

## Clear Records Pro Forma – Office Decisions

**Patent No**

**Decision Number**

**Decision Date**

**Section of Act**

**Appeal Period Expires**

<p><b>Ex Parte Decisions – Tribunal Hearings Manager</b>  <b>Inter-Partes Decisions – Inter Partes Case Officer</b>  <b>Section 13 Decisions – B3 Technical Co-ordinator</b></p>
<p>1 – Update COPS and Carry out Register Entries. If S.13 case, carry out clear records and publishing action</p>
<p>2 – Pass to hearings Clerk</p>

<p><b>Patents Hearings Clerk</b></p>
<p>1 – Check if case is to be referred back to examiner/formalities immediately</p>
<p>2 – Ex Parte – If appeal lodged follow appeal procedure</p> <p style="text-align: center;"><b><i>If no appeal lodged –</i></b></p> <p style="text-align: center;">Application refused –terminate the application as of the next working day following the date of the decision</p> <p style="text-align: center;">Application allowed – return to formalities - please refer to examiner or other responsible person</p>
<p>3 – Inter-Partes - If appeal lodged follow appeal procedure</p> <p style="text-align: center;">If no appeal lodged, return to relevant Case Officer for clear records</p>
<p>4 – Section 13 – cleared by B3</p>
<p>5 – Any other scenario (Specific instructions required)</p>