NOPI DECISION	
Patent number	
Party(s)	
Appeal period over	B/F date

Add this checklist to the paper hearings pack for the case **unless Sect.13**	
Decision is received in Tribunal Decisions Outlook mailbox. Open the Decision in Word **CHECK OPI/NOPI. I**f OPI use OPI decisions checklist. NOPI checklist located in SharePoint/Tribunal Hearings/Patents Hearings/Decisions/Checklists	
Go into the BL spreadsheet (British Library) and 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 NOPI. Add initials of HO and the annotation 'unsigned'. The decision should appear in Patent Hearings/BL Decisions/Process.	
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 NOPI. 'Save as' to save a pdf version	
Print copy(s) of the Decision with the signature on for the party(s).	
Compose the letter(s) to go out with decision, confirm NOPI, or if Scottish, SPC, Design or section 13. **Check if application should be remitted to examiner. CHECK appeal period on decision** and print– Letters located on SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions Icon/Decisions/Letters – send letters and decisions by post by recorded delivery.	
Save signed decision and accompanying letter(s) to PDAX dossier using Manual Import and 'save original'. Once imported annotate as 'signed decision NOPI' and ' decision cover' respectively.	
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/	
An abstract should not be provided for NOPI cases. If an abstract is provided return to the HO as not required.	
New email to circulate (Patent Decision Circulation List) – click on the paperclip to attach the unsigned decision. State in the e-mail that the decision is NOPI.	
Complete Clear Records Pro-Forma – located SharePoint/Tribunal Hearings/Patent Hearings Desk Instructions Icon/Decisions/Clear Records Proforma. NOTE no clear records for preliminary decisions. Move Outlook e-mail to the NOPI decisions folder.	
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……	
2nd day - Check that workflow has terminated on SharePoint. 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 -	
On SharePoint move the decision to the NOPI folder. Place hearing pack in 'awaiting appeal period' folder.	
If an **appeal is lodged** against the decision follow appeal procedure located in SharePoint/Tribunal Hearings/Patent Hearings/Appeals/Checklists/Appeals Checklist	
If **no appeal** is lodged – **Follow instructions on pro-forma** **C**lear records, (See 5.36 – 5.39 of Tribunal Patents Manual located in SharePoint/TribunalHearings/PatentHearings/Decisions/ManualChapter)	
Ensure the status on PDAX is Not Public for all documents. Enter 'Terminated' on cover Terminate application on COPS. Clear entry on Sharepoint Move Outlook file to 'Hearings Archived Cases'	
If consent is not received to publish the decision, complete a Patents Form 49 and send to the Caveat Clerk in Formalities. Form 49 can be located in Forms and Fees on the external website. (See 5.30 of Tribunal Patents Manual located in SharePoint/ TribunalHearings/ PatentHearings/ Decisions/ ManualChapter).	

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.