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Electronic Patent Assignment System

# **Electronic Patent Assignment System (EPAS)**

The Assignment Services Division (ASD) of the Office of Public Records presents the Electronic Patent Assignment System (EPAS).

Using EPAS, you create and submit a Patent Assignment Recordation Coversheet by completing on-line web forms and attaching the supporting legal documentation as TIFF of PDF (no color please) for submission via the Internet.

Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.

#### **SPECIAL NOTES**

All forms filed via EPAS will be marked with an U.S. Eastern Time timestamp when received on the USPTO server. Upon completion of the fee payment process, a Confirmation of Receipt will be displayed and the EST time stamp will then be applied to the submission. The time stamp applied by the EPAS server is the time of official USPTO receipt.

Payments may be made using a credit card, electronic fund transfer (EFT) or through an existing USPTO deposit account. Credit cards accepted are MasterCard, Visa, American Express or Discover.

### **TECHNICAL REQUIREMENTS**

EPAS works with NETSCAPE NAVIGATOR [Version 4.0 or later] or MICROSOFT INTERNET EXPLORER for WINDOWS [Version 4.0 or later]. Supporting documentation attached to the Patent Assignment Recordation Coversheet must be in TIFF image format, letter size (8.5"x11"), 300 dpi, portrait orientation and black and white.

#### **CONTACT INFORMATION**

For general information about electronic filing, please telephone the Assignment Services Division Customer Service Desk at, 571-272-3350 during regular business hours or e-mail your question(s) to EPAS@uspto.gov. If you need help in resolving technical problems, you may also e-mail us at EPAS@uspto.gov. We will respond to your e-mail inquiry within 2 business days. Please include a telephone number in your e-mail.

#### **PRIVACY POLICY STATEMENT**

The information collected on these forms allows the ASD to officially record an assignment. Responses to the requests for information are required to obtain the requested action. Recorded assignment information will be made public for assignments related to issued or published patents.

This collection of information is required by 36 USC §§ 261 and 263 and is used by the public to submit (and by the USPTO to process) patent assignment recordation requests using the Electronic Patent Assignment System (EPAS). This collection is estimated to take 30 minutes to complete, including gathering the necessary information, filling out the online forms, and submitting the completed request to the USPTO. Any comments on the amount of time you require to complete this request and/or suggestions for reducing this burden should be sent to the Manager of the Assignment Division, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450.

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with this

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request for information. This collection of information is authorized by 35 U.S.C. §§ 1, 2, 261 and E.O. 9424. This information will primarily be used by the USPTO for the recordation of assignments related to parents and patent applications. Submission of this information is voluntary but is required in order for the USPTO to record the requested assignment. If you do not provide the information required on the assignment forms, the assignment will not be recorded.

After the information is recorded, the records and associated documents can be inspected by the public and are not confidential, except for documents that are sealed under secrecy orders or related to unpublished patent applications. Assignment records relating to unpublished patent applications are maintained in confidence in accordance with 35 U.S.C. § 122. Records open to the public are searched by users for the purpose of determining ownership for other property rights with respect to patents and trademarks.

Routine uses of the information you provide may also include disclosure to appropriate Federal, state, local, or foreign agencies in support of their enforcement duties and statutory of regulatory missions, including investigating potential of law or contract and awarding contracts or other benefits; to a court, a magistrate, of administrative tribunal in the course of presenting evidence; to members of Congress responding to requests for assistance from their constituents; to the Office of management and Budget in connection with the review of private relief legislation; to the Department of Justice in connection with a Freedom Information Act request; and to general Service Administration (GSA) as part of their records management responsibilities under the authority of 44 U.S.C. §§ 2904 and 2906. Such disclosure to GSA shall not be used to make determinations about individuals.

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## Electronic Patent Assignment System

Patent Assignment Recordation Form

EPAS v.1.4.4
PTO-1595 (Rev. 05/03)
OMB No. 0651-0027 (Exp. 03/31/2012)
U.S. Patent and Trademark Office; U.S.DEPARTMENT OF COMMERCE
Under the Paperwork Reduction Act of 1995, no persons are required to respond to
a collection of information unless it displays a valid OMB control number.

## Guidelines

To file electronically, complete the following steps:

- Fill out all required fields for each input screen.
- Help instructions are available by clicking on the highlighted term. A new window will open whenever one of these links is clicked.
- When all required forms are completed and the appropriate supporting legal documentation files are attached, a validation screen will appear
  displaying the information provided. Prior to the payment process a Validation Screen with all of the data will be displayed. If the information
  displayed is correct, proceed with payment, if the information is incorrect return to the appropriate screen by using the on-screen navigation
  controls.
- Do not use your browser's 'back' and 'forward' buttons to navigate. Use only the navigation controls on the EPAS screens.
- New feature:
  - O PDF attachments

Legal supporting documentation may now be of either a TIFF, or a PDF file. Documents must be black and white. You may attach more than one file in more than one format.

Saved Submission

When all assignment data screens are completed, prior to proceeding to the payment screen (or submit process - if no fee is due) the current submission can be temporarily saved to a USPTO server. A URL link will be provided via a display on the screen and by email that identifies the link that permits access to the saved submission. To save a submission use the 'Advanced' button on the Validation screen and choose the 'Save Submission' button on the following screen. The URL link is valid for 4 days.

Create Template

Data from a submission, namely: correspondence information, conveying party(s), receiving party(s) and property(s) can be downloaded to your workstation as a template to re-use in future submissions. To download a template use the 'Advanced' button on the Validation screen and choose the 'Customize Template' button on the following screen.

Using the template

To start a new assignment filing from the downloaded template, use the 'Start from Template' button shown below on this screen.

- A Confirmation of Receipt (an html attachment) with the EPAS tracking identification number acknowledging receipt of your submission will be
  displayed to the screen and transmitted via email upon completion of the payment process (when required). Please mark the appropriate check
  box if you do not wish to receive this email with the attached html receipt. You may also print a copy of this screen for your records.
- Once submitted, the filing will not be cancelled unless the request fails to satisfy the minimum filing requirements.

Start From Template

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## **Electronic Patent Assignment System**

Patent Assignment Recordation Form

EPAS v.1.4.4 PTO-1595 (Rev. 05/03) OMB No. 0651-0027 (Exp. 03/31/2012)

# **Conveyance Type**

## Select nature of conveyance

O <u>Assignment</u>			
Change Of Name			
O Merger	Effective date:	A for 'Morgan' and 'Nuna Pra Tun	Format: MM/DD/YYYY
Nunc Pro Tunc Assignment	Effective date is required for 'Merger' and 'Nunc Pro Tunc' types		
C Security Agreement			
O Government Interest Agreement	<u>t</u>		
C Executive Order 9424, Confirmatory License			
	to correct the		
Corrective Assignment  You must attach a copy of the original coversheet for a corrective assignment	Identify what parts of the assign to be corrected	inment need	
	previously recorded on Assignor(s) hereby cor		and Frame:
	identify conveyance text of the assignment	original	<u>*</u>
○ <u>Mortgage</u>			
C <u>Lien</u>			
O <u>License</u>			
C Option			
C <u>Decree of Distribution</u>			
C <u>Letters of Testamentary</u>			
C <u>Letters of Administration</u>			
Court Appointment of Trustee			
© Release by Secured Party			
Conditional Assignment			
Other	Enter other conveyance type text here		

If the nature of conveyance is an "Assignment", "Merger", "Change of Name", or "Nunc Pro Tunc", you should check the appropriate box above. (change box above to pre-formatted nature of conveyance type) more...

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