

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

REPORT ON THE FILING OF AN ACTION REGARDING A PATENT AND TRADEMARK

ATTORNEY INSTRUCTIONS

When a civil action is filed regarding a patent or trademark, the U.S. Patent and Trademark Office (USPTO) must be notified via the submission of a form entitled *Report on the Filing or Determination of an Action Regarding a Patent or Trademark* (AO 120). Plaintiff's counsel is required to fill out and submit this form at the time the complaint is filed.

The following steps outline the procedure for properly submitting the AO 120 form to the Clerk's Office:

1. Go to the court's website and open the AO 120 form:
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO120.pdf>
2. Fill in the following information on the form (see attached as reference):
 - a. The court name: "for the District of Columbia"
 - b. Whether it is a patent or trademark case (check the appropriate box).
 - c. Name(s) and address(es) of the plaintiff(s).
 - d. Name(s) and address(es) of the defendant(s).
 - e. The number of each patent or trademark.
 - f. The date of each patent or trademark.
 - g. The holder of each patent or trademark.
3. If the complaint pertains to more than five (5) patent or trademark cases, continue listing the numbers, dates and holders on a separate page.
4. Print the form to an Adobe PDF document (so that the text fields will no longer be fillable).
5. After opening the case and filing the complaint, docket the AO 120 form as a separate entry using the event ***Report Regarding Patent & Trademark*** found under **Other Documents** on the **CIVIL** docketing menu.

