

The Guide to EPO Formalities

Advanced course for administrators, assistants and paralegals

Topics

- Formal Requirements, Fees & Time Limits
- Search/Substantive Examination
- Loss of Rights and Legal Remedies
- Entry into the National/Regional Phase, EURO-PCT
- Appeal, Review, Filing Requirements, Limitation, Revocation and more
- New Rules on Opposition Procedure Entered into Force in 2019

UPDATE:
Changes as of mid 2019

Your speakers



Nikolay Indjov
Legal Administrator Officer,
PCT Affairs Department,
European Patent Office,
Munich (Germany)



Hans Looijen
Quality Assurance Expert ,
Principal Directorate Quality
Management/Quality
Support, Dir. 2.5.2,
European Patent Office,
Rijswijk (The Netherlands)

Aims and objectives

This intensive two-day course will aid participants in the competent preparation of an application for filing before the EPO and provide guidance on subsequent administrative aspects such as the documentation required on filing, procedural steps, monitoring of time limits and fee payments.

The seminar aims to give a practical, in-depth understanding of the European Patent System. Participants will have the opportunity to raise questions on all aspects of the European patent granting procedure including the entry into the European phase. Commonly arising problems and practical solutions will be discussed.

Who should attend?

This course is intended for paralegals, formalities officers/administrators, legal assistants and all those who require an in-depth overview of the administrative requirements of the EPO filing system. Attendees will also benefit from the speaker's expertise.

What our participants say

- 'Learning on the job is fine but with this course the red line is a thicker line - all steps are in correct order and the time limits make a lot more sense!'
- 'Must be visited!'
- 'Very clear and understandable!'
- 'A clear view about the EP procedure!'

Your speakers



Nikolay Indjov
Legal Administrator Officer,
European Patent Office,
Munich (Germany)

...holds a Master Degree in Philology (University Plovdiv, Bulgaria) and a Certificate in EU studies. Furthermore he was awarded a 'Diplôme d'Université en Droite de la Propriété Intellectuelle' from the University of Strasbourg. Since 2003 he is working with the EPO. He started in the patent administration - Receiving Section and Search and worked in the directorates 'Practice and Procedures' as well as 'Patent Law' where he was dealing with EP/PCT procedural cases. He recently joined the PCT Affairs Department as a Legal Administration Officer.



Hans Looijen
Quality Assurance Expert,
European Patent Office,
Rijswijk (The Netherlands)

...joined the EPO in Munich in January 1991. Specialised in the EPO procedure opposition he was transferred in 2002 to the EPO's offices in The Hague with the assignment to implement the opposition procedure for the Berlin and The Hague offices. In 2013 he joined Principal Directorate Quality Management as a Quality Assurance Expert and contributed to the implementation of a quality management system within the EPO. Currently his assignments include process auditing, maintenance of the EPO's non-conforming product procedures and acting as facilitator for corrective and preventive actions related to the EPO's grant and post grant procedures.

Day 1: 9 am - 5 pm

Organisation and Structure of the EPO

- Member states, legal basis
- Electronic systems of the EPO

Formalities Examination

- Formal requirements
- Date of filing
- Reference to a previously filed application
- Subsequently filing of documents concerning the application
- Languages/fees on filing
- Representation/authorisation
- Claims
- Priority
- Designation of contracting states
- Inventor
- Divisional application

Search

- Objective of the search
- Extended european search report
- Reaction to extended european search report

Euro-PCT-Applications

- General overview
- Time limits, fees

Loss of Rights and Legal Remedies

- Further processing
- Request for a decision
- Request for re-establishment of rights

Day 2: 9 am - 5 pm

Substantive Examination

- Start of/request for examination
- Discussion with the applicant
- Examination reports/time limits/extension requests (1th April 2014)
- Grant of a patent/refusal/withdrawal

Opposition Procedure

- Legal institution opposition against EP
- Filing requirements
- Outline of the opposition procedure
- Oral proceedings and taking of evidence
- Intervention (special form of opposition)
- Decisions in opposition proceedings

UPDATE: Oral Proceedings

- Handwritten amendments filed in opposition as of the 1th May 2016

UPDATE: Opposition

- Early certainty: optimised and streamlined workflow as of the 1th July 2016

Limitation and Revocation

- Legal institution limitation or revocation of European patents
- Filing requirements
- Outline of the procedures
- Decisions in limitation and revocation proceedings

Appeal Procedure

- General overview/filing requirements
- Interlocutory revision/appeal procedure

Registration under
service@forum-institut.com or
Fax +49 6221 500-555

Registration Form

Yes, I will attend the Practical Course

The Guide to EPO Formalities

Yes, I agree that FORUM Institut may inform me about events and relevant expert content by:
 email; and/or telephone.
I may withdraw my consent at any time.

Name

Position, department

Company

Street

Post code, city, country

Tel. no.

E-mail

Contact person at office

Date, signature

How to register

■ **Registration: +49 6221 500-500**

■ **Conference no.: 19 11 151**

■ **Website:**

www.forum-institut.com

■ **Date and venue**

20 – 21 November 2019 in Amsterdam/Leiden

Day 1: 9 am - 5 pm, Day 2: 9 am - 5 pm

Holiday Inn Leiden

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■ **Fee**

€ 1490.00 (+ 21% VAT)

The fee includes course documentation (including free download) as well as refreshments, lunch and a certificate. You will receive an invoice as well as confirmation.

Any Further Questions?



Please feel free to contact me if you have any questions.

Sabine Schilling

Conference Manager

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Cancellation Policy

Our general terms and conditions apply (as of 1 January 2016) and are available upon request.

We can send them to you anytime or you can find them on the internet at www.forum-institut.com/t&c