



## 5. How do you properly cite a YouTube video in an IDS? Are screenshots required?

Here are the steps for turning a YouTube video into a non-patent literature reference.

1. Use form PTO/SB/08 and list the video as non-patent literature.
  2. Provide the following details:
    - Author/uploader name
    - Title of video
    - Platform: YouTube
    - URL – full link
    - Date of publication/upload
    - Date accessed
    - Relevant timestamp(s)
  3. Provide a transcript of the video, screenshots or a detailed summary of relevant portions of the video.
    - To access the video transcript, open the video, click on “More” in the description, then scroll down and click “Show Transcript.” The transcript displays to the right and can be copied and pasted into a document.
    - Be sure to watch the video and correct any errors in the YouTube transcription.
    - There are also online services for video transcription.
  4. Highlight relevant portions of the video with specific timestamps and excerpts relevant to patentability (a brief explanation of the relevance may be helpful).
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## 10 Habits of Highly Effective IP Paralegals

In IP law, success often comes down to the systems, habits, and mindset behind the work. The most effective paralegals aren't just managing deadlines—they're anticipating needs, creating order from complexity, and driving matters forward with confidence.

In this article, we break down 10 practical habits that can elevate your day-to-day performance—from mastering documentation and prioritization to building a personal knowledge bank and investing in your future self.

[Read more to see which habits you can start building today.](#)

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## Free Resources Every Patent Paralegal Should Be Using

Looking to sharpen your patent law skills without spending a dime? There's a wealth of high-quality, free resources available that many IP paralegals aren't fully leveraging. This article highlights some of those resources that will help build your knowledge, stay current, and work more confidently in your day-to-day role.

Whether you're new to patent law or looking to level up, these resources can help you strengthen your foundation and invest in your future—starting today

[Read more to explore the tools used by top-performing IP paralegals.](#)

## Patent Center Known Issues and Workarounds

Here is our quarterly update on Patent Center technical problems and how to work around them.

### Intermittent Receipt Page Processing Issue

When filing ePetitions, users have experienced a problem where the receipt page does not process. Patent Center advises affected users to check the Documents & Transactions table to confirm success or failure of the submission.

### Update Attorney Docket Number Not Working on Application Data Page

Users can update the attorney docket number by navigating to Workbench/Applications then searching or filtering by the application number or attorney docket number. Select the correct application(s) then select "Update attorney docket number" from the drop-down menu on the top right corner. The Patent Center team expects this issue to be resolved in late April.

### TPS Submission Error for US National Stage 371 Application

Users have encountered a TPS submission error after clicking the "Submit" button at the Review and Submit page of the submission. Patent Center advises users to utilize any of the following manual options to submit:

- USPS Priority Mail Express
- Hand delivery to the USPTO Customer Service window in Alexandria, VA
- **Faxing is not an acceptable option** for this situation



## WHAT'S NEW?

**New feature > Automated Interview Request (AIR)** The new AIR feature can be found under the Existing Submissions drop-down menu.

**DOCX updates >** Users are now able to file new Design applications in DOCX format AND view split files pre-submission in DOCX.



### Join the Conversation!

Follow AR Legal Solutions on [LinkedIn](#) where we share periodic pro tips, news from the USPTO and other articles of interest with the goal of creating community and conversa

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## IP EVENT ROUNDUP

At our loyal readers' request, we have done some digging to find patent-related conferences and events. We thought the following opportunities would be best suited for this audience. We will update this chart with new opportunities for each issue, so please help your follow IP pros by sending conference and training opportunities to [newsletter@arlegalsolutions.net](mailto:newsletter@arlegalsolutions.net).

Event	Date	Location
PatCon <a href="https://law.ku.edu/patcon">https://law.ku.edu/patcon</a>	April 10 – 11, 2026	University of Kansas Law School
International IP Law Association (IIPLA) Global Annual Conference <a href="https://iipla.org">https://iipla.org</a>	June 8 – 9, 2026	Shanghai, China
Sedona Global IP Conference <a href="https://www.thesedonaconference.org/GIP_26">https://www.thesedonaconference.org/GIP_26</a>	June 9 – 10, 2026	Milan, Italy
NALA   The Paralegal Association Conference & Expo <a href="https://nala.org">https://nala.org</a>	July 16 – 16, 2026	Denver, CO
National Association of Patent Practitioners (NAPP) Annual Meeting & Conference <a href="https://napp.org/2026-amc">https://napp.org/2026-amc</a>	July 22 – 24, 2026	Seattle, WA
National Association for Legal Support Professionals (NALS) National Legal Education Conference <a href="https://www.nals.org/page/2026conference">https://www.nals.org/page/2026conference</a>	October 5 – 7, 2026	Jacksonville, FL