

Annex 1

DECISION & ABSTRACTS	
Patent number	OPI/NOPI
Party(s)	
Appeal period over	B/F date

Add this checklist to the paper hearings pack for the case unless Sect.13	
Open the Decision in Word	
Go into the BL spreadsheet and allocate a BL number	
Insert the BL number on the Decision	O/ /16
Date the Decision the day it is issued	/ /
Add the HO signature to the Decision	
Save the Decision to Sharepoint (IPO drive/hearings) as BLO/xxx/xx – check saved location and tag if necessary.	
Print copy(s) of the Decision with the signature on for the party(s).	
Save decision as PDF – import to dossier – check OPI/NOPI	
Delete the signature on the decision in Sharepoint & resave, print unsigned copies for BL, RPC & EPO if OPI <i>(If SPC print copy of unsigned decision for HO)</i>	
Update Sharepoint with the date the decision is issued and section of the Act – check OPI/NOPI	
Compose the letter to go out with decision, check if OPI, NOPI, Scottish, SPC, Design or section 13. CHECK appeal period on decision, print and then import to dossier (if NOPI leave status until decision is made OPI) <i>(If SPC print copy of letter(s) for HO and send with copy of unsigned decision)</i>	
New mail to webmaster – click on the paperclip to attach the saved copy of the decision – CHECK NO SIGNATURE <small>(If decision is NOPI – do not send to webmaster unless notified by party(s) –always check with the HO before making OPI in case of redacted version as this will go on the website)</small>	
Open the Abstract in word – no abstracts for design decisions	
Add the BL number and date	
Save to Sharepoint (IPO drive/hearings) as BLO/xxx/xx abstract – check saved location and tag if necessary.	
New mail to circulate – click on the paperclip to attach the decision and abstract (If NOPI, state on email)	
Set task for the Next day to put the abstract on the database and for the following day to check the website <small>(If NOPI – do not put abstract on until webmaster actioned)</small>	
Set task for appeal period plus 2 weeks – if no appeal – clear case. <small>(If NOPI – state on task to check when OPI, if OPI - re circulate the decision or redacted version, circulate externally) and clear case if no appeal lodged</small>	
If the decision is a Section 13 – send a PDAX message to the Case Officer to ‘Clear Records & Action’ the case.	
External circulation – Mail signed copies to parties, Mail unsigned copies to British Library, EPO and RPC editor - NOT IF NOPI	
Complete Clear Records Pro-Forma and pass to Case Officer	
On BL Number Spreadsheet enter date sent	

<p>2nd day – put abstract on Decision database if decision check notification is received from Webmaster. (Section 13 are all IP) - NOT IF NOPI</p>	
<p>3rd day - CHECK DECISION/SUMMARY ON WEB PDax – Enhance decision – OLF1 enhanced decision – NOT IF NOPI</p>	
<p>Delete the Decision and abstract on Sharepoint if OPI, before dragging the e-mail into the cabinet. If NOPI move to NOPI decisions folder. Place hearing pack in 'awaiting appeal period' folder.</p>	