Checklist for review and processing of Petitions filed under the Expedited Patent Appeal Pilot

1. REVIEW OF PETITION: Items to be checked on Form PTO/SB/438:

Note: Petitions assigned for review will be sent via email. Review the petition in eDan (Doc Code PET 41.3)

☐ Verify Appeal & Application numbers of APPEAL TO BE MADE SPECIAL match Appeal & Application numbers in the USPTO database. (Use ACTS and/or PALM)

☐ Verify APPEAL TO BE MADE SPECIAL was docketed at the PTAB on or before 06/19/2015 (Use ACTS and/or PALM - Docketing Notice Mailed Appellant date)

☐ Verify Appeal & Application numbers of APPEAL TO BE WITHDRAWN match Appeal & Application numbers in the USPTO database. (Use ACTS and/or PALM)

☐ Verify APPEAL TO BE WITHDRAWN was docketed at the PTAB on or before 06/19/2015 (Use ACTS and/or PALM - Docketing Notice Mailed Appellant date)

☐ Has RCE been filed in APPEAL TO BE WITHDRAWN? NO / YES

Note: If an RCE has been filed, contact the Paralegal Operations Manager for further guidance.

☐ Verify signature information (either a handwritten signature or S-signature)

☐ Verify registration number is provided

Note: If you believe petition DOES NOT comply with the above, contact the Paralegal Operations Manager for further guidance.

(Revised 05/13/2015)