

Annex 6
Ex-Parte Hearing Arrangement Letter

Your reference: XXX

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

Date

Dear Sirs

Patent Number : GB/EPXXXXXX (Proprietor)

1) I am pleased to inform you that the hearing will take place on xxXXxx starting at x:xx am. The hearing will be held at Concept House, Cardiff Road, Newport, NP10 8QQ/ 4 Abbey Orchard Street, London, SW1P 2HT (*delete as required*).

Please report to reception shortly before the hearing is due to start.

OR

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

OR

1) I am pleased to inform you that the hearing will take place on xxXXxx starting at x:xx am. 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) For security purposes, please let me have a list of all those attending as soon as possible and confirm whether they require any special arrangements to be made for the hearing.

3) If you intend submitting a skeleton argument please e-mail (if possible) or fax the document **at least 7 days before the hearing, that is xxXXxx**. If you intend to refer to any precedents at the hearing, please send them at the same time as the skeleton argument.

4) Please note it is our practice to digitally sound-record hearings and not to have a transcript writer. If you would like a transcript of the hearing you will need to contact the office so that we can make the necessary arrangements. **Please note that you will be responsible for the extra costs incurred.**

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) Decisions will normally be issued by post but can be issued by e-mail if requested. Please see attached fact sheet for further information.

7) Until the hearing, any further correspondence should be marked –
URGENT HEARING – For the attention of XXXX XXXX ROOM 2G33,
CONCEPT HOUSE,
CARDIFF ROAD,
NEWPORT,
NP10 8QQ.

All correspondence relating to the hearing should now be addressed to the hearing clerk. Please do not use the electronic filing system if sending correspondence. Full instructions on how to send to us can be found on the fact sheet.

Yours faithfully

Name (Hearings Clerk)
Section
Directorate