

**PATENT AND TRADEMARK OFFICE (PTO)**

**INFORMATION CONTACTS**

**TABLE OF CONTENTS**

General ..... 2 - 6  
Patents ..... 7 - 18  
Trademarks ..... 19 - 23

**For additional information, contact:**

PTO's Public Information Lines (automated) ..... (703) 557-INFO  
(Requires touch-tone telephone)

Telecommunications Device for the Deaf ..... (703) 305-8585

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Public Information Services Division  
Public Service Branch ..... (703) 305-HELP

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Box Trademark Application	- New trademark applications and associated papers and fees.
Box 3	- Mail for the Office of Personnel from NFC.
Box 4	- Mail for the Assistant Commissioner for External Affairs and the Office of Legislation and International Affairs.
Box 5	- "No fee" mail related to trademarks.
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Box 7	- Reissue applications for patents involved in litigation and subsequently filed related papers.
Box 8	- All papers for the Office of the Solicitor <u>except</u> communications relating to <u>pending litigation</u> . Papers relating to pending litigation must be mailed to Office of the Solicitor, P.O. Box 15667, Arlington, VA 22215.
Box 9	- Coupon orders for U.S. patent and trademark copies.
Box 10	- Orders for certified copies of PTO documents except trademark registrations and assignments.
Box 11	- Electronic Ordering Service (EOS).
Box 12	- Contributions to the Examiner Education Program.
Box 13	- Mail for the Employee Relations and Labor Relations Divisions.
Box 14	- Mail directed to the APS (Automated Patent System) Contracts Office.
Box 15	- Mail for the Advisory Commission on Patent Law Reform.
Box 16	- Mail for the Office of Finance from deposit account holders who wish to deposit replenishment checks to their PTO accounts.
Box 17	- Invoices directed to the Office of Finance.

## Address Boxes, PTO Special (Continued)

<u>Box No./Name</u>	<u>Specified Purpose</u>
Box 171	- Vacancy Announcement Applications.
Box AF	- Expedited procedure for processing amendments and other responses after final rejection.
Box Assignment-	All assignment documents <u>except</u> those filed with new applications.
Box DAC	- Petitions to revive, petitions to accept late payment of fees, petitions to defer issue, and petitions to withdraw an application from issue.
Box DD	- Disclosure Documents or materials related to the Disclosure Document Program.
Box EEO	- Mail for the Office of Civil Rights.
Box FWC	- Requests for File Wrapper Continuation Applications (under 37 CFR 1.62).
Box Inter- ference	- Communications relating to interferences and applications and patents involved in interference.
Box Issue Fee	- All communications following the receipt of a PTOL-85, "Notice of Allowance and Issue Fee Due," and prior to the issuance of a patent should be addressed to Box Issue Fee, unless advised to the contrary. Assignments must be submitted in a separate envelope and not sent to Box Issue Fee.
Box ITU	- All intent-to-use documents except initial applications and amendments to allege use.
Box M Fee	- Correspondence related to a patent that is subject to the payment of a maintenance fee.
Box Non-Fee Amendment	- Non-fee amendments to patent applications. (Use Box AF for responses after final rejection.)
Box OED	- Mail for the Office of Enrollment and Discipline.
Box Pat. Ext.	- Applications for patent term extension.
Box PCT	- Mail related to applications filed under the Patent Cooperation Treaty.
Box Recon- struction	- Correspondence pertaining to the reconstruction of lost patent files.
Box Reexam	- Requests for Reexamination for <u>original</u> request papers <u>only</u> .
Box Sequence	- Submission of diskette for biotechnical applications.
Box SN	- For fees and petitions under 37 CFR 1.182 to obtain dates received and/or serial numbers for patent applications <u>prior</u> to the Office's standard notifications (return postcard or the official "Filing Receipt," "Notice to File Missing Parts," or "Notice of Incomplete Application".)

GENERAL

INQUIRY

CONTACT POINT

**Assignment Search Information**

Patent ..... 308-2768  
Trademark ..... 308-9855

**Attorney's Roster** ..... 308-9618

**Automated Search Systems Training for Public**

Patents ..... 308-0595  
Trademarks ..... 308-9800

**Cashier's Windows**

Patent Search Room ..... 308-0649  
Trademark Search Library ..... 308-9810

**Civil Rights, Office of** ..... 305-8292

Telecommunications Device for the Deaf (TDD) ..... 305-8059

**Congressional Liaison** ..... 305-9310

**Copy Access System Cards**

Cashier's Office (Patent Search Room) ..... 308-0649  
Encoder's Office (Patent Search Room) ..... 308-0077  
Cashier's Office (Trademark Search Library) ..... 308-9810  
Encoder's Office (Trademark Search Library) ..... 308-9809

**Coupon Orders (Patent and Trademark Copies)** ..... 308-0649

**Deposit Accounts**

Balance Inquiry (Requires Touch-tone Telephone) ... 305-8735/8746  
General Information ..... 308-0902  
Remittances ..... 308-0902

Deposit Account Remittances only should be mailed to:

Patent and Trademark Office  
P.O. Box 70541  
Chicago, IL 60673

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Patent and Trademark Office  
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Box 16  
Washington, DC 20231

GENERAL

INQUIRY

CONTACT POINT

Employment (General Information) ..... 305-8231  
Telecommunications Device for the Deaf (TDD) ..... 305-8586

**Fees**

Fee Rates ..... 305-8000  
Fee Receipts ..... 308-0904  
General Information ..... 305-8000  
Refunds ..... 305-8079 or 305-8560

File Information Unit ..... 308-2733

Help (To resolve service problems unsuccessfully resolved  
through normal channels) ..... 305-HELP

**Information**

PTO's Automated Public Information Lines ..... 557-INFO  
(Requires touch-tone telephone)  
Service Problem Assistance (Public Service Branch) ..... 305-HELP

**Journal of the Patent and Trademark Office Society (JPTOS)**

Note: All questions and correspondence should be addressed to:

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Arlington, VA 22202

Official Gazette (Government Printing Office)

Distribution and/or Subscription Problems ..... (202) 512-2303

Official Gazette, Notices ..... 305-8594

Telecommunications Device for the Deaf (TDD) ..... 305-8377  
Patents Available for Licensing or Sale ..... 308-0402

Patent and Trademark Depository Library Program ..... 305-5686

For listing of Program Libraries and contact information,  
see Official Gazette issues (Notices section)

Procurement ..... 305-8014

Telecommunications Device for the Deaf (TDD) ..... 305-8018

Project XL ..... 305-8292

Telecommunications Device for the Deaf (TDD) ..... 305-8059

GENERAL

INQUIRY

CONTACT POINT

**Public Affairs** ..... 305-8341

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Box 4  
Washington, DC 20231

**Public Search Facilities**

Patents ..... 308-0595  
(Hours: Weekdays, 8:00 a.m. to 8:00 p.m.)  
Patent Assignments ..... 308-2768  
(Hours: Weekdays, 8:30 a.m. to 5:00 p.m.)  
Trademarks ..... 308-9800  
(Hours: Weekdays, 8:00 a.m. to 5:30 p.m.)  
Trademark Assignments ..... 308-9855  
(Hours: Weekdays, 8:00 a.m. to 5:30 p.m.)

**Public Service Branch, Public Information Services Division**

For help in resolving service problems not successfully  
resolved through normal channels ..... 305-HELP

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trademark:

PTO's Public Information Lines (automated) ..... 557-INFO  
(Requires touch-tone telephone)  
Patents - (Ext. 11)  
Trademarks - (Ext. 38)

Telecommunications Device for the Deaf (TDD) ..... 305-8585

**Publications, General Information** ..... 557-INFO

**Reasonable Accommodation Requests** ..... 305-8292

**Solicitor** ..... 305-9035

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communications relating to pending litigation,  
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PATENTS

INQUIRY

CONTACT POINT

Advance Orders of Patent Soft Copies, Non-Receipt ..... 305-8237

**Amendments**

General Information ..... 305-8000  
Specific Pending Applications ..... Appropriate Examining Group  
(See page 10)

Amendments after Final Rejection should be addressed to:

Commissioner of Patents and Trademarks  
Box AF  
Washington, DC 20231

Rule 312 Amendments should be addressed to:

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Washington, DC 20231

**Applications**

Address new patent applications to:

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Box Patent Application  
Washington, DC 20231

Examination ..... Appropriate Examining Group  
(See page 10)

General Information ..... 305-8000  
PCT - General Information ..... 603-0465  
Post-Examination ..... 305-8283  
Pre-Examination ..... 305-8000  
Re-Examination - General Information ..... 305-8000  
Status Inquiry of Pending Applications ..... Appropriate Examining Group  
(See page 10)

or 305-8490

Statutory Invention Registrations (SIR) .... Group 220 - 308-0766

PATENTS

INQUIRY

CONTACT POINT

**Assignments**

Changes Affecting Title of Pending Applications and  
Patented Files ..... 308-9723  
Information Concerning Pending Patent Assignments ..... 308-9723  
Recording Assignments ..... 308-9723

Attorneys, Conduct of ..... 308-9614

Attorney's Window  
(See Public Service Window)

Cashier's Window (Patent Search Room ) ..... 308-0649

CASSIS/CD-ROM (Classification and Search Support Information  
System/Compact Disc - Read Only Memory)

General Information ..... 305-5652  
Problem Resolution for Commercial Subscribers ..... 305-5652  
Subscriptions ..... 305-5652

CD-ROM Products ..... 305-5652  
(Also see CASSIS/CD-ROM)

Certificates of Correction ..... 305-8408

**Change of Address**

Pending Patent Applications ..... Appropriate Examining Group  
(See page 10)  
Issued Patents for Maintenance Fee Notification ..... 308-9752

Classification Definitions, Changes  
and Reclassification Orders - (Sale of) ..... 305-6101

Classification of Published Patents ..... 305-5951

Complaints (Services) ..... 305-HELP

**Copies**

Abandoned File Histories  
(Local Access for Public Copying) ..... 308-2733  
Abstracts of Title ..... 308-1200  
Advance Orders, Non-Receipt ..... 305-8237  
Applications As Filed\* ..... 308-9726  
File Wrapper and Contents\* ..... 308-9726  
Certified Copies of Patent Documents Except  
Assignments\* ..... 308-9726  
Certified Copies of Patent Assignment Documents ..... 308-1200  
Electronic Ordering Service (Patent Copies) ..... 305-8492  
Foreign Patents ..... 308-1076



Copies (Continued)

Patented File Histories  
 (Local Access for Public Copying) ..... 308-2733  
 U.S. Patents ..... 305-8492

-----  
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 copies of these products to:

Commissioner of Patents and Trademarks  
 Box 10  
 Washington, DC 20231

Disclaimers ..... 305-8408  
 Disclosure Document Program ..... 308-0995  
 Drawing Corrections ..... 305-8404  
 Duty of Disclosure Matters ..... 305-9384  
 Electronic Information Products  
 and Services, Office of ..... 305-5652  
 Enrollment and Discipline ..... 308-9614

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Commissioner of Patents and Trademarks  
 Box OED  
 Washington, DC 20231

**Examining Groups**

**Chemical Examining Groups**

Group 110 .....	308-0661
Group 120 .....	308-1235
Group 130 .....	308-0651
Group 150 .....	308-2351
Group 180 .....	308-0196

**Electrical Examining Groups**

Group 210 .....	308-1782
Group 220 .....	308-0766
Group 230 .....	308-0754
Group 240 .....	308-0771
Group 250 .....	308-0956
Group 260 .....	308-0962
Group 290 .....	603-0493

**Mechanical Examining Groups**

Group 310 .....	308-1113
Group 320 .....	308-1148
Group 330 .....	308-0858
Group 340 .....	308-0861
Group 350 .....	308-2168

**File Wrapper Continuation Applications .....** 308-1202

**Address to:**

Commissioner of Patents and Trademarks  
Box FWC  
Washington, DC 20231

**Files (File Information Unit)**

Abandoned File Histories .....	308-2733
Patented File Histories .....	308-2733
Pending Patent Applications .....	308-2733

**Filing Receipt Corrections .....** 308-1157

**Foreign Patents (References)**

(Hours: Weekdays, 8:30 a.m. to 5:00 p.m.) ..... 308-1076

PATENTS

INQUIRY

CONTACT POINT

Forms

Patents ..... 305-8000  
 PCT ..... 603-0465

Inspection of Patent Files ..... 308-2733

Interferences ..... 557-4101

Address mail to:

Commissioner of Patents and Trademarks  
 Box Interference  
 Washington, DC 20231

Inventors

Deceased ..... 305-9384  
 Correction of Error in Joining Inventors  
 Patents ..... Appropriate Group Art Unit Supervisor  
 Applications ..... Appropriate Examiner or 305-9384

Issue Fee

Address mail to:

Commissioner of Patents and Trademarks  
 Box Issue Fee  
 Washington, DC 20231

Balance of Issue Fee Transmittals ..... 305-8283  
 Issue Fee Receipt, Incorrect ..... 305-8283  
 Issue Fee Receipt, Non-Receipt ..... 305-8283  
 Lapse Notices ..... 305-8283

License (Request to file patent application abroad) ..... 308-1722

Maintenance Fees ..... 308-9752

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 Box M Fee  
 Washington, DC 20231

Manual of Patent Classification

General Information ..... 305-6101  
 Index to ..... 305-6101

PATENTS

INQUIRY

CONTACT POINT

**Manual of Patent Classification (Continued)**

Manual of Classification, Sale of

Address inquiries to:

Superintendent of Documents  
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(202) 783-3238

Subclass Listing, Sale of .....	305-5658
Manual of Patent Examining Procedure (MPEP) .....	305-9384
Notice of Allowance .....	Appropriate Examining Group (See page 10)
<b>Notices of Appeal</b>	
Board of Patent Appeals and Interferences .....	557-4101
Court of Appeals for the Federal Circuit (CAFC) .....	305-9035
Official Searches .....	308-7004
Patent and Trademark Depository Library Program .....	305-5686
Patent Grant, Non-Receipt .....	305-8203
<b>Patent Index</b>	
Index Support .....	305-5951
Use of Index .....	305-5951
Patent Term Extension .....	305-9384
Patented Files .....	308-2733
PCT (Patent Cooperation Treaty) .....	603-0465

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Box PCT  
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**Petitions**

Abandonment, Withdrawal of  
Examiner's Holding of ..... Appropriate Examining  
Group Director  
(See page 10)

Access to Application Files ..... Office of Special Program  
Examination 305-9384

Amendment  
After Payment of Issue Fee ..... Appropriate Examining  
Group Director  
(See page 10)

Refusal to Enter an Amendment ..... Appropriate Examining  
Group Director  
(See page 10)

**Appeals**

Reinstate, Appeal Dismissed by Group .... Appropriate Examining  
Group Director  
(See page 10)

Application  
Acceptance of When  
Filed by Other than Inventor ..... Office of Special Program  
Examination 305-9384

Assignments and Issuance of  
Patents to Assignees ..... Office of Petitions  
305-9282

Attorney, Withdrawal of ..... Appropriate Examining  
Group Director  
(See page 10)

Certificates of Correction,  
Refusal to Issue ..... Office of Petitions  
305-9282

Concurrent Ex Parte and/or  
Inter Partes Proceedings ..... Appropriate Examining  
Group Director  
(See page 10)

Disclaimers ..... Office of Petitions  
305-9282

Divisional Reissue ..... Office of Special Program Examination  
305-9384

PATENTS

INQUIRY

CONTACT POINT

Petitions (Continued)

Examiner's Requirements or Holdings,  
Review of ..... Appropriate Examining  
Group Director  
(See page 10)

Ex Parte Questions in Cases before  
the CAFC ..... Solicitor 305-9035

Express Abandonment after  
Issue Fee Payment ..... Office of Petitions  
305-9282

Expunge Papers ..... Office of Special Program  
Examination 305-9384

Extensions of Time

In Court Matters ..... Solicitor 305-9035

During Pendency in Group ..... Appropriate Examining  
Group Director  
(See page 10)

During Pendency at Board of  
Patent Appeals and  
Interferences ..... Board of Patent Appeals and  
Interferences 557-4101

To Appeal to the CAFC or  
Commence a Civil Action ..... Solicitor 305-9035

Filing Date ..... Special Assistant to Assistant  
Commissioner for Patents  
305-8850

Final Rejection, Premature ..... Appropriate Examining  
Group Director  
(See page 10)

Interferences

Institute an Interference ..... Appropriate Examining  
Group Director  
(See page 10)

Access to Applications, Unopened  
Preliminary Statements ..... Board of Patent Appeals and  
Interferences 557-4007

From Action by a Primary  
Examiner or an Interlocutory  
Action ..... Board of Patent Appeals and  
Interferences 557-4007

PATENTS

INQUIRY

CONTACT POINT

Petitions (Continued)

Late Settlement Papers .....	Board of Patent Appeals and Interferences	557-4007
Priority Papers in Patent Application .....	Board of Patent Appeals and Interferences	557-4007
Reconsideration of Decision on Motion .....	Board of Patent Appeals and Interferences	557-4007
Issuance, Defer .....	Office of Petitions	305-9282
Late Payment Issue Fee .....	Office of Petitions	305-9282
Maintenance Fee .....	Office of Petitions	305-9282
License to File in Foreign Countries .....	Director, Group 220	308-1721
Limited Recognition to Prosecute Specified Application(s) .....	Committee on Enrollment	308-9614
Make Special Prospective Manufacture, Infringement .....	Assistant Commissioner for Patents	305-8850
Within Jurisdiction of Board of Patent Appeals and Interferences .....	Board of Patent Appeals and Interferences	557-4101
Applicant's Age or Health, Environmental Quality Program, Special Examining Procedure (accelerated examination), Energy Program, Recombinant DNA, Superconductivity .....	Appropriate Examining Group Director	(See page 10)
Priority Papers, Return of .....	Appropriate Examining Group Director	(See page 10)

PATENTS

INQUIRY

CONTACT POINT

**Petitions (Continued)**

Priority Papers, After Payment  
of Issue Fee ..... Office of Petitions  
305-9282

Public Use Proceedings ..... Office of Special Program  
Examination 305-9384

Registration to Practice Before  
the PTO ..... Enrollment and Discipline  
308-9614

Rehearing, Reconsideration, or  
Modification of Board Decision .... Board of Patent Appeals and  
Interferences 557-4101

Rejection, Premature Final ..... Appropriate Examining  
Group Director  
(See page 10)

Reopen Prosecution after Decision  
by Board of Patent Appeals and  
Interferences ..... Appropriate Examining  
Group Director  
(See page 10)

Restriction Requirement ..... Appropriate Examining  
Group Director  
(See page 10)

Revive an Abandoned Application ..... Office of Petitions  
305-9282

Statutory Invention Registration (SIR) ..... Group 220  
308-0766

Supervisory Authority of  
Commissioner, Invoke in Matters  
Concerning the Office of Public Services  
and Administration ..... Office of Petitions  
305-9282

Supervisory Authority of  
Commissioner, Invoke in Matters  
Concerning the Patent  
Examining Operation ..... Office of Petitions  
305-9282



PATENTS

INQUIRY

CONTACT POINT

**Petitions (Continued)**

Suspension of Action,  
Second or Subsequent ..... Appropriate Examining  
Group Director  
(See page 10)

Suspension of Rules Relating  
to the Examining of Patent  
Applications ..... Office of Petitions  
305-9282

Suspension of Rules in  
Patent Matters Administered  
by the Office of Public Services  
and Administration ..... Office of Petitions  
305-9282

Withdraw from Issue ..... Office of Petitions  
305-9282

Protest Against Pending Patent Applications ..... 305-9384

Public Service Window ..... 308-1057

Reconstruction of Files ..... 308-9726

Record Room (Patented and Abandoned Files)  
(See Files - File Information Unit)

**Reexaminations**

Address mail to:

Commissioner of Patents and Trademarks  
Box Reexam  
Washington, DC 20231

General Questions ..... 308-1202  
Reexamination Examiners ..... Appropriate Examining Group  
(See page 10)

Reexamination Petitions ..... Office of Special Program  
Examination 305-9384

Reexamination Pre-processing ..... 308-1202

**Reissues**

Specific Applications..... Appropriate Examining Group  
(See page 10)

Divisional ..... Office of Special Program  
Examination 305-9384

PATENTS

INQUIRY

CONTACT POINT

**Reissues (Continued)**

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**Search Room, Assignments**

Patents (Hours: Weekdays, 8:30 a.m. to 5:00 p.m.) ..... 308-2768  
Trademarks (Hours: Weekdays, 8:00 a.m. to 5:30 p.m.) .. 308-9855

**Search Room, Patent**

Reference to Patents and Indices ..... 308-0595  
(Hours: Weekdays, 8:00 a.m. to 8:00 p.m.)

**Secrecy Orders** ..... 308-1720

**Simultaneous Issuances** ..... 305-8594

**Statutory Invention Registrations (SIRs)**

General Questions ..... 308-0766  
SIR Examiners ..... 308-0766

**Subclass Listings** ..... 305-5658

**Subscription Information** ..... 305-8492

**Technology Assessment and Forecast Program**

Patent Statistics ..... 305-5652

**Telecommunications Device for the Deaf (TDD)** ..... 305-8585

**Terminal Disclaimers** ..... 305-8408

**TRADEMARKS**

**INQUIRY**

**CONTACT POINT**

**Affidavits**

Of Use (Section 8) ..... Post Registration Team  
308-9500  
Of Incontestability (Section 15) ..... Post Registration Team  
308-9500  
Correction to Registration ..... Post Registration Team  
(Section 7) 308-9500

**Amendments**

After Publication or Allowance ..... Quality Review Clerk  
308-9400  
(Ext. 23)  
After Registration ..... Post Registration Team  
308-9500  
General Information ..... Public Service Branch  
305-8000  
Specific Pending Application ..... Appropriate Law Office  
(See page 22)

**Appeal**

Trademark Trial and Appeal Board  
Final Refusal by Examining Attorney ..... 308-9330

**Applications**

Address new trademark applications to:

Commissioner of Patents and Trademarks  
Box Trademark  
Washington, DC 20231

Examination ..... Appropriate Law Office  
(See page 22)  
General Information ..... Public Service Branch  
305-8000  
Informal Applications ..... 308-9400  
(Ext. 22)  
Post Examination ..... 308-9400  
Power of Attorney  
re Pending Applications ..... Appropriate Law Office  
(See page 22)  
Pre Examination ..... 308-9400  
(Ext. 22)  
Status of Pending Application ..... 305-8748  
Status of Registered Files ..... 305-8748

TRADEMARKS

INQUIRY

CONTACT POINT

**Assignments**

Changes Affecting Title  
of Pending Application and  
Registered Files ..... Assignment Branch  
308-9723

Information Concerning Pending Trademarks  
Assignments ..... 308-9723

**Cancellations**

Registration ..... Trademark Trial and Appeal  
Board 308-9330

Voluntary Surrender of Registration ..... Post Registration Team  
308-9500

Cashier's Window (Trademark Search Library) ..... 308-9810

CD-ROM Products ..... 305-5652

Certificates of Correction ..... 308-9500

**Classification of Goods and Services**

Specific Application ..... Appropriate Law Office  
(See page 22)

General Information ..... 308-9000

Complaints (Services) ..... 305-HELP

Concurrent Use Proceeding ..... Trademark Trial and Appeal  
Board 308-9330

**Copies**

Abandoned File Histories  
(Local Access for Public Copying) ..... 308-9733

Certified Copy of Assignment Documents ..... 308-9850

Certificates of Non-Registration for Kuwait ..... 308-9000  
(Ext. 29)

Certified Copies of Registrations (Status Copies) ..... 308-9500

Certified Copies of Trademark Related Documents  
(except trademark registrations)\* ..... 308-9726

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TRADEMARKS

INQUIRY

CONTACT POINT

Copies (Continued)

Pending Application Files\* ..... 308-9723  
 Printed Copies of Registration ..... 305-8492  
 Registered File Histories  
 (Local Access for Public Copying ) ..... 308-9733  
 Status Copies of Registration ..... 308-9500  
 Title Records (for applications and registrations) ..... 308-9850

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 Washington, DC 20231

Corrections

Pending Applications ..... Appropriate Law Office  
 (See page 22)  
 Registrations ..... 308-9500

Files

Pending Trademark Applications ..... Appropriate Law Office  
 (See page 22)

Filing Receipts

Corrections ..... 308-9400  
 (Exts. 44,45,47, & 48)  
 Specific Information Regarding  
 Filing Receipt ..... 308-9400  
 (Exts. 45,46,47,48, & 49)

Forms, Trademark ..... 308-9000

TRADEMARKS

INQUIRY

CONTACT POINT

Law Offices

(No Law Offices 1 and 2)

Law Office 3	308-9103
Law Office 4	308-9104
Law Office 5	308-9105
Law Office 6	308-9106
Law Office 7	308-9107
Law Office 8	308-9108
Law Office 9	308-9109
Law Office 10	308-9110
Law Office 11	308-9111
Law Office 12	308-9112
Law Office 13	308-9113
Law Office 14	308-9114
Law Office 15	308-9115

Mail

Intent-to-Use Documents, all except initial applications and amendments to allege use, address to:

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Washington, DC 20231

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New Certificates	308-9500
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TRADEMARKS

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**Petitions**

Abandoned Application, .....	Petitions and Classification	
To Revive	Attorney	308-9000 (Ext. 29)
Application Special, To Make .....	Petitions and Classification	
	Attorney	308-9000 (Ext. 29)
All Other Trademark Petitions .....	Trademark Legal Administrator	305-9464
Post Registration Information .....		308-9500
Protests, Letters of .....	Petitions and Classification	
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Renewal, Registrations .....		308-9500
Search Library		
(Hours: Weekdays, 8:00 a.m. to 5:30 p.m.) .....		308-9800
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Trademarks (Hours: Weekdays, 8:00 a.m. to 5:30 p.m.) ..		308-9855
Status of Registrations and Applications via		
Automated Voice System		
(Use touch-tone telephone between 6:30 a.m. and		
12:00 midnight, E.S.T., Monday through Friday) .....		305-8747 through 305-8752
Trademark Manual of Examining Procedures (TMEP) .....		308-9000 (Ext. 43)

1. The first part of the document discusses the importance of maintaining accurate records.

2. It is essential to ensure that all data is entered correctly and consistently.

3. Regular audits should be conducted to verify the integrity of the information.

4. Proper labeling and organization of files are crucial for easy retrieval.

5. Security measures must be implemented to protect sensitive data from unauthorized access.

6. Backup procedures should be established to prevent data loss in the event of a disaster.

7. Training for staff is necessary to ensure they understand the correct procedures.

8. The final section provides a summary of the key points discussed throughout the document.

9. It is hoped that these guidelines will help improve the overall quality of data management.

10. Thank you for your attention and cooperation in implementing these standards.

11. Please contact the IT department if you have any questions or need further assistance.

12. Your feedback is appreciated and will be used to refine these guidelines.

13. We look forward to working with you to achieve our common goals.

14. Sincerely,  
[Signature]

15. Enclosed are the necessary forms and templates for your reference.