

### Annex 3

**Your reference:** XXX

**Our reference:** Room no./Name/GB/EP

Date

Dear Sirs

**Patent Number: GB/EP (Proprietor)**  
**Reference under Section XXX of the Patents Act 1977**

1) I am pleased to inform you that the XXXX XXXX in the above proceedings will take place on XX XXX XXXX starting at XX:XX. It will be held at 4 Abbey Orchard Street, London, SW1P 2HT / Concept House, Cardiff Road, Newport, NP10 8QQ. Please report to reception shortly before the hearing is due to start. (*delete as appropriate*)

Or

1) I am pleased to inform you that the XXXX XXXX in the above proceedings will take place on xxXXxx starting at xx:xx. It will be held at Concept House, Cardiff Road, Newport, NP10 8QQ by **telephone conference**. The telephone number that I have on record is **XXXX XXXXX**, if this is incorrect or you would like to use an alternative number, please inform me before the hearing. (*complete as appropriate*)

Or

1) I am pleased to inform you that the case management conference will take place on xxXXxx **starting at xx:xx**. The hearing will be held at Concept House, Cardiff Road, Newport, NP10 8QQ and by **video conference** with our London Office, **4 Abbey Orchard Street, London, SW1P 2HT**. Please report to reception shortly before the hearing is due to start. / with your premises, please send me details of your system as soon as possible so that I may check the compatibility of our systems. (*delete as appropriate*)

2) The XXXX XXXX has been arranged to XXXX XXXX. If there are any other issues that you want to raise, you should notify me and the other side as soon as possible. (*complete as required*)

3) For security purposes, please let me have a list of all those attending from your side as soon as possible, and confirm whether they require any special arrangements to be made for the hearing.

#### **Skeleton Arguments and Authorities**

4) You are expected to provide a skeleton argument (an outline of the argument you intend to present at the hearing) at least **7 working days before the hearing**; however it would be helpful to provide this sooner where possible. You should send a copy of your arguments to the other side in sufficient time before the hearing to enable them

to properly consider them. If you intend to refer to any precedents at the hearing, please send them to me at the same time as the skeleton argument.

Or

You do not need to supply any documents specifically for this XXXX XXXX. *(complete as required), however if you intend to rely on any precedents or authorities then these should be supplied to us before hand.*

Or

It would be helpful if you would supply ..... by .....

5) Please be aware, if you are attending a hearing in person, you will be entering an official government building. Therefore, due to security reasons, you will be escorted by a member of staff AT ALL TIMES whilst in the building.

6) Any further correspondence relating to this hearing should be sent to me addressed

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URGENT HEARING

For the attention of the Hearings Clerk room 2G33

Intellectual Property Office

Concept House

Cardiff Road

Newport

NP10 8QQ

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

Yours faithfully

Name (Hearings Clerk)

Section

Directorate