Annex 1b

Inter Partes Hearing Arrangement Sheet	Date Set -

(telephone / person / video link)

PATENT NO					
Standard Scottish		SPC	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)
7.11.01.14.000			7.11011000		•
110			110		
HO			HA		
Room	Ext		Room	Ext	

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