

### Annex 3

Patent No.		Date Lodged	
Court case no.		PDAX or Paper file	
Appeal HO		Original HO	
Case Name			

<b>Notice of Appeal received</b>		
1	Is the notice properly sealed? No – appellant contacted Yes – file located, copied and put on file	
2	Has the notice been filed in time? No – court/appellant contacted Yes - continue	
3	If inter partes has HO/DD given direction to instruct counsel? No – go to 6 Yes - continue	
4	<b>All ex parte</b> (DD will inform us if needed for Inter Partes) Notice of appeal & supporting docs <b>e-mailed same day</b> to GLD	
5	Email HO with details – HO appointed by DD	
6	<b>If SPC paper file</b> – send a copy of the appeal notice to the SPC formalities clerk <b>PDAX</b> minutes updated with appeal lodged – message to head of formalities group	
7	Details recorded on SharePoint	
8	Check that appeal notice and supporting documents on dossier/file	
9	Optics checked for decision entry, if present enter Appeal notice	
10	PDJ notice – <i>Check NOPI</i>	
11	Circulate that appeal notice received See annex 4 below	
<b>Briefing Counsel</b>		
12	Action taken from HO minute/instruction	
13	Parts of dossier copied as instructed by HO	
14	Covering document (Annex 5 of manual) prepared and copy put on document file and dossier if required	
15	Documents sent to GLD on instruction of HO	
<b>Obtaining Hearing Date</b>		
16	Monitor court website, GLD will normally inform us	
<b>Date of Appeal Known</b>		
17	HO & other interested parties informed & calendars updated	
18	SharePoint updated	
19	Dossier/proceedings file & appeal folder minuted	
20	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
<b>After the Appeal Hearing</b>		
21	Note appeal date on SharePoint	
22	Judgement/order received copied & put on dossier/file	
23	Copy of order to finance if costs awarded to office on decision	
24	SharePoint updated	
25	Circulate that order and/or judgement has been received(full circulation)	
26	Check that B3 has updated Optics	
27	PDJ notice – <i>check NOPI</i>	
28	Notice of Appeal to the Court of Appeal received? No – clear records, inform formalities Yes - continue	

<b>Court of Appeal</b>		
<b>29</b>	Notice copied & put on dossier/file – notify formalities of further appeal	
<b>30</b>	SharePoint updated	
<b>31</b>	Appeal notice circulated (full circulation)	
<b>32</b>	Optics updated (A3)	
<b>33</b>	PDJ notice - <i>check NOPI</i>	
<b>34</b>	Liase with GLD re: date	
<b>35</b>	HO , HA & other interested parties informed	
<b>36</b>	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
<b>After the Court of Appeal Hearing</b>		
<b>37</b>	Judgement/order received copied & put on dossier/file – copy of Order to finance	
<b>38</b>	SharePoint updated	
<b>39</b>	Circulated (full circulation)	
<b>40</b>	Check that Optics updated by B3	
<b>41</b>	PDJ notice – <i>check NOPI</i>	
<b>42</b>	Appeal to the House of Lords    No – clear records, inform formalities Yes - continue	
<b>Supreme Court</b>		
NOTE: HO & HA will normally attend		
<b>43</b>	Notice copied & put on dossier/file – notify formalities of further appeal	
<b>44</b>	SharePoint updated	
<b>45</b>	Circulated (full circulation)	
<b>46</b>	Optics updated (A3)	
<b>47</b>	PDJ notice - <i>check NOPI</i>	
<b>48</b>	Date obtained for hearing – Liase with GLD	
<b>49</b>	HO, HA & other interested parties informed	
<b>50</b>	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
<b>After the Supreme Court Hearing</b>		
<b>51</b>	Judgement/order received copied & put on dossier/file – copy of Order to finance	
<b>52</b>	SharePoint updated	
<b>53</b>	Circulated (full circulation)	
<b>54</b>	Optics updated by B3	
<b>55</b>	PDJ notice – <i>check NOPI</i>	
<b>56</b>	Appeal for Judicial Review    No – clear records, inform formalities Yes - continue	
<b>Judicial Review - refer to Litigation Manual</b>		

**Annex 4**  
**Limited circulation list**

**APPEAL LODGED**

**Name of the part(y)ies:**

**Patent Number(s):**

**A notice of Appeal was lodged with the Patent Court on ..... against the decision of the Hearing Officer dated.....**

**The Appeal will be heard on/The Appeal date needs to be confirmed (amend as appropriate).**

Send to -

- 1) Hearing Officer for the Appeal
- 2) Hearing Officer for the Decision
- 3) Divisional Director
- 4) Divisional Director
- 5) B3
- 6) C2
- 7) Litigation Section Manager
- 8) Hearings Team