

Annex 2a – Ex Parte Hearings checklist

This checklist is a step by step instruction on the process for arranging a Patents Ex Parte hearing. This should be completed in conjunction with the Ex Parte Hearing Arrangement Sheet and supported by the Patents Tribunal Manual and the desk instructions to enable the user to book a hearing.

Ex Parte Hearings Checklist

On receipt of request	
Notice received via PDAX mail box or e-mail – note date received	
From Dossier (PDAX) – use agent letter, Optics etc as required to complete as much as possible of Ex Parte Hearing Arrangement Sheet (<i>Share Point/Tribunal Hearings/Patent Hearings Desk Instructions/Hearings/Arrangement Sheets</i>)	
Select Hearing Officer and Hearing Assistant from EP Rotas (<i>Sharepoint/Tribunal Hearings/Patent Hearings Desk Instructions/Hearings/HO/HA rotas</i>)	
Enter details on SharePoint, Ex Parte Cases (add new item) (<i>Sharepoint/Tribunal Hearings/Ex Parte Cases/Ex Parte Cases</i>)	
Create folder in Outlook for all correspondence (<i>PDHearings/Inbox/Archive/Litigation Hearings/Hearing Work</i>)	
E-mail HO to confirm allocation and hearing assistant	
When HO confirms, minute and message on PDAX confirming allocation	
Delete request on PDAX mail box, place paper folder in ‘Cases waiting date’ file	
Arranging hearing	
In Outlook calendar open appointment date and add attendees, rooms, etc	
Contact the representative and co-ordinate date and time – check with HO if representative requests telephone, video or London hearing	
Compose hearing arrangement letter from Sharepoint, send to representative, import to PDAX dossier –check if NOPI (<i>SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions/Hearings/Letters/HRGEXP</i>)	
E-mail accommodation, tell them date, time, and attendees and car registration if possible	
Enter the details on SharePoint (<i>SharePoint/Tribunal Hearings/Ex Parte Cases/Ex Parte Cases</i>)	
Diary PD hearings on Outlook to contact the attorney, confirm attendees, arrival method and status of additional documents 7 days before the hearing.	
E-mail HO, HA, examiner etc with on the day procedures (face to face/Tel/VC) (<i>SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions/Hearings/Email Templates</i>)	
Contact T/W to arrange if necessary gareth@Martenwalshcherer.com or info@martenwalshcherer.com	
Place paper folder in ‘Arranged hearings’ file	