

Annex 7

Your Reference:

Our Reference: Room no./name/number ref

Date

Dear Sir

Title in bold

Case Management Conference

1. The hearing officer has considered the parties' statements of case and considers it necessary to convene a Case Management Conference under rule 82(1)(i) of the Patent Rules 2007.

[Confirm with HO the text to be included at paragraph 2]

2. The case management conference is being arranged to.....
[Hearing Officer to supply Information]

3. If there are other issues that you want to raise at this stage, you should notify me and the other side as soon as possible.

[Insert appropriate paragraph]

4. It would be helpful if you would supply by..... for the Case Management Conference. ***[HO to supply this information]***

[or]

4. You do not need to supply any documents specifically for the Case Management Conference.

5. The Case Management Conference may be conducted in person, or by video or telephone conference.

6. The hearings clerk in Litigation Section will contact you as soon as possible in order to arrange a date for the Case Management Conference.

7. A letter in identical terms has been sent to the other side.

Yours faithfully

Name
Section
Directorate