Annex 1b

Inter Partes Hearing Arrangement Sheet	Date Set -
	/(- 1 1 / / - ? 1 P - 1 \)

(telephone / person / video link)

			(totophono / porcon /			
PATENT NO						
Standard	Standard Scottish		SPC	Desig	Design	
OPI / NOPI			SECTION			
TYPE OF HEARING	-		REFERENCE			
Date request made			Date received in Section			
Claimant			Defendant			
Attorneys			Attorneys			
Telephone			Telephone			
Fax			Fax			
Contact/ref			Contact/ref			
Contact name		Contact name				
Email		Email				
Counsel		Counsel				
Clerk		Clerk				
Telephone			Telephone			
		Witness			Witness	
Attendees		(X)	Attendees		(X)	
, morrados						
НО			ШΛ			
HO Room	Ext		HA Room	Ext		
Koon	⊏Xl		NUUIII	ΕXI		

СО		ROOM NUMBER	Time
Room	Ext	BAY No's -	(if by car)
		T/W or Dig Rec –	

PTO for arrangements quick checklist

	Booked/Sent	Confirmed/Arrived
Hearings rooms booked		
Transcript writer booked		
Car Park bay booked		
Arrangement confirmation letter sent		
Witness list received		
Cross-examination schedule agreed		
Running Order		
Same day transcripts required		
Special IT requirements		
Video conferencing		
Skeleton Arguments received		
Oaths and affirmations checked		
Bundles received - electronic		
Do bundles need printing		
Bundles received - paper		
Bundles sent to hearing location – If NOPI secure transport and storage arranged		

Contact log

Date	Result