

GUIDELINES FOR COMPLETING PATENT RECORDATION FORM COVER SHEET

When using this (FORM PTO-1618 A,B, &C), a cover sheet and any necessary continuation sheets must be submitted with each document to be recorded. Enter all required information using standard business block-style print (such as courier 10 pitch). Completed cover sheets will be scanned for image capture. Photocopies of the cover sheets are acceptable. Information required for recordation will be extracted from the cover sheet and cover sheet continuation forms only. Submitted cover sheets and documents will become part of the public record. If a document to be recorded concerns both patents and trademarks, a separate patent and a separate trademark cover sheet, including any attached continuing information, must accompany the document. When the document concerns multiple conveyances or transfers a cover sheet completing this cover sheet and information, call 703 308-9723.

Submission Type - Each submission type requires a new cover sheet. Enter an "X" in the appropriate box indicating the type of submission. If the conveyance document is being submitted for recordation for the first time, enter an "X" in the box for New Assignment. If the submission is a Non-recordation, enter an "X" for Re-submission and provide the document Identification number of the original submission. Resubmitted non-recordation documents require a new cover sheet (the new cover sheet shall contain all of the appropriate data and fee required for recordation). If a previously recorded document requires correction due to a data entry error, enter an "X" for Public Correction and provide the reel and frame number of the original document. Requests to correct the data entry error must be submitted on a new cover sheet. The cover sheet shall contain the data element in question, the name, date and signature of the person submitting the request, and any other pertinent information, (enter the correspondent's name and address, if it has changed since recordation). If a previously recorded document was submitted with erroneous information, enter an "X" indicating Corrective Assignment and provide the reel and frame number. A Corrective Assignment requires a new cover sheet. If the submission type is not listed, enter an "X" in the Other box and specify the submission type as provided in 37CFR 1.334.

Conveyance Type - Enter an "X" in the appropriate box describing the nature of the conveying document. If the conveyance document is to be recorded in the Government Register, enter an "X" indicating either a License or Assignment and enter an "X" indicating in which file the document is to be filed, either the Departmental File or the Public File. If the conveyance type is not listed, enter an "X" in Other box, and specify the nature of the conveyance .

Conveying Party(ies) - Enter the full name(s) of the party(ies) conveying the interest. Use Name line 1 to enter the name of the first party conveying the interest. If the conveying party is an individual, enter the last name first, followed by the first name followed by the middle initial. Separate the last and first name by a comma followed by a blank space. For example, "Carter, Constance M." If the conveying party is a corporation and the corporation name begins with "The", the name must be entered as Longmire Cookie Company, The. If the name consists of more than 40 characters, abbreviate where possible (i.e. Inc. for Incorporated). Use Name line 2 to enter additional information, (i.e. "a corporation of Delaware", etc.). If the party is a government, and the government begins with "The", such as "The United States Government", the name must be entered as "Government of the United States of America, The." A blank space must follow the comma. If additional information follows the government names such as the agency representing the government, the names must be entered as "Government of the United States of America, as represented by the Department of Energy, The." Enter the execution date (i.e. the date the document is signed by the conveying party) using the numerical representation of the month, day, and year without slashes (/) formatted as (MMDDYYYY). Do not use European style date format. If there is a second party conveying an interest, fill in the Second Party Name lines 1 and 2 in a similar manner. If there are more than two conveying parties, enter an "X" in the box to indicate that additional information is attached. The names and execution dates of the additional conveying parties must be entered on the formatted Recordation Form Cover Sheet Continuation. Only the names which appear on this cover sheet and the Recordation Cover Sheet Continuation form(s) will be recorded.

Receiving Party(ies) - Enter the full name and address of the party(ies) receiving the interest. Use Name line 1 to enter the name of the first party receiving the interest. If the receiving party is an individual, enter last name first, followed by the first name followed by the middle initial. Separate the last and first name with a comma, followed by a blank space. For example, "Carter, Constance M." If the receiving party name is a business and consists of more than 40 characters, abbreviate where possible (i.e. Inc. for Incorporated). If the corporation name begins with "The", such as "The Longmire Cooking Company", the name must be entered as "Longmire Cookie Company, The". Enter additional information on Name line 2, (i.e. "a Corporation of Delaware", etc.). If the party is a government, and the government begins with "The", such as "The United States Government", the name must be entered as "Government of the United States of America, The." A blank space must follow the comma. If additional information follows the government names such as the agency

representing the government, the names must be entered as "Government of the United States of America, as represented by the Department of Energy, The." Enter up to three lines of address information using up to 40 characters per line of address: address line 1 is used to enter the street address; address line 2 is used to enter the floor/room number, suite number or department; and address line 3 is used to enter the City, State/Country and zip code. Use the two letter state code when entering the state, (i.e. VA for the State of Virginia). If there is more than one party receiving the interest, enter an "X" in the box to indicate that additional information is attached. The names and addresses of any additional receiving parties must be entered on a formatted Recordation Form Cover Sheet Continuation. Only the names which appear on this cover sheet and the Recordation Cover Sheet Continuation form(s) will be recorded.

Correspondent Name and Address. - Enter the full name and address of the party to whom correspondence is to be mailed. Each line of address allows up to 40 characters including spaces. Address information will be used to create a mailing label in order to return the document to the submitter. Enter the area code, telephone number and extension of the correspondent.

Number of Pages. - Enter the total number of pages contained in the conveyance document including any attachment(s). If the document to be recorded concerns both patents and trademarks, separate patent and trademark cover sheets must be submitted. Do not include the Recordation Form Cover Sheet pages in this total.

Application Number(s) or Patent Number(s). Enter the application number(s) (an 8 digit number consisting of a 2 digit series code and a 6 digit serial number) of the patent application property(ies) against which the document is to be recorded. Enter the application number as 06105889. Do not enter a slash (/) between the series code and the serial number. Enter the patent application number(s) in the space designated for patent application numbers. Provide the U.S. Serial Number, if one has been assigned to a Patent Cooperation Treaty (PCT) application which has entered the national stage. If a patent application has matured into a patent, enter the 7 digit patent number (i.e. 4890212) in the space designated for patent numbers. If the patent number does not contain 7 digits, leading zeros (0) should be used. For Plant/Reissue/Design patent numbers, the leading zeros should precede the number, not the alpha characters (i.e. PP05650, RE01187, D029490, 1500356). **Do not enter both the patent application number and the patent number for the same property.** Enter each application number(s) or patent number(s) in the designated boxes. If the assignment is being filed together with a new patent application, enter the date the patent application was signed by the first named executing inventor using the numerical representation of the month, day, and year without slashes (/) formatted as (MMDDYYYY). Do not use European style date format. Enter an "X" in the appropriate box to indicate if additional numbers are attached. Enter any such additional numbers on a Recordation Form Cover Sheet Continuation.

Patent Cooperation Treaty (PCT) Application Number - Enter the PCT application number only if a U.S. Serial Number has not been assigned. International application numbers must be complete (i.e. PCTUS9112345).

Total Applications and Patents Involved - Enter the total number of applications and registrations identified for recordation including properties indicated on any attached formatted Recordation Form Cover Sheet Continuation(s).

Total Fee Enclosed and Deposit Account Number - A fee is required for each application and patent property against which the document is to be recorded. If the submission concerns multiple conveyances or transfers, a fee must be submitted separately for each property of each conveyance or transfer. Enter the Fee Amount calculated per cover sheet. Enter the Total Fee Enclosed, if payment is made by other than deposit account. If payment is by deposit account, enter the total amount authorized to be charged to the deposit account or merely the "amount due." Enter the deposit account number for authorized charges. Enter an "X" in the Yes or No box indicating authorization to "charge additional fees" to the deposit account. If additional fees are required, the USPTO will generate a request to the USPTO Office of Finance to charge additional fees to the deposit account. A copy of this request will be returned to the submitter with the Notice of Recordation .

Statement and Signature - Enter the name of the person submitting the document. The submitter must sign and date page 2 of the cover sheet, confirming that to the best of the person's knowledge and belief, the information contained on the cover sheet is correct and that any copy of the document is a true copy of the original document. The person signing on page 2 of the cover sheet also authorizes the USPTO to charge additional fees to the Deposit Account , if the authorization box is checked and if additional fees are required. The signature and date must appear to the right of the typed name. The document may be signed by the person whose name appears on the documents to be recorded: In the case of an individual, the individual's signature, for a corporation, the signature of an officer, for a partnership, the signature of a general partner, or in any case, the attorney representing such person or entity may sign the document.

GUIDELINES FOR COMPLETING PATENT RECORDATION COVER SHEET CONTINUATION

Enter any additional information on the Recordation Form Cover Sheet Continuation. Use as many continuation sheets as necessary. Use the same guidelines as appropriate to the Item where the additional data will be entered.

Conveying Party(ies) - Use this Continuation Sheet to enter the names and execution dates of up to three additional conveying parties. Use Name line 1 to enter the name of each additional party conveying the interest. If the conveying party is an individual, enter the last name first, followed by the first name followed by the middle initial. Separate the last and first name by a comma followed by a blank space. For example, "Carter, Constance M." If the conveying party is a corporation and the corporation name begins with "The", the name must be entered as Longmire Cookie Company, The. If the name is a corporation and consists of more than 40 characters, abbreviate where possible (i.e. Inc. for Incorporated). Use Name line 2 to enter additional information, (i.e. "a corporation of Delaware", etc.). If the party is a government, and the government begins with "The", such as "The United States Government", the name must be entered as "Government of the United States of America, The." A blank space must follow the comma. If additional information follows the government names such as the agency representing the government, the names must be entered as "Government of the United States of America, as represented by the Department of Energy, The." Enter the execution date (i.e. the date the document is signed by the conveying party) using the numerical representation of the month, day, and year without slashes (/) formatted as (MMDDYYYY). Do not use European style date format. If there are additional conveying parties, enter an "X" in the box to indicate that additional information is attached. The names and execution dates of the additional conveying parties must be entered on the formatted Recordation Form Cover Sheet Continuation. Only the names which appear on this cover sheet and the Recordation Cover Sheet Continuation form(s) will be recorded.

Receiving Party(ies) - Use this Continuation Sheet to enter the names and full address of up to two additional parties receiving the interest. Use Name line 1 to enter the name of the first party receiving the interest. If the receiving party is an individual, enter last name first, followed by the first name followed by the middle initial. Separate the last and first name with a comma, followed by a blank space. For example, "Carter, Constance M." If the name is a corporation and consists of more than 40 characters, abbreviate where possible (i.e. Inc. for Incorporated). If the corporation name begins with "The", such as "The Longmire Cooking Company", the name must be entered as "Longmire Cookie Company, The". Enter additional information on Name line 2, (i.e. "a Corporation of Delaware", etc.). If the party is a government, and the government begins with "The", such as "The United States Government", the name must be entered as "Government of the United States of America, The." A blank space must follow the comma. If additional information follows the government names such as the agency representing the government, the names must be entered as "Government of the United States of America, as represented by the Department of Energy, The." Enter up to three lines of address information using up to 40 characters per line of address: address line 1 is used to enter the street address; address line 2 is used to enter the floor/room number, suite number or department; and address line 3 is used to enter the City, State/Country and zip code. Use the two letter state code when entering the state, (i.e. VA for the State of Virginia). If there are additional receiving parties receiving the interest, enter an "X" in the box to indicate that additional information is attached. The names and addresses of any additional receiving parties must be entered on a formatted Recordation Form Cover Sheet Continuation. Only the names which appear on this cover sheet and the Recordation Cover Sheet Continuation form(s) will be recorded.

Application Number(s) or Patent Number(s) - Enter additional application and patent numbers. Enter the application number(s) (an 8 digit number consisting of a 2 digit series code and a 6 digit serial number) of the patent application property(ies) against which the document is to be recorded. Enter the application number as 06105889. Do not enter a slash (/) between the series code and the serial number. Enter the patent application number(s) in the space designated for patent application numbers. Provide the U.S. Serial Number, if one has been assigned to a Patent Cooperation Treaty (PCT) application which has entered the national stage. If a patent application has matured into a patent, enter the 7 digit patent number (i.e. 4890212) in the space designated for patent numbers. If the patent number does not contain 7 digits, leading zeros (0) should be used. For Plant/Reissue/ Design patent numbers, the leading zeros should precede the number, not the alpha characters (i.e. PP05650, RE11987, D299490, 1500356). **Do not enter both the patent application number and the patent number for the same property.** Enter each application number(s) or patent number(s) in the designated boxes. Do not use European style date format. . Enter an "X" in the appropriate box to indicate if additional numbers are attached. Enter any such additional numbers on a Recordation Form Cover Sheet Continuation forms.

**RECORDATION FORM COVER SHEET
PATENTS ONLY**

TO: The Commissioner of Patents and Trademarks: Please record the attached original document(s) or copy(ies).

Submission Type

New

Resubmission (Non-Recordation)
Document ID#

Correction of PTO Error
Reel # Frame #

Corrective Document
Reel # Frame #

Conveyance Type

Assignment Security Agreement

License Change of Name

Merger Other

U.S. Government
(For Use ONLY by U.S. Government Agencies)

Departmental File Secret File

Conveying Party(ies)

Mark if additional names of conveying parties attached

Name (line 1) <input type="text"/>	Execution Date Month Day Year <input type="text"/>
Name (line 2) <input type="text"/>	
Second Party Name (line 1) <input type="text"/>	Execution Date Month Day Year <input type="text"/>
Name (line 2) <input type="text"/>	

Receiving Party

Mark if additional names of receiving parties attached

If document to be recorded is an assignment and the receiving party is not domiciled in the United States, an appointment of a domestic representative is attached. (Designation must be a separate document from Assignment.)

Name (line 1)

Name (line 2)

Address (line 1)

Address (line 2)

Address (line 3)
City State/Country Zip Code

Domestic Representative Name and Address

Enter for the first Receiving Party only.

Name

Address (line 1)

Address (line 2)

Address (line 3)

Address (line 4)

FOR OFFICE USE ONLY

Correspondent Name and Address

Area Code and Telephone Number

Name

Address (line 1)

Address (line 2)

Address (line 3)

Address (line 4)

Pages

Enter the total number of pages of the attached conveyance document including any attachments.

#

Application Number(s) or Patent Number(s)

Mark if additional numbers attached

Enter either the Patent Application Number or the Patent Number (DO NOT ENTER BOTH numbers for the same property).

Patent Application Number(s)

Patent Number(s)

If this document is being filed together with a new Patent Application, enter the date the patent application was signed by the first named executing inventor.

Month Day Year

Patent Cooperation Treaty (PCT)

Enter PCT application number only if a U.S. Application Number has not been assigned.

PCT

PCT

PCT

PCT

PCT

PCT

Number of Properties

Enter the total number of properties involved.

#

Fee Amount

Fee Amount for Properties Listed (37 CFR 3.41): \$

Method of Payment:
Deposit Account

Enclosed

Deposit Account

(Enter for payment by deposit account or if additional fees can be charged to the account.)

Deposit Account Number:

#

Authorization to charge additional fees:

Yes

No

Statement and Signature

To the best of my knowledge and belief, the foregoing information is true and correct and any attached copy is a true copy of the original document. Charges to deposit account are authorized, as indicated herein.

Name of Person Signing

Signature

Date

