

## ***Form filing***

Now that the application is drafted, the next step is filling in the forms and filing the application with the patent office.

An alternative to filing the application via paper forms is to file electronically. The site that links you to electronic filing is:

<http://portal.uspto.gov/external/portal/home>

Cautionary note: Electronic filing is made difficult because the patent office system needs the files in very specialized formats. The most common is:

The patent application must be in either TXT or .pdf format.

However, other requirements may be to remove embedded characters in the .pdf files, etc.

In any case it is efficient if you are fortunate to proceed with few interruptions to revise formats.

Even though you need not fill in the forms below, it is advisable to review the requirements of the forms, 1, 2 and 3 below, because you will be required to submit the same information asked for there but in electronic form.

The common forms you need to link to and review are:

1. Patent Utility and Transmittal Form

<http://www.uspto.gov/web/forms/sb0005.pdf>

2. Fee Transmittal Form

<http://www.uspto.gov/web/forms/sb0017.pdf>

3. Declaration Form

<http://www.uspto.gov/web/forms/sb0001.pdf>

When you are finished with electronic filing unfortunately your mentor cannot review what you submitted.

If you total number of claims are less than 20 and the number of independent claims is less than 3, then you have to make a payment for the minimum amount.

In 2009, this minimum amount was \$545 for the patent office.

The patent office may have different methods of payment.

Current as of August 2009, inventors choosing to pay with a credit card should instead utilize the on-line payment method available through EFS-Web.

Later general correspondence is mailed to:

**Commissioner for Patents**

**P.O. Box 1450**  
**Alexandria, VA 22313-1450**

For a complete listing of the mail boxes at the U.S. patent office go to:

<http://www.uspto.gov/web/offices/com/sol/og/patboxes.htm>