

Annex 2a

Ex Parte Hearings Checklist – use in conjunction with notes

On receipt of request	
Notice received via PDAX or e-mail – note date received	
From Dossier (PDAX) – use agent letter, EL2 etc as required to complete as much as possible of Ex Parte Hearing Sheet	
Select Hearing Officer and Hearing Assistant from EP Rotas	
Enter details on SharePoint Ex Parte Cases (including month actioned)	
On PDax minute dossier with HO and message HO	
Contact HO to confirm HA selection, check if HO wants to select dates for hearing or use Outlook calendar	
Delete request, place paper folder in ‘Cases waiting date’ file	
Arranging hearing date	
In Outlook calendar open appointment date and add attendees, rooms, etc	
Ring the attorney and co-ordinate date and time – check with HO if attorney requests telephone, video or London hearing	
Compose letter on PROSE, send to attorney, import to dossier –check if NOPI	
E-mail accommodation, tell them date, time, attendees and car registration	
Enter the details in paper diary and dates on SharePoint list	
Enter hearing dates Patents Hearings Diary if OPI	
Place paper folder in ‘Arranged hearings’ file	
2 Days before hearing	
Contact the attorney, confirm attendees, arrival method and status of additional documents	
Day of hearing	
Newport – Prepare room London – Confirm details with London admin	
If using digital recorder – check date and battery	
When attorney arrives, escort them to the room, once settled inform HO and others	

Ensure HO can operate recorder, place 'quiet' sign outside door	
After hearing, tidy room, collect recorder	
Transfer recording (IT Helpdesk) and send to HO, HA and to Dossier	
Enter decision due date or submissions on SharePoint. Transfer hearings pack to 'awaiting decision'	