

PTO Form 2313

Approved for use through XX/XX/20XX. OMB 0651-0086

U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

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Wizard Page (General Form Information)

Request for Extension of Time to File a Response

TEAS - Version 7.7

GENERAL FORM INFORMATION:

- **TIMEOUT WARNING:** You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.
- **DO NOT USE YOUR BROWSER BACK/FORWARD BUTTONS:** Use only the navigation buttons at the bottom of each page.
- **REQUIRED FIELDS:** All have an **ASTERISK (*)**, and the form will not validate if these fields are not filled-out.

TIME TO FILE: You may request an extension of time only **after** an Office action has been issued.

*** Serial/Registration Number:**

Enter a registration number even if you are responding as part of an Expungement or Reexamination Proceeding. A Proceeding Number can be selected on the screen that follows.

Do **not** enter a number here if you are accessing a previously saved form. Upload your saved form below.

OR

To upload a previously saved form file, first review the [TEAS Help instructions for accessing previously saved data](#) and then use the "Choose File" button below to access the form file saved on your computer. **WARNING:** Failure to follow the TEAS Help instructions will result in the inability to edit your data.

Form logic (prevent filing/access)

As a TEAS response form, I want to prevent entry and filing of the form if timing parameters are not met.

Acceptance Criteria

Given when the user enters a registration number, confirm that there is at least one active E/R proceeding for which a response is due, otherwise give an error:

An extension for time to file a response to Office action cannot be requested for SN/RN ^. If you believe you have received this message in error, contact TEAS@uspto.gov.

- Ensure the carrot is replaced with the serial number or registration number that was entered.

Within 3 months of the following:

TRANX	BXO1	O	OFFICE ACTION ISSUED - EXPUNGEMENT	XNF	office-action
TRANX	BRX1	O	OFFICE ACTION ISSUED - REEXAMINATION	RNF	office-action

TRANX	BSIL	O	SUSPENSION INQUIRY LETTER – EXP/REEX PROC
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- **Testing/development Note:** Once the extension request is submitted, the time to respond is calculated as four months from the original ROA due date.

Mark Information Page - Choose E/R Proceeding Number

- One of the following displays will appear directly below the Office Action Information header if a response is due for an E/R Proceeding associated with the registration number entered.
- If a customer enters a registration number that has one active E/R Proceeding, the following must display:

Expungement or Reexamination Proceeding No. [insert number]

- Associated mailing date information from the outgoing OA appears directly below the proceeding number.

If there is more than one ACTIVE proceeding number, the following version should display:

SELECT A PROCEEDING NUMBER. Select the expungement or reexamination proceeding number for which you are now requesting an extension of time to file a response. Only numbers that are valid^

Need Dropdown Menu

- Customer must select a radio button for the mailing date information to appear.
- If no proceeding number is selected from the dropdown and the customer presses the Continue button, give an error:

You must select your proceeding number from the dropdown menu to continue in the form.

- When the customer selects the Continue button, the form must perform a logic check as follows:

- Within three months of PH entries for outgoing OA (initial or non-final)

TRANX	BXO1	O	OFFICE ACTION ISSUED - EXPUNGEMENT	XNF	office-action
TRANX	BRX1	O	OFFICE ACTION ISSUED - REEXAMINATION	RNF	office-action

- Within three months of PH entry for outgoing suspension inquiry letter

TRANX	BSIL	O	SUSPENSION INQUIRY LETTER – EXP/REEX PROC
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- Given when a user is attempting to file a response more than 3 months after the issuance date of an Office action, the form produces the following error message:
 - You cannot file this form because the deadline for responding has passed. Requests for an extension of time must be filed prior to the expiry of that deadline. Please contact the examiner listed in the letter you received for which a response was due. View documents associated with your proceeding in the [Trademark Status & Document Retrieval \(TSDR\) system](#).
 - Ensure the hyperlink is available at: <https://tsdr.uspto.gov/>
- Ensure that only one extension request is made per eligible Office action. If a second request is being made, give an error:
 An extension request has already been made in connection with the response due for Proceeding Number ^. If you believe you have received this message in error, contact the examiner listed in the Office action you received.
 A request for extension of time to file a response.
- Testing/development Note:** Once the extension request is submitted, the time to respond is calculated as four months from the original OA issuance date.

Important: Once this form is submitted electronically, an email acknowledging receipt of the submission will be sent to the Primary Email Address for Correspondence. Please contact TEAS@uspto.gov if you do not receive this acknowledgment within 24 hours of transmission, or by the next business day, whichever is later.

CONTACT:

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For **general trademark information or help navigating the forms**, email TrademarkAssistanceCenter@uspto.gov, or telephone 1-800-786-9199 (press 1).

If you need help resolving **technical glitches**, email TEAS@uspto.gov. Please include in your email your phone number, serial or registration number, and a screenshot of any error message you may have received.

STATUS CHECK: The status of the filing is available in the [Trademark Status & Document Retrieval System \(TSDR\)](#) database 72 hours after filing.

Instructions:

Complete the following steps:

Step 1. Fill out all fields for which information is known. Fields with a * symbol are mandatory for filing purposes and must be completed.

Step 2. Validate the form, using the **Validate** button at the end of the form. If there are errors, go back to step 1.

Step 3. If validation of all mandatory fields is successful, you will be navigated to a confirmation screen.

Registration Number	
Mark	No Image Attached
Owner/Holder Information	
Attorney Information	Email Address:
Primary Email Address for Correspondence Warning: This is the email address currently of record in the USPTO database. If it is not the email address of either the appointed attorney, if any, otherwise the owner, it must be updated.	
Secondary Email Address(es) (Courtesy Copies)	Not Provided

Updates to the owner's/holder's postal and email address can be made within this form. If no attorney is appointed, the owner's/holder's email address is the Primary Email Address for Correspondence. Secondary Email Address(es) for courtesy copies can also be provided.

Office Action Information
Expungement or Reexamination Proceeding No. [insert number]
<u>Office Action Issue Date</u> 03/30/2021
Applicant requests a one month extension of time from the issue date of the Office action to file the response under 37 C.F.R. § ^. Only one extension can be requested per Office action.

Is a newly appearing U.S.-licensed attorney filing this form or do you need to update bar information, email address, street address, phone or fax number for an already appointed attorney?

Foreign-domiciled owners/holders must have a U.S.-licensed attorney represent them before the USPTO in any application-or registration-related filing. [Information about hiring a U.S.-licensed attorney](#) can be found on the USPTO website.

☐ Yes ☒ No

- US Counsel checks
 - If the owner address is non-U.S. and no attorney appears in the record and the answer to the attorney question is NO, give an error:
Foreign-domicile owners/holders are required to appoint a U.S.-licensed attorney to represent them before the USPTO. Answer YES to the question below asking if a newly appearing U.S.-licensed attorney is filing this form to continue.

Owner Information Page

As a user I want the ability to update the owner information so that I can advance the form to the next page (Attorney page (if applicable), then Arguments page).

Acceptance Criteria:

- Ensure the correct version of the page displays. A separate version of the Owner Information page displays if the filing is based on Sec. 66(a).
- Ensure functionality exists for multiple owners.
- Demonstrate the Owner field populates from TRAM:

[Owner](#)

- Demonstrate each of the following fields populates with the information (if any) from TRAM
- Demonstrate the user can edit the Internal Address field

[Internal Address](#)

- Validate Internal Address is hyperlinked to: <https://www.uspto.gov/page/teas-help#InternalAddress>
- Demonstrate user can edit the ***[Mailing Address](#)** field

*** [Mailing Address](#)**

(Entered address is publicly viewable in the USPTO's

TSDR database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)

NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.

- Validate the field ***Mailing Address** is hyperlinked to: <https://www.uspto.gov/page/teas-help#MailingAddress>
- Validate the Mailing Address field is a mandatory field and triggers the following error message when the field is left blank:

 Please enter Mailing Address.

- Validate the follow text appears below the field:

(Entered address is publicly viewable in the USPTO's **TSDR** database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)

- Validate TSDR is hyperlinked to: <https://tsdr.uspto.gov/>
- Validate 40 character limit for data entry
- Validate the following note appears below the ***Mailing Address** data entry field:

NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.

- Demonstrate user can edit the ***City** field

***City**

NOTE: You must limit your entry here to no more than 40 characters.

- Validate the City field is hyperlinked to: <https://www.uspto.gov/page/teas-help#City>
- Validate 40 character limit for data entry
- Validate the Mailing Address field is a mandatory field and triggers the following error message when the field is left blank:

✖ Please enter City Name.

- Demonstrate user can update the * [State](#) field by using the dropdown menu

* [State](#)
(Required
for U.S.
owners
only)

NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.

- Validate the State field is hyperlinked to: <https://www.uspto.gov/page/teas-help#State>
- Validate the State field is a mandatory field and triggers the following error message when the field is left blank:

✖ You must select your entry directly from the provided State pull-down list.

- Validate the following text appears below the field:

(Required for U.S. owners only)

- Demonstrate user can update the * [Country/Region/Jurisdiction/U.S. Territory](#) field by using dropdown menu

* [Country/Region/Jurisdiction/U.S. Territory](#)

- Validate the Country/Region/Jurisdiction/U.S. Territory field is hyperlinked to:
- Validate the Country/Region/Jurisdiction/U.S. Territory field and triggers the following error message when the field is left blank:

✖ Please enter Country Name.

- Demonstrate user can edit the * [Zip/Postal Code](#) field

* [Zip/Postal Code](#)
(Required for U.S. and certain international addresses)

- Validate the Zip/Postal Code field is hyperlinked to: <https://www.uspto.gov/page/teas-help#ZipCodePostalCode>

- Validate the Zip/Postal Code field is a mandatory field (for U.S. and certain international addresses) and triggers the following error message when the field is left blank:

 Please enter U.S. or international ZIP or postal code.

- Validate the following text appears below the field:

(Required for U.S. and certain international addresses)

- Demonstrate the user can edit the Domicile Address fields. Follow US320394.
- Demonstrate user can edit the [Phone Number](#) field

[Phone Number](#)

- Validate the Phone Number field is hyperlinked to: <https://www.uspto.gov/page/teas-help#PhoneNumber>
- Validate the Phone Number field triggers a warning message when the field is left blank:

 A telephone number has not been entered. Although optional, a telephone number would help the examining attorney contact you if additional information is needed. Please keep in mind that information you submit to the USPTO will be available to the public.

- Demonstrate user can edit the [Fax Number](#) field

[Fax Number](#)

- Validate the Fax Number field is hyperlinked to: <https://www.uspto.gov/page/teas-help#FaxNumber>

- Demonstrate user can edit the* [Email Address](#) field

* [Email Address](#)

The appointed attorney's email address must be provided and kept current with the USPTO.

NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

- Validate the Email Address field is hyperlinked to: <https://www.uspto.gov/page/teas-help#InternetE-MailAddress>
- Validate the Email Address field is a mandatory field and triggers the following error message when the field is left blank:

✖ The owner/holder is required to provide an email address.

- Validate the following text appears below the field:

The appointed attorney's email address must be provided and kept current with the USPTO.

NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

- Validate TSDR is hyperlinked to: <https://tsdr.uspto.gov/>
- Validate Trademark Status & Document Retrieval (TSDR) is hyperlinked to: <https://tsdr.uspto.gov/>

Mock-up of Owner Information Page:

Owner Information	
<u>Owner</u>	
<u>Internal Address</u>	
* <u>Mailing Address</u> (Entered address is publicly viewable in the USPTO's TSDR database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)	 NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.

* City	NOTE: You must limit your entry here to no more than 40 characters.
* State (Required for U.S. owners only) * Country/Region/Jurisdiction/U.S. Territory	NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below. Select Country/Region/Jurisdiction/U.S. Territory
* Zip/Postal Code (Required for U.S. and certain international addresses)	
Domicile Address (Entered address is not publicly viewable in the USPTO's TSDR database unless it is the same as the mailing address. If your mailing address is not your domicile, you must enter the number, street, city, state, country or U.S. territory, and if applicable, zip/postal code of your domicile address. In most cases, a P.O. box, "care of" address, or similar variation is not acceptable as a domicile address.)	☒ Uncheck this box if the Domicile Address and mailing address of the applicant owner/holder are NOT the same. Address (Entered address is publicly viewable in the USPTO's TSDR database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.) NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit. City NOTE: You must limit your entry here to no more than 40 characters. State (Required for U.S. owners only) Need dropdown Country/Region/Jurisdiction/U.S. Territory Need dropdown Zip/Postal Code (Required for U.S. and certain international addresses)
Phone Number	
Fax Number	

*** [Email Address](#)**

Confirm that the email address is correct before continuing. The owner email address is not publicly viewable in the USPTO's [TSDR](#) database.

The owner/holder is required to provide an email address and keep that address current with the USPTO. If the owner/holder is represented by a U.S.-licensed attorney, only the attorney's email address will be used for correspondence by the USPTO.

NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

Section 66(a) Modifications:

- Ensure that if the registration is Sec. 66(a) (79-series SN), the Mailing Address fields do not present as individual editable fields. The entire address appears, uneditable, in the Mailing Address section.
 - The following fields are editable and should function as indicated above:
 - Internal Address
 - Domicile Address
 - Phone Number
 - Fax Number
 - Email Address
- Ensure the following text appears below "Owner Information":

Update the mailing address: Changes to the mailing address of a trademark holder must be made directly with the International Bureau (IB) of the World Intellectual Property Organization, through [Form MM9](#). Once the change is recorded in the International Register, the IB will notify the USPTO and the USPTO will update its records. This mailing address is publicly viewable in the USPTO's [TSDR](#) database and is presumed to be the holder's domicile.

Owner Information

Update the mailing address: Changes to the mailing address of a trademark holder must be made directly with the International Bureau (IB) of the World Intellectual Property Organization, through [Form MM9](#). Once the change is recorded in the International Register, the IB will notify the USPTO and the USPTO will update its records. This mailing address is publicly viewable in the USPTO's [TSDR](#) database and is presumed to be the holder's domicile.

Owner	
Internal Address	
Mailing Address (Changes must be made using WIPO Form MM9)	
Domicile Address (Entered address is not publicly viewable in the USPTO's TSDR database unless it is the same as the mailing address. If your mailing address is not your domicile, you must enter the number, street, city, state, country or U.S. territory, and if applicable, zip/postal code of your domicile address. In most cases, a P.O. box, "care of" address, or similar variation is not acceptable as a domicile address.)	☐ Uncheck this box if the Domicile Address and mailing address of the applicant owner/holder are NOT the same. Address (Entered address is publicly viewable in the USPTO's TSDR database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.) NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit. City NOTE: You must limit your entry here to no more than 40 characters. State (Required for U.S. owners only) Need dropdown Country/Region/Jurisdiction/U.S. Territory Need dropdown Zip/Postal Code (Required for U.S. and certain international addresses)
Phone Number	
Fax Number	
* Email Address Confirm that the email address is correct before continuing. The owner email address is not	 The owner/holder is required to provide an email address and keep that address current with the USPTO. If the owner/holder is represented by a U.S.-licensed attorney, only the attorney's email

publicly viewable in the USPTO's [TSDR](#) database.

address will be used for correspondence by the USPTO.

NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system

Attorney Page

As an attorney I want the ability to enter or update attorney information on the “Attorney Information” so that I can advance the form to the next page (Domestic Rep page (if applicable), then Signature page).

Acceptance Criteria:

- Demonstrate user can edit * [Attorney Name](#) field
 - Validate the * [Attorney Name](#) field is mandatory
 - Validate if the * [Attorney Name](#) field is left blank the form produces the following error message:

✖ Please enter attorney Name.

- Validate * [Attorney Name](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#CorrespondentAttorneyName>
- Demonstrate user can edit [Individual Attorney Docket/Reference Number](#) field
 - Validate [Individual Attorney Docket/Reference Number](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#attRefrnceNo>
 - Validate the following note appears below the [Individual Attorney Docket/Reference Number](#) data entry field

NOTE: You must limit your entry here to no more than 12 characters.

- Validate 12 character limit for [Individual Attorney Docket/Reference Number](#) data entry field
- Demonstrate user can edit *** Bar Membership** fields
 - Validate *** Bar Membership** is hyperlinked to: <https://www.uspto.gov/page/teas-help#BarMembership>
 - Validate the *** Year of Admission** field is mandatory
 - Validate if the *** Year of Admission** field is left blank the form produces the following error message:

✖ The year the attorney was admitted to the bar must be provided.

- Validate the user can select the year of admission using a pull-down list

- Validate the *** U.S. State/Commonwealth/Territory** field is mandatory
- Validate if the *** U.S. State/Commonwealth/Territory** field is left blank the form produces the following error message:

✖ The U.S. state/Commonwealth/territory of the attorney's bar membership must be selected.

- Validate the user can select the U.S. State/Commonwealth/Territory state using a pull down list

- Validate the *** Membership Number** field is mandatory
- Validate if the *** Membership Number** is left the form produces the following error message:

✖ The attorney must provide his or her bar membership number. If the attorney practices in a U.S. state, commonwealth, or territory that does not issue bar membership numbers, enter "N/A" for Membership Number.

- Validate the following text appears below the *** Membership Number** field:

*** Membership Number**

You must enter "N/A" or a membership/registration number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR.

You must limit your entry here to no more than 40 alphanumeric characters.

- Validate 40 alphanumeric character limit for *** Membership Number** data entry field
- Validate the following checkbox appears under the *** Membership Number** field and is mandatory:

*** Membership Number**

You must enter "N/A" or a membership/registration number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR.

You must limit your entry here to no more than 40 alphanumeric characters.



* The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.

- Validate if the checkbox is not checked the form produces the following error message:



Check the box stating that the attorney is in good standing of the bar in the "Bar Membership" field.

- Demonstrate user can edit [Other Appointed Attorney\(s\)](#) field
 - Validate [Other Appointed Attorney\(s\)](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#OtherAppointedAtt>
- Demonstrate user can edit [Recognized Canadian Attorney/Agent](#) field
 - Validate [Recognized Canadian Attorney/Agent](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#canadianAtty>
- Demonstrate user can edit [Firm Name](#) field
 - Validate [Firm Name](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#FirmName>
- Demonstrate user can edit [Internal Address](#) field
 - Validate [Internal Address](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#attInternalAddress>
- Demonstrate user can edit * [Street Address](#) field
 - Validate * [Street Address](#) is hyper linked to: <https://www.uspto.gov/trademarks/teas/teas-help.jsp#attStreetAddress>
 - Validate the * [Street Address](#) field is mandatory
 - Validate the following note appears below the * [Street Address](#) field:

NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see *below*), to no more than 40 characters (the storage limit for the USPTO database). You may need to

abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.

- Validate 40 character limit for data entry in the * [Street Address](#) field
- Validate if the * [Street Address](#) field is left blank the form produces the following error message:

✖ Please enter attorney Street Address.

- Demonstrate user can edit * [City](#) field

- Validate * [City](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#City>
- Validate the * [City](#) field is mandatory
- Validate the following note appears below the city data entry field:

NOTE: You must limit your entry here to no more than 40 characters.

- Validate 40 character limit for data entry in the * [City](#) field
- Validate if the * [City](#) field is left blank the form produces the following error message:

✖ Please enter City Name.

- Demonstrate user can edit * [State](#) field

- Validate * [State](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#attState>
- Validate the * [State](#) field is mandatory for U.S. addresses and includes the following text:

* [State](#)
(Required for U.S. addresses)

- Validate the attorney can select the state using a pull down list

NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical

region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.

- Validate the following note appears below the state pull down list

Select State 

NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.

- Validate if the * [State](#) field is left blank the form produces the following error message:

 You must select your entry directly from the provided attorney State pull-down list

- Demonstrate user can edit * [Country/Region/Jurisdiction/U.S. Territory](#) field

- Validate * [Country/Region/Jurisdiction/U.S. Territory](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#Country>
- Validate the * [Country/Region/Jurisdiction/U.S. Territory](#) field is mandatory
- Validate if the * [Country/Region/Jurisdiction/U.S. Territory](#) field is left blank the form produces the following error message:

 Please enter Country Name.

- Demonstrate user can edit * [Zip/Postal Code](#) field

- Validate * [Zip/Postal Code](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#ZipCodePostalCode>
- Validate the * [Zip/Postal Code](#) field is mandatory (for U.S. and certain international addresses)
- Validate if the * [Zip/Postal Code](#) field is left blank the form produces the following error message:

 Please enter U.S. or international ZIP or postal code.

- Demonstrate user can edit * [Email Address](#) field

- Validate * [Email Address](#) is hyper linked to: <https://www.uspto.gov/page/teas-help#InternetE-MailAddress>
- Validate the * [Email Address](#) field is mandatory
- Validate the following text and note appears under the data entry field:

The appointed attorney's email address must be provided and kept current with the USPTO.

NOTE: The applicant owner/holder or the applicant owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the applicant owner/holder or the applicant owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

- Validate "TSDR" in the note is hyperlinked to: <https://tsdr.uspto.gov/>
- Validate "Trademark Status & Document Retrieval (TSDR)" in the note is hyperlinked to: <https://tsdr.uspto.gov/>
- Validate if the * [Email Address](#) field is left blank the form produces the following error message:

✖ An email address is required for the appointed attorney.

Mock-up of the Attorney Information page:

Attorney Information	
* Attorney Name	
Individual Attorney Docket/Reference Number	NOTE: You must limit your entry here to no more than 12 characters.

* Bar Membership	* Year of Admission Select Year ▼
	* U.S. State/Commonwealth/Territory ▼
	* Membership Number You must enter "N/A" or a membership/registration number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR. You must limit your entry here to no more than 40 alphanumeric characters. ☐ * The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.
<u>Other Appointed Attorney(s)</u>	
<u>Recognized Canadian Attorney/Agent</u>	
<u>Firm Name</u>	
<u>Internal Address</u>	
* <u>Street Address</u>	NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i>), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.
* <u>City</u>	NOTE: You must limit your entry here to no more than 40 characters.
* <u>State (Required for U.S. addresses)</u>	NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.

* Country/Region/Jurisdiction/U.S. Territory	
* Zip/Postal Code (Required for U.S. and certain international addresses)	
Phone Number	United States Ext.
Fax Number	
* Email Address	 The appointed attorney's email address must be provided and kept current with the USPTO. NOTE: The applicant owner/holder or the applicant owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the applicant owner/holder or the applicant owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the Trademark Status & Document Retrieval (TSDR) system. USPTO notices and office actions issued in this application/registration can be viewed online using TSDR. The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

Fee Page

Populate Fee Information section

- As a user, I want to see the extension request fee populated in the fee information section of the Fee Information page so that I can pay the required fee.

Fee Codes:

- Display fee code 7015: Extension of time for filing a response to an Office action

Mock-up of the Fee page:

TEAS - Version 7.7

[FEE INFORMATION](#)

<u>Amount</u>	Extension of time for filing a response to an Office action, per registration = \$125 TOTAL AMOUNT: \$125 NOTE: Three payment options (credit card, automated deposit account, and Electronic Funds Transfer) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.
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Correspondence Page

As a user I want to view primary email address for correspondence.

Acceptance Criteria:

- Demonstrate the user is presented with correspondence information in a table display
- Demonstrate the user has the ability to view the Name and Primary Email Address for Correspondence fields populated from the attorney information page, if one is appointed, otherwise the owner information page.
 - Validate **Name** is hyperlinked to: <https://www.uspto.gov/page/teas-help#corrName>
 - Validate **Email Address** is hyperlinked to: <https://www.uspto.gov/page/teas-help#corrInternetE-Mail>
- Demonstrate the user has the ability to enter up to four email addresses in the Secondary Email Address(es) (Courtesy Copies) field.
- Demonstrate the user sees informational text and has access to help links.

Mock-up of the Correspondence Information page:

To make changes to the Primary Email Address for Correspondence below, either (1) return to the Owner Information section (if no attorney has been appointed) and enter the change, or (2) use the Attorney Information section of the form to enter the change (if an attorney has been appointed).	
<u>Name</u>	
<u>Email Address</u>	Primary Email Address for Correspondence:

Secondary Email Address(es) (Courtesy Copies):

Enter up to 4 addresses, separated by either a **semicolon** or a **comma**.

Only the Primary Email Address for Correspondence is used for official communication by the USPTO. If an attorney has been appointed, the USPTO will correspond **ONLY** with the appointed attorney; otherwise the USPTO will correspond with the owner.

Signature Page

Mock-up of the Signature page:

- Create functionality for Sign Directly, Email Text Form for Signature, and Handwritten

Signature Information Click to choose ONE signature method: ☒ Sign directly ☐ Email Text Form for signature ☐ Handwritten pen-and-ink signature			
Electronic Signature To electronically sign this document, enter any alpha/numeric characters (letters/numbers) of your choosing, preceded and followed by the forward slash (/) symbol. Most signatories enter their name between the two forward slashes; examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.			
DECLARATION DECLARATION: The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001, and that such willful false statements and the like may jeopardize the validity of the application or submission or any resulting registration, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.			
* Signature	Examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/. NOTE: Must be personally signed by the individual listed in the Signatory's Name field. 37 C.F.R. §2.193(a). The person signing may not enter someone else's signature. Only one signature is required, regardless	* Date Signed	(MM/DD/YYYY)

	of the number of applicants. To add a signature option, if appropriate, use the "Add Signatory" button, below.		
* <u>Signatory's Name</u>			
* <u>Signatory's Position</u>	 NOTE: Limit your entry to no more than 150 characters (the storage limit for this field in the USPTO database). Enter appropriate title or nature of relationship to the owner/holder. If the signer is - An individual owner/holder , enter "Owner" or "Holder" as appropriate. - Joint individual owners/holders , enter "Owners" or "Holders" as appropriate. - A business entity authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company). - A U.S.-licensed attorney , enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, also include law firm name, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar member.		
<u>Signatory's Phone Number</u>			

[Go Back](#)
[Add Signatory](#)
[Validate](#)

Email:

Text Form for E-Signatures	
NOTE: Only one signature is required, regardless of the number of owners/holders. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form.	
<u>Signatory's Name</u>	
<u>Signatory's Position</u>	 NOTE: Limit your entry to no more than 150 characters (the storage limit for this field in the USPTO database).

	Enter appropriate title or nature of relationship to the owner/holder. If the signer is - An individual owner/holder, enter "Owner" or "Holder" as appropriate. - Joint individual owners/holders, enter "Owners" or "Holders" as appropriate. - A business entity authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company). - A U.S.-licensed attorney, enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, also include law firm name, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar member.
<u>Signatory's Phone Number</u>	

Handwritten:

Text Form for Handwritten Signature Scanning
This option uses a Text Form (available after clicking on the Validate button) that will be signed by the proper signatory in the traditional "pen-and-ink" manner. Or, if you already have a signed declaration for this application, you can attach it directly here, rather than relying on the USPTO's text form version. NOTE: If you are using the Text Form approach, you must after validation save the application data, and then pull up the saved form to attach the scanned file for final submission. Click on the Choose File button to select file that contains the scanned declaration/signature from your local drive. The scanned file should <i>only</i> include the declaration language with the appropriate signature information (signature, signatory's name, signatory's position, and signature date). Do not include the entire form, but do ensure that the declaration language appears; <i>i.e.</i>, a signature by itself is <i>not</i> acceptable absent the required declaration language. Choose File Attach NOTE: Only one signature is required, regardless of the number of owners/holders. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form. If left blank, you will initially receive a WARNING message, which you can by-pass by clicking the "Continue" button. After receipt of the signed declaration, you must then use the information provided therein to complete the fields for "Signatory's Name" and "Signatory's Position." At the time of final submission, these are mandatory fields, which will produce an ERROR if left blank.

* Signatory's Name	
* Signatory's Position	 NOTE: Limit your entry to no more than 150 characters (the storage limit for this field in the USPTO database). Enter appropriate title or nature of relationship to the owner/holder. If the signer is - An individual owner/holder, enter "Owner" or "Holder" as appropriate. - Joint individual owners/holders, enter "Owners" or "Holders" as appropriate. - A business entity authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company). - A U.S.-licensed attorney, enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, also include law firm name, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar member.
Signatory's Phone Number	

Validation Pages

Mock-up of the Validation page:

Validation Page

On **Wed Jun 16 08:04:30 ET 2021** you completed all mandatory fields and successfully validated the form. It has NOT been filed to the USPTO at this point. Please complete all steps below to submit the form.

■ **STEP 1:** Review the data in various formats, by clicking on the phrases under Submission Data. Use the print function within your browser to print these pages for your own records.

NOTE: It is important that you review this information for accuracy and completeness now. Corrections after submission may not be permissible, thereby possibly affecting your legal rights.

WARNING: After submission of this form, some characters may be displayed in a manner different from what was originally entered because various USPTO systems cannot display/print certain characters. The USPTO will convert any problematic character(s) to the closest acceptable equivalent(s). Visit the USPTO's website for a [complete table highlighting which characters will be converted](#).

Submission Data			
■ Input	■ Mark	■ XML File	■ Textform

■ **STEP 2:** If there are no errors and you are ready to file, confirm the **Primary Email Address for Correspondence**, displayed below. To make changes to this email address, use the navigation buttons below to return to the appropriate page in the form and update either the attorney's email address, if appointed, or the owner's/holder's email address. **Courtesy copies** are also permitted and these email address(es) are displayed below. To update these addresses, use the navigation buttons below to return to the Correspondence Information page and enter the changes.

After you submit the form, the USPTO will send an acknowledgment of receipt to the following email address(es):

Primary Email Address for Correspondence:	
Secondary Email Address(es) (Courtesy Copies):	Not Provided

■ **STEP 3:** To download and save the form data, click on the [Save Form](#) button at the bottom of this page. The information will be saved to your local drive. To begin the submission process with saved data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

■ **STEP 4:** Read and check the following:

Important Notice:

Please note that:

(1) Once you submit an extension request, we will not cancel the filing or refund your fee, because it is a processing fee for our substantive review.

(2) All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, email address, and street address. By filing this document, you acknowledge and agree that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through internet search engines and other on-line databases. This information will remain public even if the application is abandoned or any registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.

(3) Private companies **not** associated with the USPTO often use trademark application and registration information from the USPTO's databases to [mail or email trademark-related solicitations](#) (samples of non-USPTO solicitations included).

☐ If you have read and understand the above notice, please check the box before you click on the **Pay/Submit** button.

■ **STEP 5:** If you are ready to file:

Click on the Submit button at the bottom of this page to complete the filing process.

WARNING: After clicking the button, you can **NOT** return to the form to modify the data. If you are not prepared to complete the process now, you should select the "Save Form" option and then complete the Submit process later.

FEE PAYMENT (if required): Screens for entering payment information will follow after clicking the Submit button. Following successful entry of the payment information, you can complete the submission to the USPTO.

You must complete the payment process within 30 minutes of accessing the payment screen.

A complete transaction will result in a screen that says **SUCCESS!** Within 24 hours, an email acknowledgment will also be sent. If you are not prepared to complete the process now, you should select the "Save Form" option to save your form, and then complete the Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.

Input Table

- If owner email displays in the “current” section, it must follow the masking in US240902

Mock-Up

The table below presents the data as entered.

Input Field	Entered
REGISTRATION NUMBER	
PROCEEDING NUMBER	
STATEMENT	
OFFICE ACTION ISSUE DATE	
MARK SECTION	
MARK FILE NAME	
LITERAL ELEMENT	
STANDARD CHARACTERS	
USPTO-GENERATED IMAGE	
OWNER SECTION (current)	
NAME	
MAILING ADDRESS	
CITY	
STATE	
ZIP/POSTAL CODE	

COUNTRY/REGION/JURISDICTION/U.S. TERRITORY	
OWNER SECTION (proposed)	
NAME	
DBA/AKA/TA/Formerly	
MAILING ADDRESS	
CITY	
STATE	
ZIP/POSTAL CODE	
COUNTRY/REGION/JURISDICTION/U.S. TERRITORY	
PHONE	
EMAIL	
Owner Domicile Address (proposed)	
ADDRESS	
CITY	
STATE/COUNTRY/REGION/JURISDICTION/U.S. TERRITORY	
ZIP/POSTAL CODE	
ATTORNEY INFORMATION (current)	
NAME	
ATTORNEY BAR MEMBERSHIP NUMBER	
YEAR OF ADMISSION	

U.S. STATE/ COMMONWEALTH/ TERRITORY	
FIRM NAME	
STREET	
CITY	
STATE	
POSTAL CODE	
COUNTRY/REGION/JURISDICTION/U.S. TERRITORY	
EMAIL	
ATTORNEY INFORMATION (proposed)	
NAME	
ATTORNEY BAR MEMBERSHIP NUMBER	
YEAR OF ADMISSION	
U.S. STATE/ COMMONWEALTH/ TERRITORY	
FIRM NAME	
INTERNAL ADDRESS	
STREET	
CITY	
STATE	
POSTAL CODE	
COUNTRY/REGION/JURISDICTION/U.S. TERRITORY	

PHONE	
EMAIL	
DOCKET/REFERENCE NUMBER	
OTHER APPOINTED ATTORNEY	
RECOGNIZED CANADIAN ATTORNEY/AGENT	
CORRESPONDENCE INFORMATION (current)	
NAME	
PRIMARY EMAIL ADDRESS FOR CORRESPONDENCE	
SECONDARY EMAIL ADDRESS(ES) (COURTESY COPIES)	
CORRESPONDENCE INFORMATION (proposed)	
NAME	
PRIMARY EMAIL ADDRESS FOR CORRESPONDENCE	
SECONDARY EMAIL ADDRESS(ES) (COURTESY COPIES)	
DOCKET/REFERENCE NUMBER	
PAYMENT SECTION	
EXTENSION REQUEST, PER REGISTRATION	
TOTAL FEES DUE	
SIGNATURE SECTION	
DECLARATION SIGNATURE	

SIGNATORY'S NAME	
SIGNATORY'S POSITION	
DATE SIGNED	

Textform

To the Commissioner for Trademarks:

The following extension request is submitted for Registration No. for Proceeding No. for :

STATEMENT

Applicant requests a three-month extension of time from the issue date of the Office action to file the response under 37 C.F.R. § ^ . Only one extension can be requested per Office action.

Office action issue date:

OWNER/HOLDER INFORMATION

The owner/holder proposes to amend the following:

Current:

Proposed:

The owner's/holder's current attorney information: , is located at

The email address is

ATTORNEY INFORMATION

The owner's/holder's proposed attorney information:

The docket/reference number is.

The phone number is.

The email address is

submitted the following statement: The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.

Correspondence Information (current):

PRIMARY EMAIL FOR CORRESPONDENCE:

SECONDARY EMAIL ADDRESS(ES) (COURTESY COPIES):

Correspondence Information (proposed):

PRIMARY EMAIL FOR CORRESPONDENCE:

SECONDARY EMAIL ADDRESS(ES) (COURTESY COPIES):

The docket/reference number is .

FEE(S)

Fee(s) in the amount of \$ has been submitted.

Requirement for Email and Electronic Filing: I understand that a valid email address must be maintained by the owner/holder and the owner's/holder's attorney, if appointed, and that all official trademark correspondence must be submitted via the Trademark Electronic Application System (TEAS).

SIGNATURE(S)

Declaration

To the best of the signatory's knowledge, information, and belief, formed after an inquiry reasonable under the circumstances, the allegations and other factual contentions made above have evidentiary support.

The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. § 1001, and that such willful false statements and the like may jeopardize the validity of this submission and the registration, declares that all statements made of his/her own knowledge are true and all statements made on information and belief are believed to be true.

Signature: Date:

Signatory's Name:

Signatory's Position:

Paperwork Reduction Act Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995, unless the information collection has a valid OMB Control Number. The OMB Control Number for this information collection is 0651-0055. Public burden for this form is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the Office of the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450 or email InformationCollection@uspto.gov.

Privacy Act Statement

The USPTO collects this information under authority of 35 U.S.C. 2(b)(2). The information you provide will be used to process your applications and submissions related to trademark registration. The information in this system of records is used to manage name, citizenship, domicile, email address, postal address, and telephone number of the trademark applicant, registrant, and applicant's or registrant's legal or other authorized representative(s), an attorney's law firm or company affiliation and professional licensing information, and other information pertaining to an applicant's or registrant's activities in connection with the applied-for or registered mark. The information is protected from disclosure to third parties in accordance with the Privacy Act. However, routine uses of this information may include disclosure to the following: the public; certain foreign entities, professional organizations or associations, audit or oversight controls; law enforcement; non-federal personnel working for the agency; record and informational inquiries; coordinators of data breach response; litigation actions; Department of Justice; Office of Personnel Management; Congressional inquiries; the National Archives and Records Administration; and Office of Management and Budget. If you do not furnish the requested information, the U.S. Patent and Trademark Office may not be able to process and/or examine your submission, which may result in termination of proceedings or abandonment of the application for trademark registration. The applicable Privacy Act System of Records Notice for this information request is COMMERCE/USPTO-26, Trademarks Application and Registration Records: Federal Register vol. 85 February 18, 2020, p 8847, available at <https://www.govinfo.gov/content/pkg/FR-2020-02-18/pdf/2020-03068.pdf>.