

## OPI DECISION & ABSTRACTS

Patent number	
Party(s)	
Appeal period over	B/F date
Add this checklist to the paper hearings pack for the case <b>unless Sect.13</b>	
Decision and Abstract is received in Tribunal Decisions Outlook mailbox. Open the Decision in Word <b>CHECK OPI/NOPI</b> – if NOPI use NOPI checklist (Not Open to Public Inspection)	
In the BL spreadsheet (British Library) allocate the next available BL number – located in SharePoint/Tribunal Hearings/Shared Documents/BL Number Spreadsheet. Enter case details on the spreadsheet.	
Insert the BL number on the Decision	O/ /19
Date the Decision the day it is issued	/ /
Save the Decision to Ydrive/Patent Hearings Mock as BLO-xxx-xx dec. Add initials of HO and the annotation 'unsigned'. 'Save As' and save a pdf version.	
Add the HO signature to the Word version – INSERT – Pictures – Computer – (Y:) drive – Patent Hearing Desk Instructions - . Save as BLO-xxx-xx dec XX signed	
Print copy(s) of the Decision with the signature on for the party(s).	
Compose the letter(s) to go out with decision, check if OPI, Scottish, SPC, Design or section 13. <b>Check if application should be remitted to examiner. CHECK appeal period on decision</b> and print– Letters located on SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions Icon/Decisions/Letters – send letters and decisions by post by recorded delivery.	
Send the unsigned PDF version of the decision as well as a copy of the cover letter to the party/parties by e-mail.	
Save signed decision and accompanying letter(s) to PDAX dossier using Manual Import and 'save original'. Once imported annotate as 'signed decision' and 'decision cover' respectively	
Send email to webmaster attaching Word copy of unsigned decision - CHECK NO SIGNATURE. Request decision is uploaded to Website.	
Update SharePoint with the date the decision is issued and section of the Act using the "edit properties" function. Enter PD Decision year. Located in SharePoint/Tribunal Hearings/Ex Parte Cases OR InterParte Cases/Ready for Decision/	
Open the Abstract in word – NOTE:- No abstracts for design or NOPI decisions. An abstract may be provided by the HO upto 5 days after receipt of the decision. If not, contact HO.	
Add the BL number and date	
Save to Ydrive/PatentHearingsMock as BLO-xxx-xx abstract – check saved location and tag if necessary. The abstract should appear in Patent Hearings/BL Decisions/Process	
New email to circulate ( <b>Patent Decision Circulation list</b> ) – click on the paperclip to attach the pdf version of the unsigned decision and abstract. Note different circulation list for section 13 cases.	
Circulate pdf version of the unsigned <b>decision only</b> to <b>external circulation list – RPC editor, EPO and British Library</b>	
Complete Clear Records Pro-Forma – located SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions Icon/Decisions/ Checklist/Clear Records proforma. <b>NOTE no clear records for preliminary decisions. Move Outlook e-mail to cabinet</b>	
On the Dedicated Hearing Assistant and Shadows Rota, increase the number of decisions issued by the assistant by 1.Sharepoint/Patent Hearing Desk Instructions/Hearings/HO/HA rotas/Dedicated.....	
<b>2<sup>nd</sup> day – put abstract on Patent Decision Database</b> located in IPO application. Click on "File" and "New" and enter details as provided on the abstract and save. Note:- Section 13 are all Inter Partes. <b>-Check that workflow has terminated on Sharepoint</b> – Highlight item, click on "Workflows". There should be no running workflow. If workflow still running, see instructions on how to terminate a workflow – located in SharePoint/Tribunal Hearings/Shared Documents/SharePoint/Terminating a Workflow -	
<b>3<sup>rd</sup>day - CHECK DECISION/SUMMARY ON WEBSITE – External Website/Patents/Search Services/ Search Patent Decisions – Check the PDF has been attached to the summary. Check that both the decision and summary are accurate to your originals</b> <b>-PDAX</b> – Remove the signature by enhancing decision – Annotate OLF1 on the enhanced decision so only unsigned decision appears on IPSUM (online register)	
Delete the Decision and abstract on SharePoint.. Place hearing pack in 'awaiting appeal period' folder.	
<b>If appealed</b> – follow appeal procedure located in SharePoint/Tribunal Hearings/Patent Hearings/Appeals/Checklists	
<b>If no appeal – Follow instructions on Pro-Forma,</b> Clear records, See 5.36 – 5.39 of Tribunal Patents Manual. Located SharePoint/Tribunal Hearings/Patents Libraries/Tribunal Patents Manual/Manual Chapter 5 <b>Ex-parte Decisions only – PDAX</b> - check that skels and other relevant docs are open and OLF1, redact where necessary, enter 'TERMINATED' on cover. Terminate application on COPS. Clear entry on Sharepoint <b>All Decisions</b> - Move Outlook file to 'Hearings Archived Cases'	

Note: Revisions to any of the indicated documents in this desk instruction, such as, Checklist, Contact sheet, Indices, Labels, letters, Minutes, will be documented in the revision table of this desk instruction.