

Copyright, Patent and Trademark Supplement

Firm Name: _____ Policy Number: _____

Answers are required for questions 1 through 5 for all Applicants. Complete the remaining questions that apply to the firm's specific practice. If one or more of the sections is not applicable, check the "Not Applicable" box in that section.

1. Provide a breakdown of the firm's copyright, patent and trademark practice into the following categories:

- a. Intellectual Property Litigation _____ %
- b. Patent Infringement Counseling _____ %
- c. Domestic Patent Prosecution _____ %
- d. Foreign Patent Prosecution _____ %
- e. Trademark Registration/Licensing _____ %
- f. Copyright Registration/Licensing _____ %
- g. Patent Searches _____ %

2. Does the firm have a computerized docketing system to alert the appropriate responsible party specific to:

- a. statutory bar dates Yes No
- b. fee due dates, whether outsourced or not? Yes No
- c. response dates? Yes No

3. Who reviews the docket entries for accuracy? **Check all that apply.**

- | | | | | | |
|---------------------|--------------------------|---------------------------|--------------------------|---------------------|--------------------------|
| Billing Partner | <input type="checkbox"/> | Partner in Charge of Work | <input type="checkbox"/> | Associate | <input type="checkbox"/> |
| Paralegal Secretary | <input type="checkbox"/> | Secretary | <input type="checkbox"/> | Docketing Personnel | <input type="checkbox"/> |

4. Does the firm outsource to other entities for:

- a. Searches Yes No
- b. Payment of Maintenance/Annuity fees? Yes No

If yes, to either a. or b. above, does the firm:

- i. Verify the outsource entity carries professional liability insurance coverage Yes No
- ii. Obtain proof of insurance, such as a certificate of insurance Yes No

5. How does the firm choose an outsource entity? **Check all that apply.**

- | | | | |
|----------------|--------------------------|--------------------------------------------------|--------------------------|
| Review of Work | <input type="checkbox"/> | Product Recommendations from Other Law Firms | <input type="checkbox"/> |
| Yellow Pages | <input type="checkbox"/> | Advertisements in Legal Publications/Law Journal | <input type="checkbox"/> |

Copyright Not Applicable

6. Does the firm's docket system include dates for:

- a. Copyright renewal filing? Yes No
- b. responses to an Office Action? Yes No
- c. infringement action filing? Yes No

7. What is the firm's standard time frame for applying for copyright registration on behalf of their client, once instructed to do so by the client? _____

8. Is transfer of ownership of copyright from one client to another fully documented in writing? Yes No
