



Electronic Patent Assignment System

Electronic Patent Assignment System (EPAS)

The Assignment Services Division (ASD) of the Office of Public Records presents the Electronic Patent Assignment System (EPAS).

Using EPAS, you create and submit a Patent Assignment Recordation Coversheet by completing on-line web forms and attaching the supporting legal documentation as TIFF or PDF (no color please) for submission via the Internet.

Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.

SPECIAL NOTES

All forms filed via EPAS will be marked with an U.S. Eastern Time timestamp when received on the USPTO server. Upon completion of the fee payment process, a Confirmation of Receipt will be displayed and the EST time stamp will then be applied to the submission. The time stamp applied by the EPAS server is the time of official USPTO receipt.

Payments may be made using a credit card, electronic fund transfer (EFT) or through an existing USPTO deposit account. Credit cards accepted are MasterCard, Visa, American Express or Discover.

TECHNICAL REQUIREMENTS

EPAS works with NETSCAPE NAVIGATOR [Version 4.0 or later] or MICROSOFT INTERNET EXPLORER for WINDOWS [Version 4.0 or later]. Supporting documentation attached to the Patent Assignment Recordation Coversheet must be in TIFF image format, letter size (8.5"x11"), 300 dpi, portrait orientation and black and white.

CONTACT INFORMATION

For general information about electronic filing, please telephone the Assignment Services Division Customer Service Desk at, 571-272-3350 during regular business hours or e-mail your question(s) to EPAS@uspto.gov. If you need help in resolving technical problems, you may also e-mail us at EPAS@uspto.gov. We will respond to your e-mail inquiry within 2 business days. Please include a telephone number in your e-mail.

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The information collected on these forms allows the ASD to officially record an assignment. Responses to the requests for information are required to obtain the requested action. Recorded assignment information will be made public for assignments related to issued or published patents.

This collection of information is required by 36 USC §§ 261 and 263 and is used by the public to submit (and by the USPTO to process) patent assignment recordation requests using the Electronic Patent Assignment System (EPAS). This collection is estimated to take 30 minutes to complete, including gathering the necessary information, filling out the online forms, and submitting the completed request to the USPTO. Any comments on the amount of time you require to complete this request and/or suggestions for reducing this burden should be sent to the Manager of the Assignment Division, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450.

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with this request for information. This collection of information is authorized by 35 U.S.C. §§ 1, 2, 261 and E.O. 9424. This information will primarily be used by the USPTO for the recordation of assignments related to patents and patent applications. Submission of this information is voluntary but is required in order for the USPTO to record the requested assignment. If you do not provide the information required on the assignment forms, the assignment will not be recorded.

After the information is recorded, the records and associated documents can be inspected by the public and are not confidential, except for documents that are sealed under secrecy orders or related to unpublished patent applications. Assignment records relating to unpublished patent applications are maintained in confidence in accordance with 35 U.S.C. § 122. Records open to the public are searched by users for the purpose of determining ownership for other property rights with respect to patents and trademarks.

Routine uses of the information you provide may also include disclosure to appropriate Federal, state, local, or foreign agencies in support of their enforcement duties and statutory or regulatory missions, including investigating potential of law or contract and awarding contracts or other benefits; to a court, a magistrate, or administrative tribunal in the course of presenting evidence; to members of Congress responding to requests for assistance from their constituents; to the Office of Management and Budget in connection with the review of private relief legislation; to the Department of Justice in connection with a Freedom Information Act request; and to general Service Administration (GSA) as part of their records management responsibilities under the authority of 44 U.S.C. §§ 2904 and 2906. Such disclosure to GSA shall not be used to make determinations about individuals.

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EPAS v.1.4.1

PTO-1595 (Rev. 05/03)

OMB No. 0651-0027 (Exp. 6/30/2008)

U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

Guidelines

To file electronically, complete the following steps:

- Fill out all required fields for each input screen.
- [Help instructions](#) are available by clicking on the highlighted term. A new window will open whenever one of these links is clicked.
- When all required forms are completed and the appropriate supporting legal documentation files are attached, a validation screen will appear displaying the information provided. Prior to the payment process a Validation Screen with all of the data will be displayed. If the information displayed is correct, proceed with payment, if the information is incorrect return to the appropriate screen by using the **on-screen** navigation controls.
- Do not use your browser's 'back' and 'forward' buttons to navigate. Use only the navigation controls on the EPAS screens.
- **New feature:**
 - **PDF attachments**
Legal supporting documentation may now be of either a TIFF, or a PDF file. Documents must be black and white. You may attach more than one file in more than one format.
 - **Saved Submission**
When all assignment data screens are completed, prior to proceeding to the payment screen (or submit process - if no fee is due) the current submission can be temporarily saved to a USPTO server. A URL link will be provided via a display on the screen and by email that identifies the link that permits access to the saved submission. To save a submission use the 'Advanced' button on the Validation screen and choose the 'Save Submission' button on the following screen. The URL link is valid for 4 days.
 - **Create Template**
Data from a submission, namely: correspondence information, conveying party(s), receiving party(s) and property(s) can be downloaded to your workstation as a template to re-use in future submissions. To download a template use the 'Advanced' button on the Validation screen and choose the 'Customize Template' button on the following screen.
 - **Using the template**
To start a new assignment filing from the downloaded template, use the 'Start from Template' button shown below on this screen.
- A Confirmation of Receipt (an html attachment) with the EPAS tracking identification number acknowledging receipt of your submission will be displayed to the screen and transmitted via email upon completion of the payment process (when required). Please mark the appropriate check box if you do not wish to receive this email with the attached html receipt. You may also print a copy of this screen for your records.
- Once submitted, the filing will not be cancelled unless the request fails to satisfy the minimum filing requirements.
- You must complete each page and navigate either to the next or the previous page within 30 minutes. If you feel that you cannot complete the page within the 30 minute time frame, [click here to increase this interval](#).

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OMB No. 0651-0027 (Exp. 6/30/2008)**Conveyance Type****Select nature of conveyance**[Assignment](#)[Change Of Name](#)[Merger](#)

Effective date:

Format: MM/DD/YYYY

[Nunc Pro Tunc Assignment](#)

Effective date is required for 'Merger' and 'Nunc Pro Tunc' types

[Security Agreement](#)[Government Interest Agreement](#)[Executive Order 9424, Confirmatory License](#)[Corrective Assignment](#)

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to correct the

Identify what parts of the assignment need to be corrected

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and Frame:

Assignor(s) hereby confirms the

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OMB No. 06

Correspondence Information

Enter correspondence information

Phone	<input type="text"/>
Name *	<input type="text"/>
Address	Street * <input type="text"/>
	Internal <input type="text"/>
	City * <input type="text"/>
	State * <input type="text"/>
	<input type="button" value="Switch to non US address"/>
Postal code * <input type="text"/>	
E-mail Address *	<input type="text"/> Note: The server will send confirmation receipt to this request via e-mail
Fax number *	<input type="text"/> Note: 10-digits, US or Canadian number, digits only. Official Notice of Recordation/Non-Recordation will be faxed to this number

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Navigation: Guidelines - Conveyance Type - Correspondence - Conveyor						OMB No. 0651-0027 (Exp. 6/30/2005)		

Conveying Party(ies)

Enter conveying party data

<input type="radio"/> Individual	Prefix	First Name *	Middle Name/Initial	Last Name *	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Company	Name *				
	<input type="text"/>				
Date of Execution *	<input type="text"/> Format: MM/DD/YYYY				

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Receiving Party(ies)

Enter receiving party data

<input type="radio"/> Individual	Prefix	First Name *	Middle Name/Initial	Last Name *	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="radio"/> Company	Name *				
Address	Street *	<input type="text"/>			
	Internal	<input type="text"/>			
	City *	<input type="text"/>			
	State *	<input type="text"/>			
	Postal code *	<input type="text"/>			

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<input type="radio"/> Individual	Prefix First Name * <input type="text"/> Middle Name/Initial <input type="text"/> Last Name * <input type="text"/> Suffix <input type="text"/>
<input type="radio"/> Company	Name * <input type="text"/> Type * <input type="radio"/> Corporation <input type="radio"/> Limited Liability Joint Stock Company <input type="radio"/> Partnership <input type="radio"/> Company <input type="radio"/> Joint Venture <input type="radio"/> Limited Partnership <input type="radio"/> Incorporated Association <input type="radio"/> Trustee <input type="radio"/> Joint Stock Company <input type="radio"/> Other <input type="text"/>
Citizenship	State <input type="text"/> or Country <input type="text"/>
Composed Of	<input type="text"/>
<input type="radio"/> Doing Business As <input type="radio"/> Also Known As <input type="radio"/> Trading As	<input type="text"/> (Enter DBA/AKA/TA name here)
Address	Street * <input type="text"/> Internal <input type="text"/> City * <input type="text"/> State * <input type="text"/> <input type="button" value="Switch to non US address"/> Postal code * <input type="text"/>

Receiving Parties:

1. Elen-Polo, Inc. 630 Melrose Avenue Nashville, TENNESSEE, 37211-2161 Corporation, TENNESSEE	<input type="button" value="Edit"/>
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Property(ies)

Enter property number one at a time using patent number for an issued US patent, an application number for a pending US patent application, or a PCT number for an application filed under the Patent Cooperation Treaty agreement.
If you would like to paste a list of properties to the form, [click here](#).

Application number	<input type="text"/>	<input type="button" value="Add"/>
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Patent number	<input type="text"/>	<input type="button" value="Add"/>
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Pct number	<input type="text"/>	<input type="button" value="Add"/>
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Properties (Bulk)

Type or paste a list of property numbers in the boxes below. Do not include commas or other separators within the application, patent or PCT number. Separate multiple property numbers with a space(s), comma or a new line.

To return to the previous "Property(s)" screen, [click here](#)

Note: Enter either application number or patent number for each property, but not both

Application numbers	Patent numbers	Pct numbers
<div style="border: 1px solid gray; height: 200px;"></div>	<div style="border: 1px solid gray; height: 200px;"></div>	<div style="border: 1px solid gray; height: 200px;"></div>

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[Image Attachments](#)

Attach required legal documents

Document pages must be in TIFF or PDF format, letter size (8.5"x11"), 300 dpi, portrait orientation, black and white with black text on white background.

To ensure clarity of image please review each thumbnail.

If the file type attached is not of TIFF type, the attached document(s) will be converted to single page tiff files.

To attach a file click the 'Browse' button and select a file. file (.pdf, .tif or .txt is permitted)

Then click the 'Attach' button to transmit the file to the server.

A thumbnail image will appear on the screen when the file is successfully attached.

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The request must be signed by the filer. The request will not be "signed" in the sense of a traditional paper document. To sign the request, the signer must enter any combination of printable characters that have been adopted to serve the function of a signature, preceded and followed by the forward slash(/) symbol. Acceptable "signatures" could include: /john doe/, /jd/, and /1234567/.

Sign the request by completing the following fields

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Electronic Version v1.1
 Stylesheet Version v1.1

SUBMISSION TYPE:	NEW ASSIGNMENT
NATURE OF CONVEYANCE:	ASSIGNMENT
CONVEYING PARTY DATA	
Name	Execution Date
Samuel Smith	02/02/2004
RECEIVING PARTY DATA	
Name:	Samuel Smith, Inc
Street Address:	2121 Crystal Drive
City:	Alexandria
State/Country:	ALABAMA
Postal Code:	12345
PROPERTY NUMBERS Total: 1	
Property Type	Number
Patent Number:	4512456

CORRESPONDENCE DATA	
Fax Number:	(703)305-4539
<i>Correspondence will be sent via US Mail when the fax attempt is unsuccessful.</i>	
Email:	s.shufflett@uspto.gov
Correspondent Name:	Mary Smith
Address Line 1:	2121 Crystal Drive
Address Line 4:	Alexandria, ALABAMA 12345
NAME OF SUBMITTER:	s
Signature:	/ss/
Date:	09/22/2004
Total Attachments: 1 source=m1-04089pg2of2#page1.tif	

Signature: *	<input type="text"/>
Name: *	<input type="text"/>
Date:	09/22/2004

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Electronic Version v1.1 Stylesheet Version v1.1	
SUBMISSION TYPE:	NEW ASSIGNMENT
NATURE OF CONVEYANCE:	ASSIGNMENT
CONVEYING PARTY DATA	
Name	Execution Date
Samuel Smith	02/02/2004
RECEIVING PARTY DATA	
Name:	Samuel Smith, Inc
Street Address:	2121 Crystal Drive
City:	Alexandria
State/Country:	ALABAMA
Postal Code:	12345
PROPERTY NUMBERS Total: 1	
Property Type	Number
Patent Number:	4512456

CORRESPONDENCE DATA	
Fax Number:	(703)305-4539
<i>Correspondence will be sent via US Mail when the fax attempt is unsuccessful.</i>	
Email:	s.shifflett@uspto.gov
Correspondent Name:	Mary Smith
Address Line 1:	2121 Crystal Drive
Address Line 4:	Alexandria, ALABAMA 12345
NAME OF SUBMITTER:	s
Signature:	/ss/
Date:	09/22/2004
Total Attachments: 1 source=ml-04089pg2oE2#page1.tif	

Fee calculated, according to the USPTO fee table				
Description	Fee code	Fee code amount	Quantity	Fee
Recording patent assignment, agreement or other paper, per property	8021	40.0	1	40.0
Total				\$40.00

<input type="button" value="Go to Payment screen"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>	<input type="button" value="Advanced Operations"/>
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