

Annex 3 APPEALS CHECKLIST

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

Link with paper decisions/hearings pack

Use in conjunction with desknotes where necessary

Notice of Appeal received		
1	Is the notice properly sealed? No – appellant contacted Yes – file located, copied and put on file Inform B2 Hearings Manager that an appeal has been received	
2	Has the notice been filed in time? No – GLD contacted (or appellant if Inter Partes) Yes - continue	
3	If inter partes has DD given direction to instruct GLD? No – go to 6 Yes - continue	
4	All ex parte (and inter-partes where instructed by DD) 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 split correctly on dossier.	
9	Optics checked for decision entry, if present enter Appeal notice	
10	PDJ notice – <i>Check NOPI</i>	
11	Circulate that appeal notice received (limited circulation list)	
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	Send Optics pro-forma to B3	

25	Circulate that order and/or judgement has been received(full circulation)	
26	Check that B3 has updated Optics	
27	PDJ notice – <i>check NOPI</i> – diary to check for further appeal	
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	Optics 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 Optics updated by B3	
41	PDJ notice – <i>check NOPI</i> – diary to check for further appeal	
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	Optics 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	Optics updated by B3	
55	PDJ notice – <i>check NOPI</i> – diary to check for further appeal	
56	Appeal for Judicial Review No – clear records, inform formalities Yes - continue	
Judicial Review - refer to Ch 6.38 of the manual		