

Annex 3

Patent No.		Date Lodged	
Court case no.		PDAX or Paper file	
Appeal HO		Original HO	
Case Name			

Notice of Appeal received		
1	Is the notice properly sealed? No – appellant contacted Yes – file located, copied and put on file	
2	Has the notice been filed in time? No – court/appellant contacted Yes - continue	
3	If inter partes has HO/DD given direction to instruct counsel? No – go to 6 Yes - continue	
4	All ex parte (DD will inform us if needed for Inter Partes) Notice of appeal & supporting docs e-mailed same day to GLD	
5	Email HO with details – HO appointed by DD	
6	If SPC paper file – send a copy of the appeal notice to the SPC formalities clerk PDAX minutes updated with appeal lodged – message to head of formalities group	
7	Details recorded on SharePoint	
8	Check that appeal notice and supporting documents on dossier/file	
9	COPS checked for decision entry, if present enter Appeal notice	
10	PDJ notice – <i>Check NOPI</i>	
11	Circulate that appeal notice received (annex 4)	
Briefing Counsel		
12	Action taken from HO minute/instruction	
13	Parts of dossier copied as instructed by HO	
14	Covering document (Annex 5 of manual) prepared and copy put on document file and dossier if required	
15	Documents sent to GLD on instruction of HO	
Obtaining Hearing Date		
16	Monitor court website, GLD will normally inform us	
Date of Appeal Known		
17	HO & other interested parties informed & calendars updated	
18	SharePoint updated	
19	Dossier/proceedings file & appeal folder minuted	
20	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
After the Appeal Hearing		
21	Note appeal date on SharePoint	
22	Judgement/order received copied & put on dossier/file	
23	Copy of order to finance if costs awarded to office on decision	
24	SharePoint updated	
25	Circulate that order and/or judgement has been received(full circulation)	
26	Check that B3 has updated COPS	
27	PDJ notice – <i>check NOPI</i>	
28	Notice of Appeal to the Court of Appeal received? No – clear records, inform formalities	

	Yes - continue	
Court of Appeal		
29	Notice copied & put on dossier/file – notify formalities of further appeal	
30	SharePoint updated	
31	Appeal notice circulated (full circulation)	
32	COPS updated (A3)	
33	PDJ notice - <i>check NOPI</i>	
34	Liase with GLD re: date	
35	HO , HA & other interested parties informed	
36	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
After the Court of Appeal Hearing		
37	Judgement/order received copied & put on dossier/file – copy of Order to finance	
38	SharePoint updated	
39	Circulated (full circulation)	
40	Check that COPS updated by B3	
41	PDJ notice – <i>check NOPI</i>	
42	Appeal to the House of Lords No – clear records, inform formalities Yes - continue	
Supreme Court		
NOTE: HO & HA will normally attend		
43	Notice copied & put on dossier/file – notify formalities of further appeal	
44	SharePoint updated	
45	Circulated (full circulation)	
46	COPS updated (A3)	
47	PDJ notice - <i>check NOPI</i>	
48	Date obtained for hearing – Liase with GLD	
49	HO, HA & other interested parties informed	
50	Liase with GLD, HO to ensure that all necessary docs and arrangements are ready for the appeal	
After the Supreme Court Hearing		
51	Judgement/order received copied & put on dossier/file – copy of Order to finance	
52	SharePoint updated	
53	Circulated (full circulation)	
54	COPS updated by B3	
55	PDJ notice – <i>check NOPI</i>	
56	Appeal for Judicial Review No – clear records, inform formalities Yes - continue	
Judicial Review - refer to Tribunal Patents Manual		