Annex1a – Ex Parte Hearing arrangements sheet

Ex Parte Hearing Arrangements	**Date Set -**

(telephone / person / video link / decision on papers)

PATENT NO.....

Normal **Scottish** **SPC** **Design**

OPI / NOPI **SECTION**.....

TYPE OF HEARING - **REFERENCE**.....

Date request made..... Date received in Section.....

Applicant .....

Attorneys .....

Telephone .....

Contact/ref .....

Contact name.....

Email .....

Counsel.....

Clerk .....

Telephone .....

HO ..... HA.....

Room .....Ext..... Room .....Ext.....

Shadow HA *(if required)*…….. Room……..Ext…….

Observers……

Examiner……..... ROOM NUMBER.....Time.....

Room .....Ext..... BAY No's - (if by car)

T/W or Dig Rec –

Attendees……...

……..

7 day date to check attendees etc **……**

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Please use the table below to record any contact you have with the applicant or other such as T/Writer regarding arrangements for the hearing.

Contact Log	
Date	Comments