

Annex 1a

Ex Parte Hearing Arrangements	Date Set -
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(telephone / person / video link)

PATENT NO......

Normal	Scottish	SPC	Design
OPI / NOPI		SECTION	

TYPE OF HEARING -	REFERENCE
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Date request made.....	Date received in Section.....
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Applicant

Attorneys

Telephone

Fax

Contact/ref

Contact name.....

Email

Counsel.....

Clerk

Telephone

HO	HA.....
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RoomExt.....	RoomExt.....
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CO.....	ROOM NUMBER.....Time.....
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RoomExt.....	BAY No's - (if by car)
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T/W or Dig Rec –

Attendees

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Hearings room booked

Transcript writer booked if required

Accommodation informed

Car park bay booked

Contact Log	
Date	Comments