

**APPLICATION BY LAW SCHOOL TO ENTER THE PROGRAM**

For law schools applying for participation in both the patent portion and the trademark portion of the Program, please complete a SEPARATE application for each of the patent clinic and the trademark clinic.

OED requests the following information regarding the law school, intellectual property curriculum, law school clinic, law school dean, law school clinic director, and faculty clinic supervisor(s).

**PART A. LAW SCHOOL**

Law School Name:

Address:

City, State, Zip:

Website address:

ABA accreditation and date:

**PART B. INTELLECTUAL PROPERTY CURRICULUM**

Please describe, in detail, the types of intellectual property classes offered by the law school and any prerequisite courses required for a law school student's participation in the law school clinic. Please include course catalogs, course descriptions, faculty biographies, and any other relevant information. Please use a separate sheet, if necessary.

Patent Classes Offered:

Trademark Classes Offered:

Other Intellectual Property  
Classes Offered:

Clinic Prerequisites (if any):

**PART C. LAW SCHOOL CLINIC**

Please provide OED with the following information for the law school clinic. Please provide any relevant brochures or other written materials explaining the clinic or proposed clinic. Please use a separate sheet, if necessary.

Title of Clinic:

Type of Clinic (Patent or Trademark):

Number of Semesters Students are Permitted to Participate:

Semester(s) Clinic Offered:  Fall  Spring  Summer

Clinic Credit Hours Available Per Semester:

Hours Per Week Required for Clinical Practice:

Clinic Mailing Address:

City, State, Zip:

Office Phone:

E-mail:

**PART D. LAW SCHOOL DEAN**

Dean Name:

Address:

City, State, Zip:

Phone:

E-mail:

I agree to the USPTO requirements for participation in the Program. I will certify, or one designated to act on my behalf will certify, that: (1) each participating law school clinic student has successfully completed his/her first year of law school or the equivalent; (2) each participating law school clinic student is in compliance with the law school's ethics code and is of good moral character and reputation; (3) the school has a process that ensures that no conflicts exist in the representation of clinic clients; and (4) each law school clinic student meeting these requirements will submit the required student application form each semester that such students are participating in the clinic.

Signature:

Date:

**PART E. LAW SCHOOL CLINIC DIRECTOR**

Please provide OED with the contact information, curriculum vitae, and any other relevant information for the law school clinic director. Please use a separate sheet, if necessary.

Clinic Director Name:

Address:

City, State, Zip:

Phone:

E-mail:

**PART F. FACULTY CLINIC SUPERVISOR(S)**

Please provide OED with the following information and certification for each proposed faculty clinic supervisor. Please provide a curriculum vitae and other relevant information for each proposed faculty clinic supervisor.

**For multiple supervisors, submit pages 3 through 5 for each additional supervisor.**

Name:

Address:

City, State, Zip:

Phone:

E-mail:

State Bar Membership:

State Bar License Number:

USPTO Registration Number  
(Patents only):

For patent clinic:  I possess at least three years of experience in prosecuting patent applications before the USPTO within the last five years.

For trademark clinic:  I possess at least three years of experience in prosecuting trademark applications before the USPTO within the last five years.

Signature:

Date:

**As faculty clinic supervisor, I agree to the requirements for participation in the USPTO Program and to the following:**

**INITIAL**

A. Faculty clinic supervisor will submit a signed agreement confirming adequate supervision of the law school clinic students, as set forth herein.

B. Faculty clinic supervisor must ensure that a conflict of interest check is performed for each law school clinic student and each client or potential client of the clinic.

C. Faculty clinic supervisor is responsible for instructing, mentoring, overseeing, and supervising all participating law school clinic students in the Program.

D. Faculty clinic supervisor is responsible for the content and timeliness of all applications and documents submitted to the USPTO by the clinic.

E. Faculty clinic supervisor is responsible for all oral and written communications by participating law school clinic students to the USPTO and clinic clients.

F. Faculty clinic supervisor shall discuss, review, and approve all documents signed by law school clinic students from the participating law school clinic prior to submission to the USPTO; participation in the Program requires that all submissions to the USPTO be reviewed and approved by a faculty clinic supervisor(s) prior to filing with the USPTO.

G. Faculty clinic supervisor agrees to be an attorney of record on all patent and/or trademark applications filed in the USPTO.

H. Faculty clinic supervisor must read and be familiar with the USPTO ethics rules (*see* 37 C.F.R. § 11.101 et seq.); the relevant sections of the USPTO's procedural rules; and the USPTO's Program rules (*see* 37 C.F.R. §§ 11.16 and 11.17), requirements, and procedures and ensure that law school clinic students do the same.

I. Faculty clinic supervisor must maintain a written record of all documents submitted to the USPTO by law school clinic students.

J. Faculty clinic supervisor participating in the patent portion of the program must ensure that students who qualify for the patent portion of the program based on design patent practitioner qualifications are restricted to practicing before the USPTO in design patent matters only.

K. Upon request, faculty clinic supervisor(s) must submit a list biannually to OED of the reporting requirements set forth in 37 C.F.R. §§ 11.17(b).

**Additional Requirements for Patent Clinics (PATENT CLINICS ONLY)**

**INITIAL**

By initialing each subparagraph below, the law school clinic confirms the requirement set forth in each subparagraph:

- The faculty clinic supervisor shall be the attorney of record on all patent applications filed by the law school clinic.

NOTE: Clinic students cannot be the primary attorney of record in patent applications. Clinic students may only be the secondary attorneys in patent applications.

- The law school clinic agrees to file patent applications and other documents within the USPTO electronically via the USPTO electronic filing system. If the USPTO electronic filing system is not operational, patent applications and documents therein may be filed by paper.

- The law school clinic will establish one customer number.  
Each semester the faculty clinic supervisor and all participating law school clinic students granted limited recognition numbers will be listed under the clinic's customer number. The clinic's customer number must be updated each semester to reflect the law school clinic students participating in the clinic in the Program. The faculty clinic supervisor must always be listed on the clinic's customer number when clinic students are listed thereon.

- Each participating law school clinic student who receives limited recognition and who may file a patent application or other document with the USPTO will obtain a MyUSPTO.gov account.

- Each patent clinic will conduct a patentability search, provide the client with the results, and counsel the client as to the results for each proposed invention prior to filing a nonprovisional patent application therefor.

- Each patent clinic will ensure that students who qualify for the patent portion of the program based on design patent practitioner qualifications will be restricted to practicing before the USPTO in design patent matters only.

**Additional Requirements for Trademark Clinics (TRADEMARK CLINICS ONLY)**

**INITIAL**

By initialing each subparagraph below, the law school clinic confirms the requirement set forth in each subparagraph:

- The faculty clinic supervisor shall be the attorney of record on all trademark applications filed by the law school clinic.

NOTE: Clinic students cannot be the attorney of record in trademark applications. Clinic students may only be the “Other Appointed Attorneys” in trademark applications.

- The law school clinic agrees to file trademark applications and documents therein electronically using either the TEAS or TEAS Plus System.

- Confirm that the law school clinic will use a USPTO-assigned school tracking code on each trademark application and document filed by the clinic in the Program.  
Upon acceptance into the Program, each law school clinic will be assigned a school-specific tracking code.

- Confirm that each participating law school clinic student who receives limited recognition and who may file a trademark application or other document with the USPTO will obtain a MyUSPTO.gov account.

- Confirm that each trademark clinic will conduct a registerability search, provide the client with the results, and counsel the client as to the results for each proposed trademark prior to filing a trademark application therefor.

**PAPERWORK REDUCTION ACT STATEMENT**

Under the Paperwork Reduction Act of 1995, notwithstanding any other provision of law, no person is required to respond to nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. This form is estimated to take 40 hours to complete, including gathering, preparing, and submitting the information on the application to the USPTO. Any comments on the amount of time required to complete this form and/or suggestions for reducing this burden, should be sent 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](mailto:InformationCollection@uspto.gov). DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS.