Annex 1b – Interpartes Hearing arrangements sheet

This document is to be used in the arrangement of Patent Inter Partes Hearings

Inter Partes Hearing Arrangement Sheet

Patent Number		OPI / NOPI			
Parties					
Hearing Type					
Window Week		Proposed Ven	Proposed Venue		
Hearing Date		Time	Time		
Venue(s		Room(s)	Room(s)		
Format					
НО	HA		CO		
	1				
Claimant		Defendant	Defendant		
Attorney		Attorney	Attorney		
Representative		Representative	Representative		
Ref. No.		Ref. No.	Ref. No.		
Telephone		Telephone	Telephone		
Email		Email	Email		
Counsel		Counsel	Counsel		
Clerk		Clerk	Clerk		
Telephone		Telephone	Telephone		
Email		Email	Email		
		·			
Attendees		Attendees	Attendees		

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Hearing Tel. No.	Hearing Tel. No.		
Car Reg.	Car Reg.		
Date request made	Date received in section		
	Booked/Sent	Confirmed/Arrived	
Hearings rooms booked			
Transcript Writer booked (Please see Tribunal			
Patent Manual 4.67 – 4.71 for further information)			
Car parking bay booked			
Arrangement confirmation letter sent			
Witness list received			
Cross-examination schedule agreed			
Running order			
Same day transcripts required			
Special IT requirements			
Video conferencing			
Skeleton arguments received (Please see			
Tribunal Patent Manual 4.72 – 4.73 for further			
information)			
Oaths and affirmations checked			
Bundles received – electronic			
Do bundles need printing			
Bundles received – paper			
Bundles sent to hearing location – If NOPI secure trans	port and storage arranged		
Col	ntact Log		

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