



United States Patent and Trademark Office

Trademark Electronic Application System - TEAS Application



Navigation History: **Wizard** > Mark Info > Refusal > Update GS > Addtl Stmnts > Mark Update > Applicant/Entity > New GS > Fee > Correspondence > Signature

PTO Form 1957 (Rev 9/05)

OMB No. 0651-0050 (Exp. 4/2009 )

## Response To Office Action

TEAS - Version 4.1 : 11/10/2007

**NOTE:** For **tips** on how to use this form most effectively, [click here](#). Or click [HELP](#) for any underlined word in the below for additional information.

Use this form specifically to:

- respond [timely](#) to an Office action issued by a Law Office examining attorney on [any type of file](#). Do **NOT** use this form to respond to any actions mailed after the mark is published and/or registered, because the Intent-to-Use (ITU) and Post-Registration units issue those actions, respectively. To access forms for filing a Statement of Use/Amendment to Allege Use and/or Request for Extension of Time to File a Statement of Use, click [here](#). A form for responding to Post Registration office actions will be developed in the future.
- pay an additional fee after a phone call from the Office, *i.e.*, to enable an Examiner's Amendment.

**WARNING:** You must maintain an accurate correspondence address with the USPTO. All changes must be made in writing or through the electronic [Change of Correspondence Address form](#).

**WARNING:** This form has a session time limit of 60 minutes. Your "session" began as soon as you accessed this initial Form Wizard page. If you exceed the 60-minute time limit, the form will not validate and you must begin the entire process again; you can, however, [extend the time limit](#). You should always try to have all information required to complete the form prior to starting any session.

Required fields are indicated with an asterisk (\*).

**STEP 1:** Confirm that the [USPTO database](#) shows the "Current Status" of your application to be one of the following (1) "A Non-final Action has been mailed (or e-mailed);" (2) a Priority Action has been mailed (or e-mailed); or (3) an Examiner's Amendment/Priority Action has been mailed (or e-mailed).

**WARNING:** *You must wait 48-72 hours after receipt of an e-mailed action for the database to update to the proper status before attempting to use this form.*

**STEP 2:** Enter serial number or access saved form:

\* [Serial Number](#):

*(Required only if preparing this response for the first time; if you have already saved a form, use the option below.)*

**OR**

To access previously-saved data, use the "Browse/Choose File" button below to access the file from your local drive. **NOTE:** For detailed instructions on the process for retrieving saved data, please click [here](#). **FAILURE TO FOLLOW THESE NEW INSTRUCTIONS WILL RESULT IN THE DISPLAY OF YOUR DATA IN AN XML FORMAT THAT CANNOT BE EDITED.**

**STEP 3:** If this is a new response, answer each question below to build a form appropriate to your application. You must answer each question carefully to ensure that you will be responding to **all** refusals and/or requirements raised in the outstanding Office action or any previous Office actions incorporated by reference (all Office actions are available through [Trademark Document Retrieval](#)). *Failure to respond completely to any outstanding Office action may result in abandonment of your application.*

**1. Do you want to present arguments related to a [substantive refusal\(s\)](#)?**

**NOTE:** If you must submit a substitute specimen to overcome the refusal, answer YES to this question (to enter the argument portion), but then use Question #2, *below*, to attach the actual specimen image file.

Yes No

2. Do you need to [change/delete an existing classification number](#); [modify listing of goods and/or services](#); [add/modify dates of use](#); [add/substitute a specimen](#) and/or [submit a foreign registration certificate](#) ?

Yes No

3. Do you want to make any [additional statement\(s\)](#) of record to address a requirement, e.g., a disclaimer or claim of a prior registration?

Yes No

4. Do you want to modify your mark? (i.e., either [change the mark](#) itself or [submit a better quality image](#))

**NOTE:** While minor changes in the mark are *sometimes* permitted, any [material alteration](#) will NOT be permitted and will result in a refusal being issued on that ground. If submitting a new mark image, it **MUST** be in the JPG format (only attachments in other portions of the form (e.g., specimens, evidence) can be in the PDF format).

Yes No

5. Do you want to correct any [applicant or entity information](#)?

Yes No

**6. Do you need to [ADD a new class of goods and/or services](#)? (Note: If simply **CHANGING** an existing classification number, use Question #2, above.)**

Yes      No

If the answer is Yes, enter the number of classes:

**7. Do you want to pay an [additional fee](#)?**

Yes      No

**8. Do you need to change [correspondence address](#)?**

Yes      No

**9. Do you need to submit a [Signed Declaration](#)? (i.e., either to verify an application originally submitted **UNSIGNED**, or to support a [specific item](#) in the response, designated on the form with a "#" symbol, e.g., new specimen.)**

Yes      No

**STEP 4:** If you have reviewed the Office action to confirm that your answers to the above questions properly correspond to all issues raised in the Office action, click on the **NEXT** button; or to start over, click on the **CLEAR** button.

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The information collected on this form allows the USPTO to determine whether a mark may be registered on the Principal or Supplemental Register, and provides notice of an applicant's claim of ownership of the mark. Responses to the request for information are required to obtain the benefit of a registration on the Principal register. 15 U.S.C. § 1051 et. seq. and 37 CFR Part 2. All information collected will be made public. Gathering and providing the information will require an estimated 10 minutes (depending if the response is based on an intent to use the mark in commerce, use of the mark in commerce, or a foreign application or registration). Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. Please note that the USPTO may not conduct or sponsor a collection of information using a form that does not display a valid OMB control number.

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