



U.S PATENT APPLICATION FILING CHECKLIST

Application Type: Utility ___ Design ___ Prov. ___	Cont. App. ___	Div. App. ___	Admin.	Atty.
• Title				
• Margins and Paragraph Numbers				
• Count pages				
• Check claim dependencies				
• Application data sheet accurately reflecting title, attorney docket number, all inventors, priority data, along with being dated and executed by filing attorney				
Abstract – word count				
Drawings:				
• Check specification with drawings				
• Drawing headers				
Oath or Declaration(s)				
Small Entity Declaration(s)				
Assignment Filed on EPAS				
Transmittal Letter				
• Identify all Inventors				
• Verify fee calculations				
• Boxes checked for additional fees to be charged to Deposit Account				
• If paper filing is Express Mail # is correct and is on 1st pg. of each document, each drawing sheet, and postcard. Not Applicable if application is E-FILED				
• Priority application or claiming priority based on currently pending priority application				
PTO Form 1449 / Information Disclosure Statement				
• Filed with application				
• Docketed to be filed within 3 months				
Postcard (PTO Receipt including Figure 1 through ___) Not Applicable if application is E-FILED				
Application File				
• Create and/or update docketing record to represent that application has been “mailed”				
• Electronic Copies of all documents filed saved in secure location along with a copy of the EFS-Acknowledgement Sheet downloaded from the EFS Web				
Client appropriately notified of filing and serial number provided				
FILE NO.				
FILING OR MAILING DATE:				
FILED BY:				