 23	Ex	hibit	s							itions e a motion	
All 16 Board 2	etitioner (7) Patent Owne	er / Respondent (7)			TO	A	.u (2	1000s (1	1 2000s 1 30	00s (0)				Fil	e an oppositio	n
Paper # ↓ Filing d	te Paper type	Document name	Pages	Filing party	Availability	~	E	xhibit # ↓	Filing date	Document name		Pages	Filing part	У 📙	e a reply	-
22 09/13/2	022 Notice Exhibit list	Patent Owner's Updated Exhibit List	1	Patent Owner	Public	~	2	1001	07/15/2022	POPR exhibit		2	Patent Own		hearing request e a rehearing	reques
V 19 07/20/2	022 Rehearing request: Institution	psmtin rehearing request 7/20/22	4	Patent Owner	Public	~	1	001	07/15/2022	Ex 1001		1	Petitioner	Ot		
18 07/20/3	022 Notice: Mandatory Notice	Notice : Mandatory Notice	3	Patent Owner	Public									Fil	e other docum	ents
					Figure 89:	File	e a	i replv	/							

2. Select an opposition that you are responding to in the drop-down motion list field. The paper type of Reply to Opposition is auto-populated and not changeable within the File a reply

popup window. When all required information has been entered, select the blue **Add to list** button and then the blue **Submit** button.

10.5 Submitting a Motion to Appear Pro Hac Vice

1. To file a Pro Hac Vice motion, select the Motion to Appear Pro Hac Vice from the drop-down menu. The popup window is displayed including alerts to remind you that a separate motion must be filed for each pro hac vice attorney, and the fee for each pro hac vice motion is payable upon submission. Enter remaining information required by the popup window, and then select the blue **Add to list** button.

File a mo	otion					AIA review	# IPR202
A A	separate motion must b	e filed for eacl	h pro hac vice attorne	ey.			
А т	he fee for pro hac vice m	otion is payabl	le upon submission.				
Filing par	ty *		Motion type *				
Patent O)wner	~	Motion to Appea	ar Pro Hac Vice			~
Doc type ^s Paper			Paper type * Motion: PHV			Availability * Public	~
Document	t name *		Document *				
PHV			Select file	PHV.pdf			×
List of doct	uments					Clear form	Add to list
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
4			No document added yet	Use the form above to add docu	ments.		,
Cance	l and close				Save	locuments	Pay and submit

Figure 90: File a motion popup window – Add a Pro Hac Vice motion document to the List of documents

2. Once your Pro Hac Vice motion has been added to your List of documents table, select the blue **Pay and submit** button. Please note that you will have the option to Cancel and close or Save documents in addition to the Pay and submit option.

File a motion

	A separate motion	n must b	e filed for eac	h pro hac vice attorney.							
٦ 🛦	The fee for pro ha	c vice m	otion is payab	le upon submission.							
Filing par	·ty *			Motion type *							
Patent C)wner										~
Doc type	*			Paper type *				Availab	ility *		
Paper	⊖ Exhibit							Selec	t an availabi	lity	~
Documen	it name *			Document *							
				Select file							×
								Clea	ar form	Add to	list
List of doc	uments										
Doc #	Upload date		Doc type	Paper type	Document name		Pages	Availab	ility	Actio	n(s)
-	10/03/2022 09:46	PM ET	Paper	Motion: PHV	PHV		21	Public		ľ	
∢ Pavment i	nformation										l F
Quantity		Type of	fee			Unit cost			Subtotal		
1		Pro Hac	Vice admission f	fee			ę	\$250.00		S	250.00
									Tota	al due: \$	250.00
Cance	al and close						Save do	ocumen	ts Pay	and sub	mit

Figure 91: File a motion popup window – File a Pro Hac Vice motion with Pay and submit button

3. After selecting the Pay and submit button, you will be taken to the **Make Payment** page. Continue filling out the payment information.

uspto				About Us	Careers C	ontact Us
Make Payr	nent					
					۵	Help
Payment						
Order Details ()						
TOTAL TRANSACTION I \$250.00 PTABE2ETRA						
Sale Item Reference #	Attorney Docket # 💉 🕚	Fee Cod	e Item Price	Qty	It	em Total
IPR2022-04211		1418	\$250.00	1		\$250.00
Payment Informa Required fields *	tion					
Payment Options * 🕄	Stored Payment Method Credit/Debit Card					
Stored Payment Method *	(select from drop down list)		•			
	Submit Payment Cancel					

Figure 92: Pro Hac Vice motion payment entry screen

4. In the Payment window, you can verify your information, add any missing information, and select the payment option and method. To submit your payment and complete the motion filing process, select the blue **Submit payment** button. Upon receiving a success message, your Pro Hac Vice motion will be displayed within the Case Viewer document listing

uspto									Trademarks			MyUSPTO	Smith, P 👻
Patent Tria	l and Appeal Case	Tracking System	(P-TACTS)										
My docket New submissio	n -											Search P-TA	CTS Help +
	United State	es Patent and 1	rademar	k Office							Alexa		
Pro hac vice motio	n submission successful for IPI	3202											
 Your payn 	nent was successful and the pro hac	vice motion has been submitted.											
	-04211 to return to the Case Viewer.												
	nce any problems, please contact PT	AB at 571-272-7822 during norma	al business hours. If th	e issue occurs after the	normal business hours, p	ease email your motion a	and any related do	cuments to Trials@uspt	o.gov and PTAB	P-TACTSAdmin@uspto.	gov.		
Fee payments rece	eipt												
AIA REVIEW NUME	ER		AIA REVIEW TYPE Inter Partes Review RECEIPT DATE									🖨 Print Re	ceipt
6064970	ESPONDENT'S PATENT NUMBER		10/03/2022 20:02:20	0 ET									
PAYMENT STATUS CLEARED			TOTAL PAYMENT \$250.00										
Payment Summar	у												
Transaction Date	Payment Method	Description		Fee Code	Quantity	Fee Amount	Fee Total						
10/03/2022 20:02:20	CARD	Pro Hac Vice admission fee		1418	1	\$250.00	\$250.00						
						Total Fees	\$250.00						

Figure 93: Pro Hac Vice motion payment confirmation

11. Filing PO Preliminary Response

11.1 Filing Patent Owner Preliminary Response – Dropdown

- 1. This section describes how to file a Patent Owner Preliminary Response (POPR). After logging into P-TACTS, it displays the **My docket** page. Under the **Pending AIA reviews** tab, find the appropriate IPR or PGR case that you want to file a POPR. Select the appropriate case via the case number hyperlink in the **AIA Review #** column to open the case in Case Viewer.
- 2. As a Patent Owner to the case, when you select the blue **+Add** button, you will see a **Preliminary response** section with the following two options:
 - File a preliminary response
 - Waive a preliminary response
- Select the File a preliminary response menu option from the dropdown list.

uspto,	Patents Trademarks Fees and payment	Help - MyUSPTO Baker, Ericson -
Patent Trial and Appeal Case Tracking System (P-TACTS	5)	
Case Viewer My docket New submission -		Search P-TACTS Search Interference Help -
Case # D IPR2023-01210 PO PRELIMINARY RESPONSE FILED	Patent # 🗘 8400358	Preliminary response File a preliminary response
Parties abc LLC v. xyz Ltd.		Waive a preliminary response
Tech center 3600 Art unit 3646		Motions File a motion File an opposition File a reply
✓ Documents & claims		Rehearing request e all File a rehearing request
Documents Claims		Other File other documents
	Updated: 05/31 10:45AM 🛛 🗲	🛓 Export as csv 👻 🕇 🕇 Add 🗸
Papers Next available paper #17	Exhibits	
All 16 Board 5 Petitioner 3 Patent Owner / Respondent 8	All 35 1000s 23 2000s 12 3000s 0	ΤΟ
Figure 94: Preliminary respons	se dropdown	

- 3. You will see the File a preliminary response popup window with mandatory fields marked with red * asterisks. For this example, we are filing a POPR. You will see the following:
 - Filing party (Pre-selected)
 - Preliminary response type (Pre-selected)
 - Doc type (Pre-selected)
 - Paper type (Pre-selected)
 - Availability (Select an availability)
 - Document name (Provide name)
 - Document Select file (Select file from your computer and upload your Document)
- 4. Complete all of the required fields, and select the blue Add to list button. Repeat these steps for each document that will be submitted within this filing request and then select the blue Submit button when complete to file all documents listed within the List of documents table.

uspto		_			Deter	AIA review # IPR2	022 01210	it Help + My	USPTO Baker, Ericson 👻
Patent Trial and Appeal (File a preliminary respons	e				AIA leview # IPR2	023-01210 👗		
Case Viewer My docket New submission -	Filing party *		Preliminary respo	nse type *		Search P-TACTS	Search Interference Help -		
Case # 🕒 IPR2023-01210 PO PRELIMINARY	Patent Owner	POPR: filed		~					
	Doc type *		Paper type *			Availability *			
Parties abc LLC v. xyz Ltd.	Paper O Exhibit		POPR: filed			Parties and Board	~		
Tech center 3600 Art unit 3646	Document name *		Document *						
	doc1		Select file	test.pdf			×		
AIA review information Motions Rehearin						Clear form	Add to list		Expand all Collapse a
✓ Documents & claims						_			
	List of documents								
Documents	Doc # Upload date	Doc type	Paper type	Document name	Pages	s Availability	Action(s)		
								C 🛓 Export a	s csv + Add +
Papers			No document added yet.	Use the form above to add documents.					
All 17 Board 5 Petitioner 3 Pa									TO
Paper # J. Filing date Paper type	4						+	s Filing party	Availability
Filing date Paper type	Cancel and close						Submit	Patent Owner	Public
V 17 05/31/2024 POPR: filed				2012 11/22/2	023	Exhibit 2012	29	8 Patent Owner	
16 04/25/2024 Decision Gran	ting Decision Granting Director 50	Board	Public						

Figure 95: Preliminary response popup window

12. Filing Request for Director Review

To file a request for Director Review, follow the steps below.

- 9. Navigate to P-TACTS landing page (https://ptacts.uspto.gov/ptacts/ui/home) from the link in the black menu bar at the top of the page after signing in to your MyUSPTO account. See Section 2.3, paragraph 6.
- 1. Select the desired case hyperlink.

als	AIA Trials J	P View Reports Qualitative	e data Crediting	Productio		lmin			Open
Sea	arch AIA Trials w	orkspace All AIA Reviews All	Initiated Petitions	Initiate Re	eports All Int	erferences In	terference Search		
dl	AIA Reviews								
	II AIA Reviews 16,4	427 Without mandatory notice	124 Defective	Re:	ady for trial certifi	cate checklist	914 0 Active filter(s)	Updated: 06/04 8:04AM	C Export as 2
~	I AIA Neviews	without mandatory notice	Delective	- New	itay ital tertili	cate checklist	and Active Inter(s)	opuated. 00/04 8.04AM	Export as t
	AIA review #	Status	Petition submission	NOFDA	Institution	Termination	Decision outcome	Petitioner patent /	Petitioner ↓
			date	date	decision date	date	Decision outcome	appln #	Petitioner *
			date	date	decision date	date		appln #	
	IPR2024-00212	Petition Filed	04/19/2024	date	decision date	date		appln #	your, Or
/	IPR2024-00212 IPR2024-00166			03/04/2024		04/17/2024	Final Written Decision	appin #	
		Petition Filed	04/19/2024		04/11/2024			appln #	your, Or
	IPR2024-00166	Petition Filed Final Written Decision	04/19/2024 03/04/2024 01/31/2024	03/04/2024	04/11/2024 04/11/2024		Final Written Decision	appin #	your, Or www

Figure 96: All AIA Reviews

2. Select "+ Add", then select "File a request for Director Review".

	w informa	ation Moti	ions Renea	ring requests N	lotices of a	ppear							
													Expand all Colla
Docu	ments & o	claims											
	Doci	uments		Claims									
											Updated: 06/04 8:24AM	C	🛓 Export as csv 👻 🕇 🕇 Add 🗣
Pap	iers					Nex	t available paper #12	Exhi	bits				Motions File a motion
AL		soard 6 Pe	etitioner 4	Patent Owner / Res	pondent (1		TO	All	1000	0s 1 2000s	0 3000s 0		File an opposition
A	Paper# ↓	Filing date	Paper type	Patent Owner / Res	Pages	Filing party	T O	All	1 1000 Exhibit # ↓	Ds 1 2000s	0 3000s 0 Document name	Pag	File an opposition File a reply Rehearing request
AI	Paper# ↓							All	Exhibit #			Pag 16	File a reply
~	Paper# ↓	Filing date	Paper type	Document name	Pages	Filing party	Availability	~	Exhibit # ↓	Filing date	Document name		File a reply Rehearing request
	Paper # ↓ 11	Filing date 04/17/2024	Paper type Notice: Other	Document name	Pages	Filing party Board	Availability Public	~	Exhibit # ↓	Filing date	Document name		File a reply Rehearing request File a rehearing request Director Review
	Paper # ↓ 11 10	Filing date 04/17/2024 04/17/2024	Paper type Notice: Other Order: Other	Document name Document name Order: Other	Pages 29	Filing party Board Board	Availability Public Public	~	Exhibit # ↓	Filing date	Document name		File a reply Rehearing request File a rehearing request

Figure 97: + Add dropdown

3. Enter the appropriate Director Review request information and select "Add to list". For example: When requesting Director Review of an Institution Decision, the paper type selected should be "Request for Director Review—Institution Decision" and the document name should correspond to this paper type selection.

		Review for Ins	stitution Decision			AIA Teview #1	PR2024-00131
Filing pa	arty *						
Petitior	ner						
Doc type	e *		Paper type *		- 1	Availability *	
● Paper	⊂ Exhibit		Request for Directo	r Review - Institution Decision	~	Public	v
Docume	ent name *		Document *				
Directo	or review for institution	n decision	Select file te	st.pdf			×
						Clear form	Add to list
List of do	ocuments					Clear Ionn	Add to list
List of do Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
		Doc type		Document name the form above to add documents.	Pages		
		Doc type			Pages		
Doc #		Doc type			Pages		

Figure 98: File a request for Director Review popup window

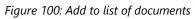
4. If Public is selected, confirm public availability by selecting "Yes, make it public".

File a re	quest for l	Make doc	ument pub	lic?			×	w # IPR2024-00131 🗙
Filing par Petitione		Documents	could be view	wed by the public unless	a different availability op	otion is chosen.		
Doc type								
Paper	⊖ Exhibit					_		~
Documen	nt name *	No, cha	nge availabil	ity		Yes, make	it public	
Director	review for i	nstitution dec	cision	Select file te	est.pdf			×
							Clear form	Add to list
								X
List of doo	cuments							
Doc #	Upload date	E.	Doc type	Paper type	Document name	Pages	Availability	Action(s)
				No document added yet. Use	the form above to add docun	nents.		
								•
Cance	el and close							

Figure 99: Make document public popup window

5. Review submission (confirm "Request for Director Review" is the paper type).

riteare	equest for Director Re	view for Ins	titution Decision			AIA review #	IPR2024-001	31
Filing pa	arty *							
Petitior	ner							
Doc type	e *		Paper type *			Availability *		
Paper	○ Exhibit		Request for Director	Review - Institution Decision	~	Select an availa	ability	`
Docume	nt name *		Document *					
			Select file					>
						Clear form	Add to	list
List of do	ocuments					Clear form	Add to	list
List of do	upload date	Doc type	Paper type	Document name	Pages	Clear form Availability	Add to Action	
		Doc type Paper	Paper type Request for Director Review -Institution Decision	Document name Director review for institution decision	Pages			
	Upload date		Request for Director Review			Availability	Acti	ion



6. Select "Submit".

File a re	equest for Director Re	view for Ins	stitution Decision			AIA review # IF	PR2024-00131
Filing pa	rty *						
Petition	er						
Doc type	• *		Paper type *			Availability *	
) Paper	⊖ Exhibit		Request for Director	Review - Institution Decision	~	Select an availa	oility
ocume	nt name *		Document *				
			Select file				
ist of do	cuments					Clear form	Add to list
Doc #	Upload date	Doc type	Paper type	Document name	Pages	Availability	Action(s)
-	06/04/2024 08:55 AM ET	Paper	Request for Director Review -Institution Decision	Director review for institution decision	1	Public	ľ
(
Canc	el and close						Submit

7. Confirm paper and document information has been added accurately to the case file.

															Expand all Colla
ocu	ments & cl	aims													
	Do	cuments		Claims											
												Updated: 06/0	04 8:55AM 2	🛓 Export as	s csv - + Add -
Pap	ers					Ν	lext available paper #13	E	xhibi	ts					
All	l 12 B	oard 6 Petitio	oner 5 Paten	t Owner / Respondent	1		τ 🔘		All 🌘	1000	s 1 2000s 0	3000s 0			Т
	Paper #									Exhibit # 🚽	Filing date	Document name	Pages	Filing party	Availability
	\mathbf{V}	Filing date	Paper type	Document name	Pages	Filing party	Availability								
	· · · · ·				Pages					001	02/07/2024	Exhibit 1	16	Petitioner	Public
	¥ 12	Filing date	Request for	Document name Director review for institution decision	Pages	Petitioner	Availability Public			001	02/07/2024	Exhibit 1	16	Petitioner	Public
	· · · · ·		Request for Director Review- Institution Decision	Director review for	Pages 1 29					001	02/07/2024	Exhibit 1	16	Petitioner	Public
	12	06/04/2024	Request for Director Review- Institution Decision Notice: Other	Director review for institution decision	1	Petitioner	Public			001	02/07/2024	Exhibit 1	16	Petitioner	Public
	12	06/04/2024	Request for Director Review- Institution Decision Notice: Other Order: Other	Director review for institution decision Notice: Other	1	Petitioner	Public			001	02/07/2024	Exhibit 1	16	Petitioner	Public

Figure 102: Documents added to the case

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

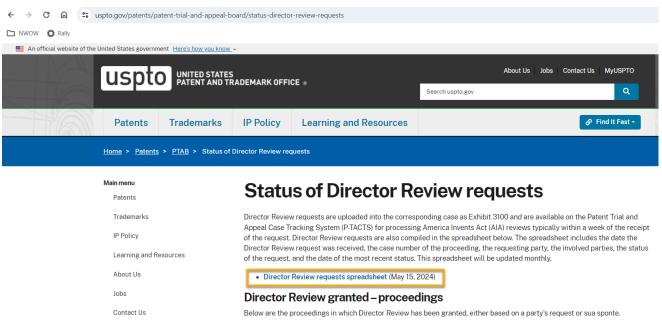


Figure 103: Status of Director Review requests

13. Filing Rehearing

13.1 Filing Rehearing – Dropdown

- 1. To file a Rehearing request, in Case Viewer, select the blue **Add** button, and you will see a list of documents. In this particular AIA Review case, the case status is **Final Written Decision**. Therefore, your options are as follows:
 - File a motion
 - File a rehearing request
 - File a notice of appeal
 - File other documents

				Tracking Sys	stem	(P-TACTS	5)							
iewe	My dock	et New submission	n +											Search P-TACTS
Car	ie # IPR20	022-01874 FINAL	WRITTEN DECISION				Patent #	0101010						
Pa	rties an,	frances v. Jones,	Sam											
	Tech cent	ter 2600 Art	t unit 2606											
evie	w informati	ion Motions	Rehearing reque	ests Notices of appeal										
														Expand all Col
Jocu	ments & cla	aims												
D	ocuments	Clain	ns											
											Updated	05/14 6:56PM C	≜ Ex	port as csv 👻 🛛 Add
Pap	vers						Next available paper #15	Exhibits			Updated	2 05/14 6:56PM	₫Đ	File a motion
		vard (3) Petition	ner (5) Patent Ow	ner / Respondent (6)		Active	Next available paper #15 filter(s) Clear all		s (0) 2000s (0)	3000s (0)	Updated	E 05/14 6:56PM	±Ex O	File a motion File a rehearing reques File a notice of appeal
	Bo	vard (3) Petition	her (5) Patent Ow Paper type	iner / Respondent 5	Pages	O Active Filing party				3000s 0 Document name	Updated			File a motion File a rehearing reques
	Paper #	Filing date	Paper type	Document name	Pages	Filing party	e filter(s) Clear all Availability	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
	Paper # -	• Filing date	Paper type Reply to Opposition	Document name test reply paper	Pages	Filing party Petitioner	e filter(s) Ctear all Availability Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
	Paper # •	Filing date 05/12/2022 04/26/2022	Paper type Reply to Opposition Notice: notice of appeal	Document name test reply paper Notice: notice of appeal	1	Filing party Petitioner Petitioner	filter(s) Clear all Analability Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
	Paper # •	Filing date 05/12/2022 04/26/2022 04/26/2022	Paper type Reply to Opposition Notice: notice of appeal Final Written Decision: original	Document name test reply paper Notice: notice of appeal Finat Written Decision: original	1	Filing party Petitioner Petitioner Board	filter(s) Ctear all Ansilability Public Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
	Paper # •	Filing date 05/12/2022 04/26/2022	Paper type Reply to Opposition Notice: notice of appeal Final Written Decision: original	Document name test reply paper Notice: notice of appeal	1	Filing party Petitioner Petitioner	filter(s) Clear all Analability Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
A V V V V	Paper # •	Filing date 05/12/2022 04/26/2022 04/26/2022	Paper type Paper type Reply to Opposition Notice: notice of appeal Final Written Decision: original Rehearing request Other	Document name test reply paper Notice: notice of appeal Finat Written Decision: original	1	Filing party Petitioner Petitioner Board	filter(s) Ctear all Ansilability Public Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
AL V V V V	Box Paper # • 14 13 12 11 11 11	Filing date 05/12/2022 04/26/2022 04/26/2022 04/26/2022	Paper type Reply to Opposition Notice: notice of appeal Final Written Decision: original Rehearing request: Other Rehearing request:	Document name test reply paper Notice: notice of appeal Finat Written Decision: original Rehearing request: Other	1	Filing party Petitioner Petitioner Board Patent Owner	filter(s) Clear all Availability Public Public Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal
	Paper # -	Filing date 05/12/2022 04/26/2022 04/26/2022 04/26/2022 04/26/2022	Paper type Reply to Opposition Rodice: notice of appeal Final Written Decision: roginal Rehearing request: Other Rehearing request: Other Institution	Document name test reply paper Notice inotice of appeal Final Written Decision: original Rohearing request: Other Rohearing request: Other	1 1 1 1 1	Filing party Petritioner Petritioner Board Patent Owner Patent Owner	filter(s) Clear all Availability Public Public Public Public Public	All 🕐 1000s			Updated		0	File a motion File a rehearing reques File a notice of appeal

Figure 104: Rehearing

- 2. You will see the File a rehearing request popup window with mandatory fields marked with red * asterisks. For this example, we are filing a rehearing request. You will see the following:
 - Filing party (Pre-selected)
 - Rehearing type* (Final Written Decision, Institution Decision, Other) Doc type paper (Pre-selected)
 - Paper type (Pre-selected)
 - Availability (Select an availability)
 - Document name (Provide name)
 - Select file- (Select file from your computer and upload your Document)
- 3. Complete all of the required sections, and notice that the Add to list button is now blue and active. Note that you can add the motion paper as well as exhibits to the list of documents to be submitted. You'll have the opportunity to Clear form or Add to list. Select the blue Add to list button and when all documents are listed within the List of documents table and no more changes are required, select the blue Submit button.

olo	4			File a rel	nearing re	equest					AIA revie	w#IPR2022-01874 X	ees and payme	ent Help -	MyUSPIO
te	nt Tria	l and Ap	peal Case		-			Rehearing type							
we	My docket	New submissio	n +	Petitione				Final Written De							Search P-TACTS
		2 01974	WRITTEN DECISION	T COLONN											
Cas	e + iPREOL	2-01074	WATTER DEGISION	Doc type				Paper type *			Availability *				
Par	ties an, fr	rances v. Jones,	Sam	Paper	 Exhibit 			Rehearing requ	est: FWD		Parties and	Board ¥			
	Tech center	2600 Ar	unit 2606	Documen	t name *			Document*							
				FWD				Select file	P0.pdf			×			
												100			
de	w information	n Motions	Rehearing reque	ests							Clear form	n Add to list			
													<u> </u>		Expand all Col
cu	ments & clai	ims		List of doc	mante										
				Doc#	Upload d	1.1.	Doc type	Paper type	Document name	Pages	Availability	Action(s)			
D	ocuments	Clair	ns												
	ers														
AU	Boa	rd 3 Petitio	ner 6 Patent Ow		l and close							nts Submit		 Activ 	e filter(s) Clear all
	Paper # +	Filing date	Paper type	Docun	l and close	•					Save docume	ints Submit	Pages	Filing party	Availability
	15	05/14/2022	Notice: notice of appeal	Appeal			Petitioner	Parties and Board							
	14	05/12/2022	Reply to Opposition	test reply paper			Petitioner	Public							
	13	04/26/2022	Notice: notice of acceal	Notice: notice of appe	si 1		Petitioner	Public							
	12	04/26/2022	Final Written Decision original	Final Written Decision	original 1		Board	Public							
	1	04/26/2022	Rehearing request	Rehearing request. On	w 1		Patent Owner	Public							
	-11		Other	interesting require of											
	10	04/26/2022	Other	Rehearing request. Ot			Patent Owner	Public							

Figure 105: Rehearing popup window

14. Filing Appeal to Federal Circuit

14.1 Filing Appeal to Federal Circuit – Dropdown

- 1. In this example, you will be filing an **Appeal to Federal Circuit**. In the Case Viewer, select the blue **Add** button, and you will see a list of documents. In this particular case, the status is **Final Written Decision**. Your options are as follows:
 - File a motion
 - File a rehearing request
 - File a notice of appeal

ent Tria	al and An	peal Case	Tracking Sys	stem	(P-TACTS)							
	et New submission		, maoning of			,							Search P-TACT
Case # IPR20	022-01874 FINAL	WRITTEN DECISION				Patent #	0101010						
Parties an,	frances v. Jones,	Sam											
Tech cente	er 2600 Art	t unit 2606											
rview informati	ion Motions	Rehearing requi	notices of appeal										
													Expand all C
cuments & cla	aims												
Documents	Clain	ns								Update	d: 05/14 6:56PM	0	xport as cay *
	Clain	ns				Next available paper #15	Exhibits			Update	d: 05/14 6:56PM	0 ± e	xport as csv + Ad File a motion File a rehearing requ
Papers All 🕒 Bo	ard 3 Petition		mer / Respondent 6		Active	filter(s) Clear all		ls (0) 2000s (0)	3000s (0)	Update	d: 05/14 6:56PM ;	0	File a motion
Papers All (13) Bo			ner / Respondent (5) Document name	Pages	Active Filing party				3000s (0) Document name	Update	d: 05/14 6:56PM ; Pages		File a motion File a rehearing requ File a notice of appea
Papers All (3) Bo Paper# •	ard 3 Petition	ner (5) Patent Ow		Pages		filter(s) Clear all	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea
Papers All (3) Bo Paper# -	ard 3 Petition	ner 5 Patent Ow Paper type Reply to Opposition	Document name	Pages 1	Filing party	filter(s) Clear all Availability	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea
Papers Bo All So Bo V Paper # • • V 14 • V 13 •	Filing date	Paper type Paper type Reply to Opposition Notice: notice of	Document name test reply paper	1	Filing party Petitioner	filter(s) Clear all Availability Public	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea
All (53) Bo Paper# - 14 13 12 11	ard 3 Petition Filing date 05/12/2022 04/26/2022 04/26/2022 04/26/2022	Paper type Resly to Opposition Netice notice of appeal Final Written Decision original Reharing request. Other	Document name test reply paper Notice: notice of appeal Final Written Decision: original Rahearing request: Other	1	Filing party Petitioner Petitioner Board Patent Owner	filter(s) Clear all Availability Public Public Public Public Public	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea
Papers All (1) Bo Papers 14 13 12 11 10 10	ard 3 Petition Filing date 05/12/2022 04/26/2022 04/26/2022 04/26/2022	Paper type Paper type Reply to Opposition Notice: notice of Aspeal Final Written Decision: reginal Reharing request. Other Reharing request.	Document name text reply paper Notice: notice of appeal Final Written Decision: original Ruhearing request: Other Rohearing request: Other	1 1 1 1	Filing party Petitioner Petitioner Board Patent Owner Patent Owner	Filter(s) Clear all Availability Public Public Public Public Public Public Public	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea
Papers Bo All (13) Bo Paper# - 14 - 13 - 12 12	ard 3 Petition Filing date 05/12/2022 04/26/2022 04/26/2022 04/26/2022	Paper type Paper type Reply to Opposition Notice notice of appeal Final Written Decision organical Rehaving request Other	Document name test reply paper Notice: notice of appeal Final Written Decision: original Rahearing request: Other	1	Filing party Petitioner Petitioner Board Patent Owner	filter(s) Clear all Availability Public Public Public Public Public	All 🗿 1000			Update		0	File a motion File a rehearing requ File a notice of appea

Figure 106: Federal circuit dropdown

- You will see the File notice of appeal popup window with mandatory fields marked with red * asterisks. For this example, we are filing an Appeal to United States Court of Appeals for the Federal Circuit. You will see the following:
 - Filing party (Pre-selected)
 - Date appeal filed (Select mm/dd/yyyy)
 - Doc type paper (Pre-selected)
 - Paper type (Pre-selected)
 - Availability (Select an availability)
 - Document name (Provide name)
 - Select file (Select file from your computer and upload your Document)

Perform Perform Perform Perform Availability* Perform Dot type* Perform Availability* Perform Availability* Perform Dot type* Perform Dot type* Perform Availability* Perform Availability* Perform Dot type* Perform Dot type* Perform Dot type Perform Availability* Perform Perform Availability* Perform Availability* Perform Perform Perform Availability*	
Perfection Perfection Initiality Perfection Availability Perfection Perfection Availability Select an availa	
Doc type Partice Arallability Partice add faited Partice Arallability Techcerere Parter Option Notice Notice Techcerere Doc ument * Select an availability Select an availability Techcerere Doc ument * Doc ument * Doc ument * Select fine Clear form Notice Select fine Clear form Add tester Doc * Updend date Dor yee Pare type Pare type Notice Dor type Notice Dor type Notice Dor type Notice Add tester Dor type Pare type Dor type Pare type Dor type Pare type Dor type Pare type Notice Dor type Notice Dor type Add tester Dor type Pare type Pare type Dor type Pare type	arch P-TACTS
Parties an francescu, Jones, Same Technetic 2500 Artuck 2505 Octoment ame* Octoment * Select file. Clear form Add total Motion Reheating requests Octoments & claims Octoment & Clear form Octoment & Clear form Add total Det # Usland date Det # Parter Detter 1 0 00002 Region Motor metor dates 1 0 00002 Region 1 0 00002 Region </td <td></td>	
Partie Art wind 2000 Art wind 2000 Art wind 2000 Motions Reheating requests Occument ame * Salect file. Salect file. Add Is late	
Motion Reheating requests accurrents & claims Connects & claims Connects & claims Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Dot @ Ustand data Def @ Ustand data	
Automa Referring reguests connects & claims Claim	
Clairer form and a region of the second o	
All Of Statistics All Of Statistics <td></td>	
Declared Colonal Declared Colonal Declared Colonal Declared Colonal Paper Type Declared Colonal Paper Type Declared Colonal Paper Type Pa	pand all Coli
Decements Claims <	
Page: Petitioner Petitioner Petitioner Cancel and close Cancel and c	
Part + Part + <th></th>	
Page Fing data Pages Fing parts Pages Pages	
Image: Constraint Constrain	sility
V 13 0.4285/2022 Notice notice of posed 1 Petitioner V 10 0.4285/2022 Final Writime Decision organial 1 Band V 11 0.4295/2022 Binkering request Distance request 1 Peter Owner V 10 0.4295/2022 Binkering request Distance request 1 Peter Owner V 10 0.4295/2022 Binkering request Distance request Notes Public	
V2 04/26/2022 Final Mittem Discount original. 1 Bond Public V1 04/26/2022 Relaxing request Other 1 Pater Durine Public V1 04/26/2022 Relaxing request Other 1 Pater Durine Public V1 04/26/2022 Relaxing request Other 1 Pater Durine Public	
V 1 0426/2022 Reheating request Reheating request Other 1 Paled Ourier Rddic V 10 0426/2022 Reheating request	
V 0 0426/2022 Roberng request Roberng request Other 1 Patent Durine Public Other	
9 04262022 Institution Institution Decision Guidt 1 Based Public Public	
8 04/26/2022 Motion Other Motion Other 1 Performe Public	

Figure 107: File notice of appeal popup window

3. Complete all of the required sections, and notice that the **Add to list** button is now blue and active. You'll have the opportunity to **Clear form** or **Add to list**. Select the blue **Add to list** button and when your document is listed within the List of documents table and no more changes are required, select the blue **Submit** button.

spto	2			File noti	ce of ap	peal					AlArevi	ew#IPR2022-01874 🗙	ees and paym	ient Help -	MyUSPTO
ate	nt Tria	al and Ap	peal Case	Tr Filing par	rty*			Date appeal file	d (mm/dd/yyyy) *						
Viewe	My dock	ket New submission	1+	Petition				05/14/2022							Search P-TACTS Hel
Ca	se # IPR20	022-01874 FINAL	WRITTEN DECISION	Doc type				Paper type *			Availability *				
Pa	rties an,	, frances v. Jones, S	Sam	Paper	O Exhibi	t		Notice: notice of	of appeal		Parties and	Board 🗸			
	Tech cent	ter 2600 Art	unit 2606	Documen	t name *			Document*							
				Appeal				Select file	P0.pdf			×			
	ments & cl		Rehearing reque	List of doc	uments						Clear for	m Add to list			Expand all Collaps
	ocuments			Doc #	Upleas	d date	Doc type	Paper type	Document name	Pages	Availability	Action(s)			
								No document added ye	t. Use the form above to add d	locuments.			5/14 6:56PM	C &Exp	ortas csv + Add +
Pag	xers		er 5 Patent Ov	iner /				No document added ye	t. Use the form above to add di	locuments.			5/14 6:56PM		ort as csv - Add - ve filter(s) Clear all
Pag	xers		er 💲 Patent Oa		el and clos	50		No document added ye	t. Use the form above to add d	locuments.		Submit	5/14 6:56PM Pages		
Pag	xers	oard 3 Petition	er 💲 Patent Oa	Cance	el and clos	50	Petitioner	No document added ye	t. Use the form above to add d	locuments.		Submit		O Acti	ve filter(s) Clear all
Pag	pers L C Bo Paper #	oard 3 Petition	er S Patent On Paper type Resty to Opposition Natice notice of	Decu		se 1		1	L Use the form above to add d	locumenta.	- Comment	Submit		O Acti	ve filter(s) Clear all
Pap	Paper #	oard 3 Petition Filing date 05/12/2022	er S Patent Ov Paper type Resty to Opposition Notice notice of accest	Decar Test reply paper	ul	1	Petitioner	Public	L Use the form above to add d	locuments.	(B)	Submit		O Acti	ve filter(s) Clear all
Pas	Paper #	oard 3 Petition • Filmg date 05/12/2022 04/25/2022	er S Patent On Paper type Reply to Opposition Natice notice of appeal Pacific organi	Deciar Sect reply paper Notice: notice of appr	ul Serignal	1	Petitioner Petitioner	Public Public	L Use the form above to add d	locuments.		Submit		O Acti	ve filter(s) Clear all
Pag Al VIVIVIVI	Paper 8 -	oard 3 Petition Filing data 05/12/2022 04/25/2022	er S Patent On Paper type Resly to Opposition Notice notice of appeal Decision original Rehearing request Other	Decer Cancel test reply paper Notice: notice of appr Final Written Decision	tal tronginal ther	1	Petitioner Petitioner Petitioner Board	Public Public Public	L Use the form above to add d	locuments.		Submit		O Acti	ve filter(s) Clear all
Page Al Start Start Start	Ders Bo Paper # - 14 13 12 11	oard 3 Petition Filing date 05/12/2022 04/26/2022 04/26/2022	er Detent Ox Paper type Reih to Opposition Notice notice of accel Decision organis Decision organis Delessing request Other Rehearing request Other	Decer Cancel test reply paper Notice: notice of appe Final Written Decision Rehearing request. O	nal storiginal ther that	1	Petitioner Petitioner Board Patent Damer	Public Public Public Public	L Use the form above to add d	iccuments.		Start		O Acti	ve filter(s) Clear all
Page Al Start Start Start	Ders R C Ba Paper # - 14 13 12 11 10 9	oard 3 Petition Filing date 05/12/002 04/25/2022 04/25/2022 04/25/2022 04/25/2022	er S Patent Ov Paper type Repty to Coppsision Notice notice of Appeal Packson original Refearing request Other Packson request Other Statistics	Decer Cancel Test resty paper Notice: notice of appr Pinal Written Decision Rehearing request: O Rehearing request: O	nal storiginal ther that	1	Petitioner Petitioner Board Patent Oaner Patent Oaner	Public Public Public Public Public	L Clear ther form above to add di	conets.		Eulert		O Acti	ve filter(s) Clear all

Figure 108: File notice of appeal popup window – Add to list button

15. Filing Other Documents

15.1 Filing Other Documents

- 1. Filing other documents in P-TACTS consists of the following choices:
 - Notice: Exhibit list
 - Notice: Mandatory Notice
 - Notice: Notice of deposition
 - Notice: Other
 - Notice: Power of Attorney
 - Other: Fed. Cir. Mandate
 - Other: Refund request
 - Petition Reply to: PO Resp
 - Petition: Corrected

As with other submissions, you have the choice of adding the other document as a paper or an exhibit in the 1000 or 2000 series depending on whether you are a petitioner (1000 series) or patent owner (2000 series).

2. In the Case Viewer, select the blue **Add** button to see a list of documents and select the last option in the list, "File Other Documents."

iter				e Tracking Sys	stem	(P-TACTS)									
Sewer	My docke	t New submissio	an -												Search P-TA	CTS
Cas	e # IPR202	22-01874 FINAL	WRITTEN DECISION					Patent #	0101010							
Par	ties an, f	frances v. Jones,	Sam													
	Tech cente	r 2600 Ar	t unit 2606													
	w informatic		Rehearing requ	Notices of appeal											Expand all	10
D	ocuments	Clair	ms													_
		Clair	ms.				Nextax	allable paper # 17	Exhibits			Updated	: 05/15 2:42AM	C ≜5	File a motion	
Pap	ers	_		mer / Respondent (5)		Active		ailable paper # 17 Clear all		0 2000s 0	3000s (0)	Updated	: 05/15 2:42AM	0 ±6	File a motion File a rehearing red File a notice of app	peal
Pap	ers I 🚯 Boa	_		ner / Respondent (5) Document name	Pages	 Active Filing party 	filter(s)				3000s 0 Document name	Updated			File a motion	pea
Pap	ers I 🚯 Boa	ard (3) Petitio	ner 7 Patent Ow	Document name	Pages		filter(s) Avail	Clear all	All (0) 1000s			Updated		0 ‡	File a motion File a rehearing red File a notice of app File other document	peal
All	ers D Boa Paper# •	ard (3) Petitio Filing date	ner 7 Patent Ow Paper type Rehearing request.	Document name		Filing party	filter(s) Avail Parti	Clear all	All (0) 1000s			Updated		0 ‡	File a motion File a rehearing red File a notice of app File other document	peal
All	ers Boa Paper # • 16	ard 3 Petitio Filing date 05/14/2022	ner 7 Patent Ow Paper type Rehearing request. FWD Notice: notice of	Document name FWD		Filing party Petitioner	filter(s) Avail Parti	Clear all ability es and Board es and Board	All (0) 1000s			Updated		0 ‡	File a motion File a rehearing red File a notice of app File other document	peal
All	Paper # • 16 15	ard 3 Petitio Filing date 05/14/2022 05/14/2022	ner 7 Patent Ow Paper type Rehearing request. Notice: notice of appeal Rebly to	Document name FWD Appeal		Filing party Petitioner Petitioner	Parti Parti	Clear all ability es and Board es and Board ic	All (0) 1000s			Updated		0 ‡	File a motion File a rehearing red File a notice of app File other document	peal
Pap All	Paper# • 16 15 14	rd 3 Petitio Filing date 05/14/2022 05/12/2022	Paper type Rehearing request. PWD Rebuild to appeal Rebly to Coposition Notice: notice of appeal	Document name FWD Appeal test reply paper	1	Filing party Petitoner Petitoner Petitoner	Partia Partia Publi	Clear all ability es and Board es and Board ic ic	All (0) 1000s			Updated		0 ‡	File a motion File a rehearing red File a notice of app File other document	ique peal

Figure 109: Add documents dropdown

- 3. You will see the File other documents popup window with mandatory fields marked with red * asterisks. For this example, we are filing other documents. You will see the following:
 - Filing party (Pre-selected)
 - Doc type paper (Pre-selected/Editable)
 - Paper type (Pre-selected)
 - Availability (Select an availability)
 - Document name (Provide name)

• Select file – (Select file from your computer and upload your Document)

			File other doc	uments					ALA review #	IPR2022-01874 X	ees and paym		
tent	t Trial and	d Appeal Case	Tri Filing party										
ewer	My docket New s	ubmission +	Petitioner										Search P-TACTS
		FINAL WRITTEN DECISION	Doc type * ● Paper ○ Exh	ibit		Paper type *	rtvpe		Availability *	lability ¥			
	Tech center 2600	Art unit 2606	Document name			Document *				×			
eview in	nformation M	otions Rehearing requ	ests			Select me	_		Clear form	Add to list			Expand all Colla
ocumen	nts & claims		List of documents										
Docu	ments	Claims	Doc # Upl	load date	Doc type	Paper type	Document name	Pages	Availability	Action(s)			
						No document added	A line the faces shows to add do				5/15 2:42AM	C LExp	ort as csv - Add -
		Petitioner 7 Patent Ov				No document added ye	et. Use the form above to add do	ocuments.			15/15 2:42AM		ve filter(s) Clear all
All			mer / R Docum	lose		No document added ye	it. Use the form above to add do	ocuments.		Submit	15/15 2:42AM Pages		
All	Board 3	ate Paper type	Cancel and c	lose	Petitoner	No document added ye Parties and Board	st. Use the form above to add di	ocuments.	1	Submit		O Acti	ve filter(s) Clear all
All Pa	Board 3 aper # • Filing d 8 05/14/2	ate Paper type C22 Pehearing request FWD C22 Notice notice of	Docum Cancel and c		Petitoner	1	et. Use the form above to add di	ocuments.		Submit		O Acti	ve filter(s) Clear all
All Pa Pa 16	Board 3 aper # - Filing d 5 05/14/2	22 Paper type 22 Pehearing request FWD 22 Notice notice of appeal	Docum Cancel and c	1		Parties and Board	et. Use the form above to add do	ocumenta.		Submit		O Acti	ve filter(s) Clear all
All Pa Pa 16 15	Board 3 aper • • Filing d • 05/14/2 • 05/14/2 • 05/12/2	Alternational Action of Appendix Action of Act	Decum Cancel and c FWD Appeal	1	Petitioner	Parties and Board Parties and Board	t. Use the form above to add d	ocuments.		Submit		O Acti	ve filter(s) Clear all
All Pa Pa 16 15 14 13	Board 3 aper 4 Filing d 5 05:14/2 5 05:14/2 4 05:12/2 3 04/28/2	Alter Paper type 2022 Rebearing request PAD 2022 Replay to 2029 Dependion 2022 Notice rotice of appeal 2022 Field Writen	Decum Cancel and c PWD Appeal test reply paper	1 1 1 1	Petitioner	Parties and Board Parties and Board Public	c. Use the form above to add d	ocumenta.		Submit		O Acti	ve filter(s) Clear all
All Pa Pa 16 15 14 13 12	Board 3 aper 1 • Fâng d 5 05/14/2 5 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2 6 05/14/2	Alter Paper type 2022 Rehaining request PAD 2022 Notice notice of 2022 Alcolar notice of 2022 Sinal Written 2022 Final Written 2022 Rehaining request 2022 Official Statements 2022 Rehaining request	Cancel and of FWD Appeal Internet reply paper Notice: notice of appeal	1 1 1 1	Petitoner Petitoner Petitoner	Parties and Board Parties and Board Public Public	t. Ute the form above to add d	ocumenta.		Submit		O Acti	ve filter(s) Clear all
Pa 16 15	Board 3 sport F Faing d 0 05/14/2 5 05/14/2 6 05/12/2 5 05/12/2 6 05/12/2 5 05/12/2 6 05/12	Paper type Paper type Paper type Paper	Decue Cancel and of PWD Appeal text reply paper Notice notice of appeal Pint Written Decision; original	1 1 1 1 1	Petitoner Petitoner Petitoner Board	Parties and Board Parties and Board Public Public Public	t. Ute the form above to add d	acuments.		Submit		O Acti	ve filter(s) Clear all

Figure 110: File other documents popup window

4. Complete all of the required sections, and notice that the Add to list button is now blue and active. You'll have the opportunity to Clear form if the information is incorrect or Add to list. Select Add to list button and when all documents are listed within the List of documents table and no more changes are required, select the blue Submit button.

16. Add/Edit Staff Role

16.1 Add Staff Role

1. A Lead Counsel user can add up to 3 staff users. Back-up counsel may not add or delete staff users. The **Add staff** button will be disabled once the user adds the third staff user until the Lead Counsel deletes one or more of the staff users. Petitioner's counsel cannot view patent owner's staff users and vice versa.

pto								A 8	
tent Trial and App	eal Case Tracking	System (P-TACTS)							
Viewer My Docket Paymen	ts New Submission *				Enter exact cas	se or application # S	iearch	Advanced search -	He
Case # IPR2021-00683	FINAL WRITTEN DECISION					p	Patent #	6422291 🗷	
A review information Mandatory n	otices Motions Rehearing request	s Unsubmitted documents Notifications							
Documents & claims								Expand all Collap	ise all
> Real party									
						Updat	ed: 11/15	1:40 PM 2 Add	taff
✓ Counsel	Name	Email ()	USPTO Reg #	Phone nu	mber	Updat Fax number	ved: 11/15	1:40 PM Z Add	taff
	Name Steven Baughman	Email D test_sbaughman@iberty.com	USPTO Reg # 47414	Phone nu 202-123-4			ed: 11/15	1:40 PM 2 Add	taff
Counsel Petitioner Side Counsel Type					4527	Fax number	ed: 11/15	1:40 PM C Add	taff
Counsel Petitioner Side Counsel Type Lead Counsel	Steven Baughman	test_sbaughman@liberty.com	47414	202-123-4	4527	Fax number 202-253-1231	ved: 11/15	Actions	taff
Counsel Petitioner Side Counsel Type Lead Counsel First Backup Counsel	Steven Baughman	test_sbaughman@liberty.com	47414	202-123-4	4527	Fax number 202-253-1231	ed: 11/15	Actions	taff
Counsel Petitioner Side Counsel Type Lead Counsel First Backup Counsel Patent owner / Respondent Side	Steven Baughman James R. Myers	test_sbaughman@ilberty.com test_irmyers@ilberty.com	47414 52718	202-123-4	1527 1245	Fax number 202-253-1231		Actions	taff

Figure 111: Counsel section showing add Staff button

2. A pop-up dialog box will appear to search for Staff Member by email address.

RR	Add staff	×
Op PC	By adding a staff person, you acknowledge and agree to the following: The indicated staff person will be authorized in a support capacity in this AIA proceeding, and you grant access through the staff person's own MyUSPTO account, to work under your direction and control P-TACTS. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the staff person using the staff person's own MyUSPTO account. You are also responsible to delete staff that should no longer have such privileges.	
Ins No ac	Search Find staff member by email address Q	
Nc Pe	Cancel	dd

Figure 112: Dialog box showing find Staff by email

3. If the system cannot locate the staff user (e.g. the user may not be registered with MyUSPTO), the system will display an error message as shown. The message should also provide a link for the staff user to register for MyUSPTO account.

RE	Add st	taff	×
)p Oc	▲	By adding a staff person, you acknowledge and agree to the following: The indicated staff person will be authorized in a support capacity in this AIA proceeding, and you grant access through the staff person's own MyUSPTO account, to work under your direction and control in P-TACTS. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the staff person using the staff person's own MyUSPTO account. You are also responsible to delete staff that should no longer have such privileges.	
ns	0	The email address you entered does not exist. Staff must be registered in P-TACTS prior to being assigned to an AIA review. Please verify the information you entered or register for an account .	
ic ic	Search	1	
NC.	Find st	aff member by email address	
		Q X	
٩c	Can	Add	ł

Figure 113: Dialog box showing email error

4. The **Add** button is disabled until the user's search returns data for an account matching the search criteria from MyUSPTO.

RF	Add staff	×
Op PC	By adding a staff person, you acknowledge and agree to the following: The indicated staff person will be authorized in a support capacit in this AIA proceeding, and you grant access through the staff person's own MyUSPTO account, to work under your direction and control P-TACTS. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the staff person using the staff person's own MyUSPTO account. You are also responsible to delete staff that should no longer have such privileges.	
Ins No ac	Search Find staff member by email address Q	
No Pe	Cancel	dd

Figure 114: Add button disabled until email is entered

 Country field is always required. State field is required only for specific countries, e.g. USA, UK, Canada (Select Add Counsel feature for complete list). The rest of the address fields are optional.

Do	cument name	Pages	Filing party	Availability			Exhibit #	\mathbf{A}	Filing date	Document name	
RF	Add staff										×
Op PC	A in this AIA P-TACTS. Y	proceeding, a fou are respoi	and you grant a nsible under 37	ccess through the	e staff actior	pers ns tha	on's own MyUSP at are taken unde	TO ad r you	count, to work i ir authority by th	authorized in a support capaci under your direction and contr ne staff person using the staff privileges.	
Ins	Search										
No ac	Find staff member	by email add	Iress								
No	Psmith103process	s@gmail.com			Q ;	<					
No	Name						Address				
Pe	P Smith						Country *				
No	psmith103process@	@gmail.com					UNITED STAT	ES			~
	Phone number *						Address 1			Address 2	
	7035551111										
	Fax number						City			State/Province *	
										Select a state	~
							Zip				
	Cancel									4	Add
					_						

Figure 115: Dialog box showing required fields

16.2 Edit Staff Role

Lead counsel has an option to **Edit** the staff member's information or **Remove** the staff member by selecting respective action buttons (icons) next to the staff user's listing.

tent Irial and App	eal Case Tracking	System (P-TACTS)					
Viewer My Docket Paymen	ts New Submission *				Enter exact case or	application # Search	Advanced search = H
Case # IPR2021-00683	FINAL WRITTEN DECISION					Patent #	6422291 🕑
dA review information Mandatory n	otices Motions Rehearing requests	s Unsubmitted documents Notifications					
> Documents & claims							Expand all Collapse al
> Real party							
						Updated: 11/15	1540 PM 😥 Add staff
✓ Counsel	Name	Enail ()	USPTO Reg #	Phone nur	nber	Updated: 11/15 Fax number	1540 PM D Add Staff Actions
Counsel Petitioner Side	Name Steven Baughman	Ernall 💭 test, sbaughmanili liberty.com	USPTO Reg # 47414	Phone nur 202-123-4			
Counsel Petitioner Side Counsel Type					527	Fax number	
Counsel Type Lead Counsel	Steven Baughman	test_sbaughman@liberty.com	47414	202-123-4	527 245	Fax number 202-253-1231	
Counsel Petitioner Side Counsel Type Lead Counsel Fint Backup Counsel	Steven Baughman James R. Myers	test_sbaughman@liberty.com test_imyers@liberty.com	47414 52718	202-123-4 202-123-1	527 245	Fax number 202-253-1231	Actions
Counsel Petitioner Side Counsel Type Lead Counsel Finit Backup Counsel Starr	Steven Baughman James R. Myers	test_sbaughman@liberty.com test_imyers@liberty.com	47414 52718	202-123-4 202-123-1	527 245	Fax number 202-253-1231	Actions
Counsel Petitioner Side Counsel Type Lead Counsel Finst Backup Counsel Staff Ratent counser / Kerppordent Side	Steven Baughman James R. Myers John Doe	test, slovghman@lberty.com test, jrovjest@lberty.com john, dor@lberty.com	47414 52718	202-123-4 202-123-1	527 245 500	Fax number 202-253-1231 202-253-4628	Actions

Figure 116: Counsel section showing that Staff was entered

17. Search Interference

1. Select **Search Interference** in the blue bar located at the top right of the page.

uspto									Patents	Trademarks	Fees and payment	Help +	MyUSPTO	Baker, Eri	icson
Patent T	rial and	d Appea	al Case T	racking Sy	vstem (P-TAC	CTS)									
docket New sub	mission 👻											Search P-TAC	TS Search Ir	terference	Help
My docket														_	
Pending AIA re	eviews N	otifications	Motions Re	ehearing requests	AIA reviews on appeal	Unsubmitted	netitions	All AIA reviews							
Fending AIA II							petitions	All AIA reviews							
Showing 1-13 of							petitions	All AIA reviews	For case milestor	e information, hov	er over the dotted underlin	e in the Status c	olumn.	т	Ŧ

Figure 117: Search Interference – from My docket

2. You can search by application number, interference number, patent number, or party name. Select a value from the drop-down options, enter a value to search, and either hit Enter or select the magnifying glass search button. The search criteria

