



# ESTTA User's Guide

Your guide to using Electronic System for Trademark Trials and Appeals (ESTTA) on the PTOnet

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[03/2004]

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# Introduction

This booklet provides an overview of the Electronic System for Trademark Trials and Appeals (**ESTTA**). ESTTA allows parties to complete TTAB forms online and submit them electronically. ESTTA is a web

application that is available to parties and the general public, 24 hours a day, 7 days a week, except during system maintenance.

This is a quick reference guide to help you use ESTTA. For further details, please refer to the online help.

# **Getting Help...**

If you have any problems or questions regarding ESTTA, please call the TTAB at (703)308-9330.

# TTAB 703.308.9330

# **Getting Started...**

To get started, go to USPTO website at <a href="http://www.uspto.gov">http://www.uspto.gov</a>, then click on **Trademarks**.

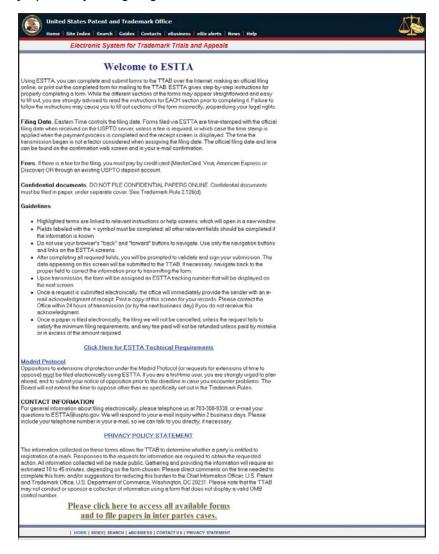


Under **Trademark Trial and Appeal Board** (**TTAB**), click on About TTAB and then on the **ESTTA** link.



# Welcome to ESTTA

Using ESTTA, you can complete forms online and file them with the TTAB over the Internet. ESTTA provides step-by-step instructions for properly completing a form. Carefully read the instructions for EACH screen prior to completing it. Failure to follow the instructions may jeopardize your legal rights.



**Filing Date.** Eastern Time controls the filing date. Forms filed via ESTTA are time-stamped with the official filing date and time when re-

ceived on the USPTO server, unless a fee is required, in which case the time stamp is applied when the payment process is completed and the receipt screen is displayed. The time the transmission began is not a factor considered when assigning the filing date. The official filing date and time can be found on the confirmation web screen and in your email confirmation.

Fees. If there is a fee for this filing, you must pay by credit card (MasterCard, Visa, American Express or Discover) OR through an existing USPTO deposit account.

#### **Guidelines**

- Highlighted terms are linked to relevant instructions or help screens, which will open in a new window.
- Fields labeled with the \* symbol must be completed; all other relevant fields should be completed if the information is known.
- Do not use your browser's "back" and "forward" buttons to navigate. Use only the navigation facilities on the ESTTA screens.
- After completing all required fields, you will be prompted to validate and sign your submission. The data appearing on this screen will be submitted to the TTAB. If necessary, navigate back to the proper field to correct the information prior to transmitting the form.
- Upon transmission, the form will be assigned an ESTTA tracking number that will be displayed on the next screen.
- Once a request is submitted electronically, the office will immediately provide the sender with an e-mail acknowledgment of receipt. Print a copy of this screen for your records. Please contact the Office within 24 hours of transmission (or by the next business day) if you do not receive this acknowledgment.
- You must complete each page and navigate to the next or previous page within 30 minutes.
- Once a paper is filed electronically, we will not cancel the filing, unless the request fails to satisfy the minimum filing requirements, and any fee paid will not be refunded unless paid by mistake or in excess of the amount required.

Click Here for ESTTA Technical Requirements.

#### **Madrid Protocol**

Oppositions to extensions of protection under the Madrid Protocol (or requests for extensions of time to oppose) must be filed electronically using ESTTA. If you are a first-time user, you are strongly urged to plan ahead, and to submit your notice of opposition prior to the deadline in case you encounter problems. The Board will not extend the time to oppose other than as specifically set out in the Trademark Rules.

#### **Contact Information**

For general information about filing electronically, please telephone us at, 703-308-9330, or e-mail your question(s) to ESTTA@uspto.gov. We will respond to your e-mail inquiry within 2 business days. Please include your telephone number in your e-mail, so we can talk to you directly, if necessary.

#### PRIVACY POLICY STATEMENT

The information collected on these forms allows the TTAB to determine whether a party is entitled to registration of a mark. Responses to the requests for information are required to obtain the requested action. All information collected will be made public. Gathering and providing the information will require an estimated 10 to 45 minutes, depending on the form chosen. Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, DC 20231. Please note that the TTAB may not conduct or sponsor a collection of information using a form that does not display a valid OMB control number.

Please click here to access all forms.

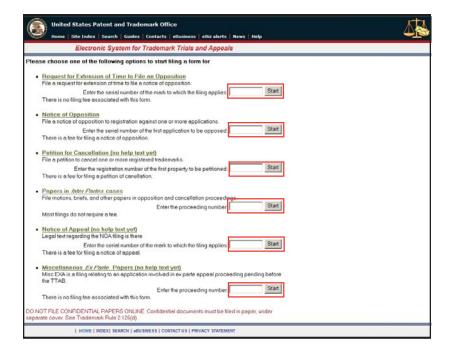
# **FSTTA Forms**

There are currently six forms available:

- Request for Extension of Time to File an Opposition
- **Notice of Opposition**
- **Petition for Cancellation**
- Papers in Inter Partes Cases.
- **Notice of Appeal**
- Miscellaneous Ex Parte Papers

ESTTA will present forms that you fill in to create the completed request. You are only presented with the appropriate sections to fill out. These sections include:

Potential Opposer Information; Filer/Attorney Information; Correspondence Address; Signature(s) and Validate & Submit.



# Request for Extension of Time to File an Opposition

ESTTA allows you to file a 30-day, 90-day and 60-day extension requests, as appropriate.

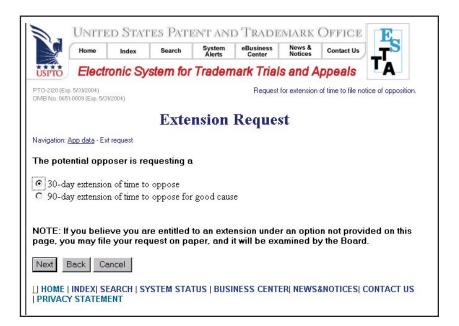
To begin, enter the serial number of the mark to which the filing applies in the text box shown. Click on **Start**.

The **Application/Registration Data** window appears. This page displays the information relating to the serial number that the you entered.



Verify whether you have entered the correct serial number by clicking the **This is the correct application/registration** button to move forward. If the serial number is incorrect, click **Cancel** and enter the correct number.

The Extension Request Screen allows you to choose from either the 30-day extension of time to oppose or the 90-day extension of time to oppose.



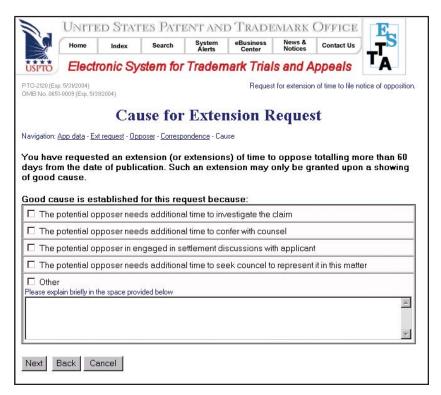
Select the appropriate option.

If you choose the 90-day extension of time to oppose, you will be prompted to specify good cause to file the request.

Click on any of the check boxes to best describe the reason for your extension, or enter a brief statement of good cause in the other box.

Click Next and the Potential Opposer Information screen will appear next (shown on page 11).

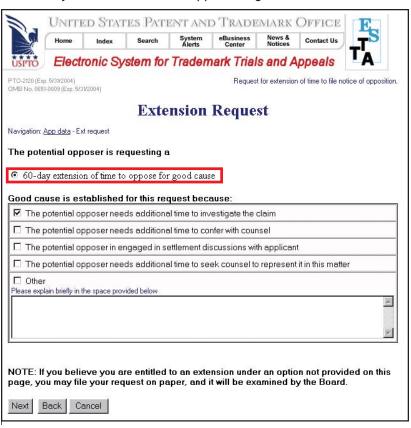
If you have requested a first 30 days extension before, you can not only choose from either the 30 or 90 days but it also gives you a 60 days option.

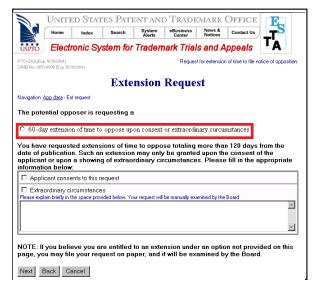


If you have been previously granted extensions that total 90 days, you may request a 60-day extension of time to oppose upon consent or a showing of extraordinary circumstances.

If there have been one or more extensions of time to oppose filed against the selected application, you must click on the radio button to choose from the list provided to identify yourself.

#### The 60-day Extension of time to oppose for good cause:





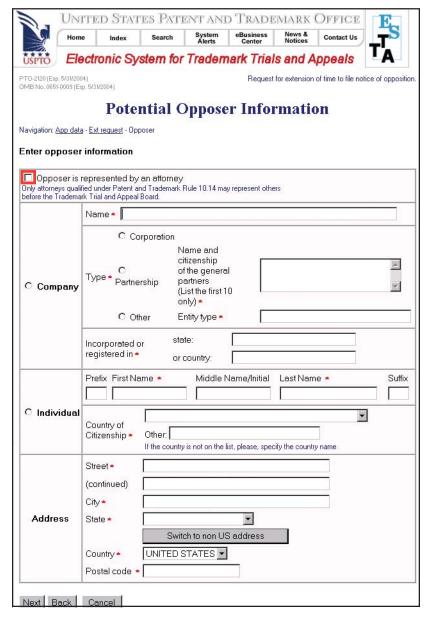
The 60-day Extension of time to oppose upon Consent or Extraordinary Circumstances.

Click **Next** from either window to display the Potential Opposer Information window.

# **Potential Opposer Information**

You must fill in the required information.

If you are an attorney, click on the checkbox on the Potential Opposer Information window. This will prompt the Attorney Correspondence window to appear later in the flow.



If an attorney is filing the request on your behalf or on behalf of a client, then click on the checkbox in the **Potential Opposer Information form** that says, "the opposer is represented by an attorney".

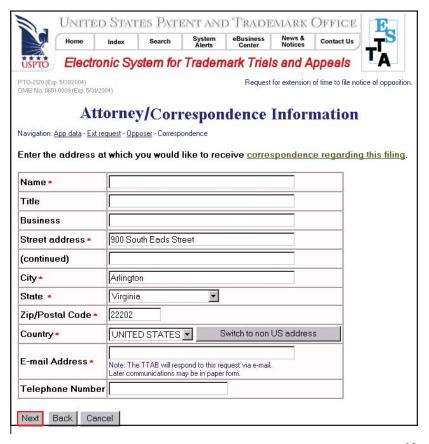
After completing the Potential Opposer information, click **Next** and the **Attorney/Correspondence Information** window will appear.

**Note:** The Opposer may designate a domestic representative if its country of origin is outside of the USA. If appropriate, an optional Domestic Representative window will appear.

# Attorney/Correspondence Information

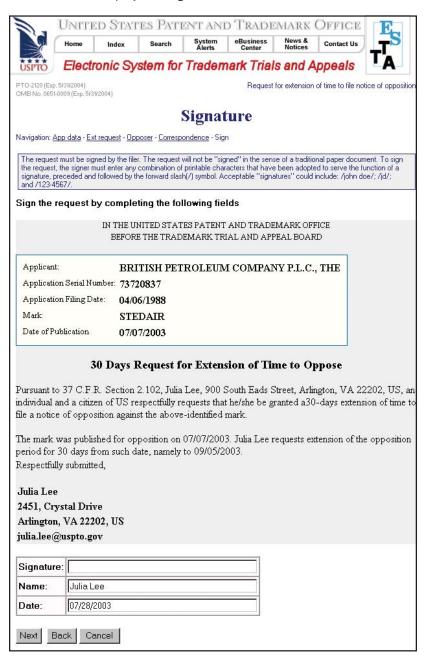
The preferred Correspondence address should be entered.

Note: The Board will not send duplicate correspondence to any party.



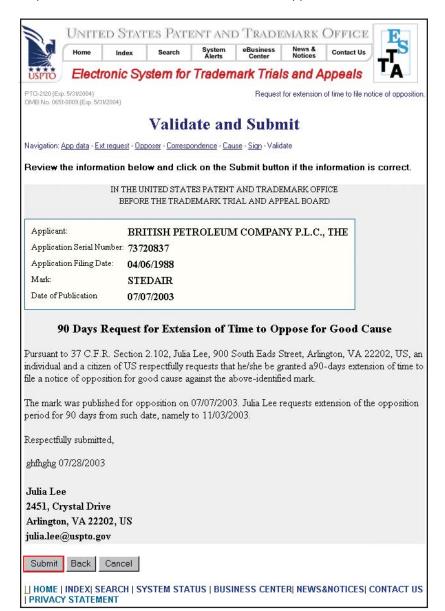
# **Signature**

Click on the **Next** button on the **Attorney/Correspondence Information** window to display the **Signature** window.



#### Validate and Submit

Once the attorney or the potential opposer has signed and dated the request, the **Validation and Submit** window appears.



#### Receipt

Clicking on the **Submit** button on the **Validate and Submit** page will complete the filing process. You will receive an email receipt verifying that the USPTO has received your extension request.



Print a copy of this screen for your records.

Return to ESTTA home page Start another ESTTA filing

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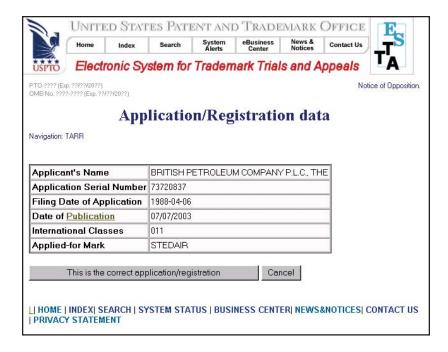
# **Notice of Opposition**

ESTTA allows you to file a notice of opposition against the registration of marks in one or more applications. A fee of \$300, per opposer per class opposed is required.

To begin, enter the serial number of the first application to be opposed. Click on **Start**.

The **Application/Registration Data** window appears. This page displays the information relating to the serial number that the you entered.

Verify whether you have entered the correct serial number by clicking the **This is the correct application/registration** button to move forward. If incorrect, click **Cancel** and enter the correct number.

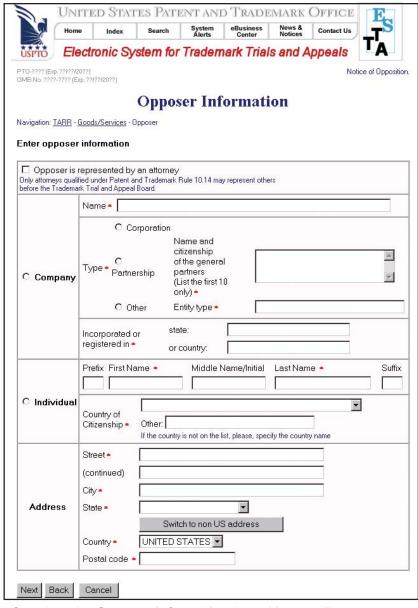


After clicking the **This is the correct application/registration** button, The **Goods and Services Opposed** window appears (shown on next page).



Choose from the list of **Goods and Services** on this window to indicate which goods and services are being opposed. You may elect to oppose all or none of the goods in each class, or to oppose registration with respect to certain goods within a class.

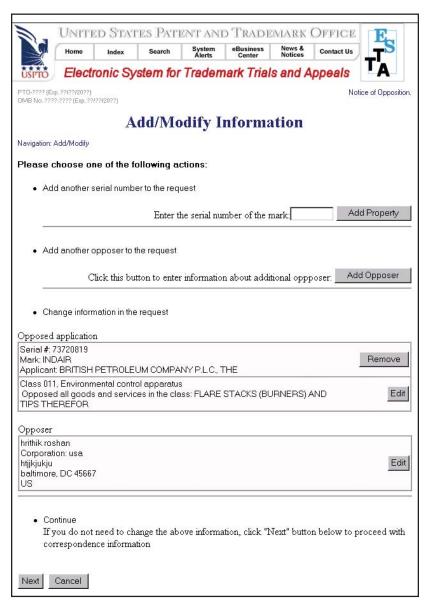
Click **Next** to proceed to the **Opposer Information** window or Reset to re-specify your choice (shown on next page).



Complete the **Opposer information** form. You can file on your own behalf (as an individual or business) or have an attorney represent you. Click on the "Opposer is represented by an attorney", if appropriate. Click **Next**.

The **Add/Modify** window appears (shown on next page). On this window you can additional applications or opposers and/or modify submitted information.

### Add/Modify Information



To add an application, type in the serial number of the additional mark. Repeat previous steps.

To add an opposer, click on the **Add Opposer** button which prompts the **Opposer Information** window (shown on page 18) for you to fill in the new Opposer information.

You can also remove or edit an existing property or Opposer by clicking on the appropriate buttons.

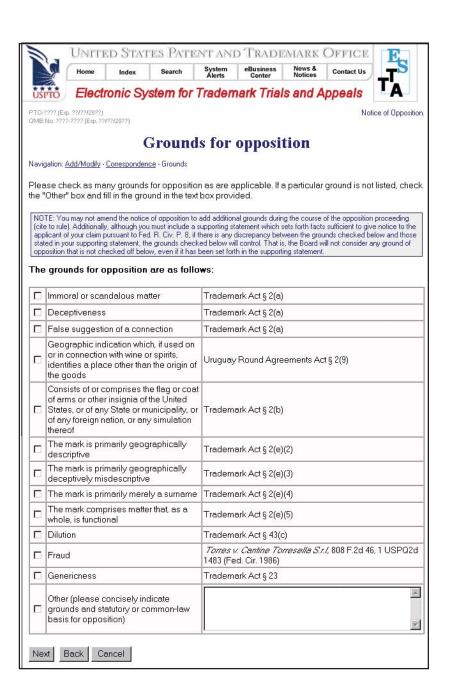
Click on the **Next** button at the bottom of the **Add/Modify Information** window and the **Attorney/Correspondence Information** window appears (shown on page 12). Enter the opposer(s) correspondence address and click **Next**.

**Note:** The Board will not send duplicate correspondence to any party. The opposer(s) may designate a domestic representative if opposer's country of origin is outside of the USA. If appropriate, an optional **Domestic Representative** window will appear.

# **Grounds of Opposition**

The **Grounds for Opposition** window appears (shown on next page) - only if you seek to oppose an application filed under § 660. Otherwise, the pleading window appears.

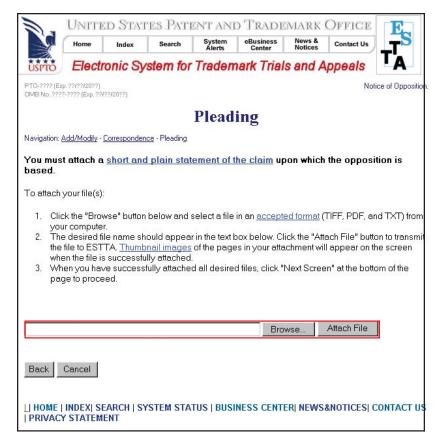
Select as many grounds for opposition as are applicable. If a particular ground is not listed, check the "Other" box and fill in the ground in the text box provided.



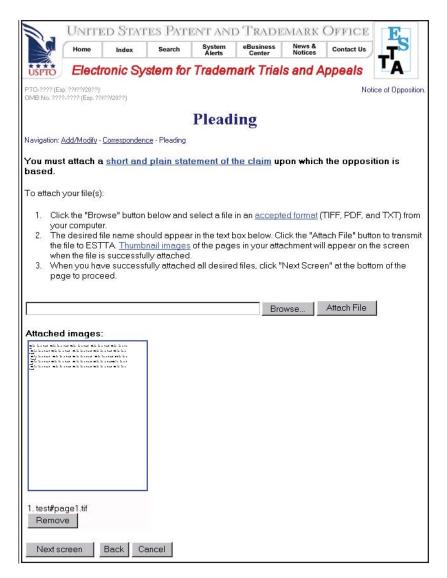
Click on the **Next** Button and the **Pleading** window appears (shown on page 22).

# **Pleading**

You must attach a short and plain statement of the grounds upon which the opposition is based. Your document may be in TIFF, PDF or TXT format.



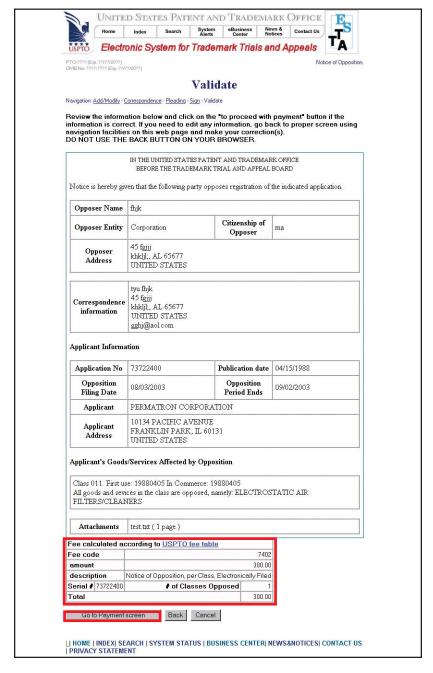
Click on the **Browse** button to search the file and then click on the Attach File button to attach the document (shown on next Page). You can remove the file by clicking on the Remove button.



Click on the Next Screen button to go to the Validate window. The Validate window also shows the fees calculated according to the USPTO fee table.

#### **Validate**

If all of the information is correct, click on the **Go to Payment Screen** button to pay your fees.



#### The Payment window

The **Payment** window provides you with different options for payment.

Click the button which corresponds to your desired method of payment and theappropriate window will appear.



The U.S. Patent and Trademark Office supports Secure Sockets Layer (SSL) for the security of all transactions. If you would like to read more about the security of your transaction click here.

#### **Credit Card Payment**

The USPTO accepts the following credit cards for payment: Visa, Master Card, Discover and American Express.







#### EFT Payment

If you maintain a checking or savings account in a US or affiliated bank then you may be able to make your payment by EFT (Electronic Funds Transfer). The EFT payment method will allow the cost of your payment to be withdrawn directly from the checking or savings account that you designate. If you would like to read more about the EFT payment method click <a href="here">here</a>. If you do not have an account with a US or affiliated bank please choose another payment method.

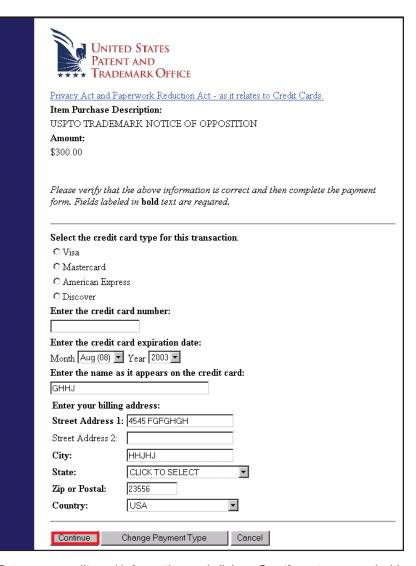
NOTE: Some banks do not allow EFT payments from a savings account; please check with your financial institution to verify whether they allow this type of funds transfer.

Pay by EFT

#### **Deposit Account Payment**

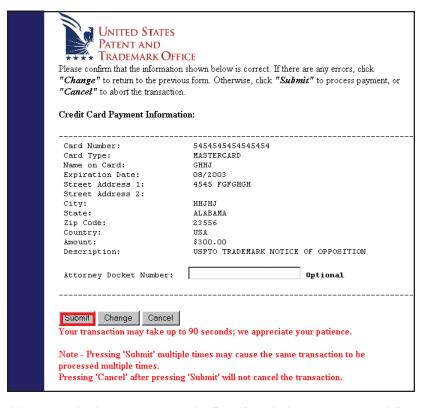
The Deposit Account payment method authorizes USPTO to deduct your payment from your USPTO Deposit Account. If you do not have a USPTO Deposit Account please choose another payment method.

Pay by Deposit Account



Enter your credit card information and click on **Continue** to proceed with the transaction or click on **Change Payment Type** button to pay by another method.

When you click the **Continue** button, the **Payment Confirmation** window appears (shown on next page). If all the information displayed is correct, click the **Submit** button or click the **Change** button to make changes to the existing information.



After you submit your payment, the **Receipt** window appears providing details on the application opposed (shown on the next page).



#### United States Patent and Trademark Office

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## Electronic System for Trademark Trials and Appeals

# Receipt

Your submission has been received by the USPTO. The contents of your submission are listed below. You may print a copy of this receipt for your records.

ESTTA Tracking number: ESTTA1907
Filing date: 08/25/2003

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE BEFORE THE TRADEMARK TRIAL AND APPEAL BOARD

Notice is hereby given that the following party opposes registration of the indicated application.

Opposer Name	fhjk	(1.3	34
Opposer Entity	Corporation	Citizenship of Opposer	ma
Opposer Address	45 fgjjj khklji;, AL 65677 UNITED STATES	•	

Correspondence information	tyu fhjk 45 fgjjj khkljl, AL 65677 UNITED STATES gghj@aol.com
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#### **Applicant Information**

Application No	73722400	Publication date	04/15/1988
Opposition Filing Date	08/03/2003	Opposition Period Ends	09/02/2003
Applicant	PERMATRON CORPORA	TION	
Applicant Address	10134 PACIFIC AVENUE FRANKLIN PARK, IL 601 UNITED STATES	31	

#### Applicant's Goods/Services Affected by Opposition

Class 011. First use: 19880405 In Commerce: 19880405

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# Petition for Cancellation

ESTTA allows you to file a petition to cancel one or more registered trademarks. There is a fee for filing a **Petition of Cancellation**.

To begin, enter the serial number of the first application to be opposed. Click on **Start**.

The **Registration** window appears. This page displays the information relating to the serial number that the you entered.

Verify whether the information appearing in the window correctly identifies the registration to which this action applies.

If correct, click the **This is the correct registration** button to move forward. If not, click **Cancel** and enter the correct number.



#### **Grounds for Cancellation**

If the publication date is more than 5 years the petition to cancel one or more registered trademarks will require the petitioner to choose from at least one **Grounds for Cancellation**. If the publication date, however, is within 5 years, selecting a **Grounds for Cancellation** is not required.

Select as many grounds for cancellation as are applicable. Click Next.



The Registration Numbers have one or more classes of goods or services. Please indicate below which classes are subject to the petition for cancellation.



#### **Petitioner Information**

The **Petitioner Information** window is same as **Potential Opposer Info rmation** window. You can refer to the image shown on page 19.

You must fill in the required information.

If you are an attorney, click on the checkbox on the **Petitioner Information** window. This will prompt the Attorney Correspondence window to appear later in the flow.

If an attorney is filing the request on your behalf or on behalf of a client, then click on the checkbox in the **Petitioner Information form** that says, "the opposer is represented by an attorney".

After completing the Petitioner Information, click Next.

The **Add/Modify Information** window appears (shown on page 20). On this window you can add additional Registration Number or Petitioners and/or modify submitted information.

To add a Registration Number, type in the serial number of the additional mark. Repeat previous steps.

To add a Petitioner click on the **Add Petitioner** button which prompts the **Opposer Information** window (shown on page 18) for you to fill in the new Opposer information.

You can also remove or edit an existing Petition Registered or Petitioner by clicking on the appropriate buttons.

Click on the **Next** button at the bottom of the **Add/Modify Information** window and the **Attorney/PetitionerCorrespondence Information** window appears (shown on page 12). Enter the required information and click **Next.** 

**Note:** The Board will not send duplicate correspondence to any party. The petitioner(s) may designate a domestic representative if petitioner's country of origin is outside of the USA. If appropriate, an optional **Domestic Representative** window will appear.

# **Pleading**

You must attach a short and plain statement of the grounds upon which

the petition for cancellation is based. Your document may be in TIFF, PDF or TXT format. Refer to the image shown on page 22.

Click on the **Browse** button to search the file and then click on the Attach File button to attach the document (shown on Page 23). You can remove the file by clicking on the Remove button.

# Sign

From the Pleading window with attachments, click on the **Next Screen** button to go to the **Sign** window. (shown on page 14). The request must be signed by the filer. 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 / 123-4567/.

#### **Validate**

Click **Next** to go to the **Validate** window (shown on page 25). Review the information and click on the to **Go to Payment Screen** button if the information is correct. If you need to edit any information, go back to proper screen using navigation facilities on this web page and make your correction(s).

# The Payment window

The **Payment** window (shown on page 26) provides you with different options for payment.

Click the button which corresponds to your desired method of payment and theappropriate window will appear (shown on page 27).

Enter your credit card information and click on **Continue** to proceed with the transaction or click on **Change Payment Type** button to pay by another method.

When you click the **Continue** button, the **Payment Confirmation** window appears (shown on page 28). If all the information displayed is correct, click the **Submit** button or click the **Change** button to make changes to the existing information.

After you submit your payment, the **Receipt** window appears providing details on the application opposed (shown on page 29).

# Papers in Inter Partes Cases

ESTTA allows you to file motions, briefs, and other papers in TTAB inter partes cases for Opposition and Cancellation (Image shown on Page 6).

Enter the proceeding number and click on the **Start** button. The **Identify Party** window appears.



Check the box indicating the party on whose behalf this filing is being made.

Click the **Next** button to display the **Identify Paper** window. (shown on the next page)

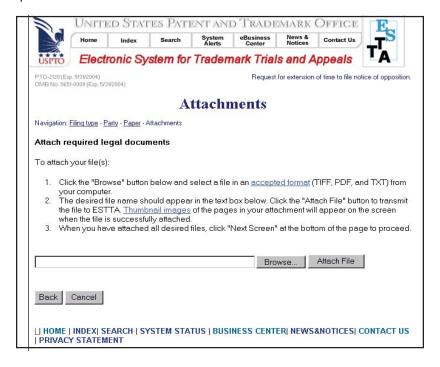
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From the list of entries shown above, choose the one that best identifies the paper you are filing. You may make only one entry for each paper you are filing. Therefore, if your paper includes more than a single motion, choose the entry you consider the most relevant or significant. Note: All motions will be considered. If you cannot find an entry that describes your paper, choose **Other Motion or Paper** and provide a description of the paper.

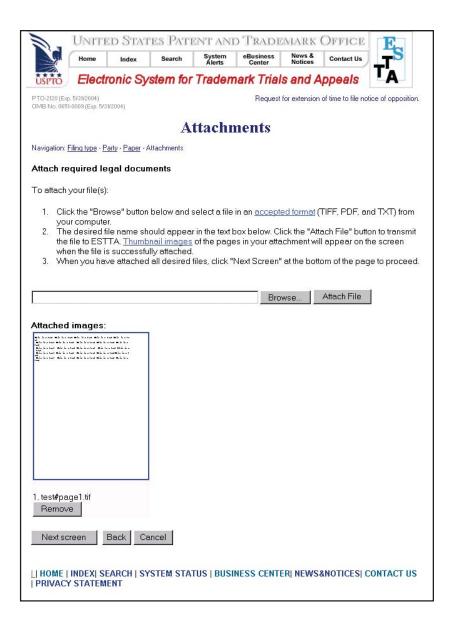
#### **Attachments**

Click on the Next button and the Attachments window appears.

Attach required legal documents, which should be in either .tiff, .txt or .pdf format.



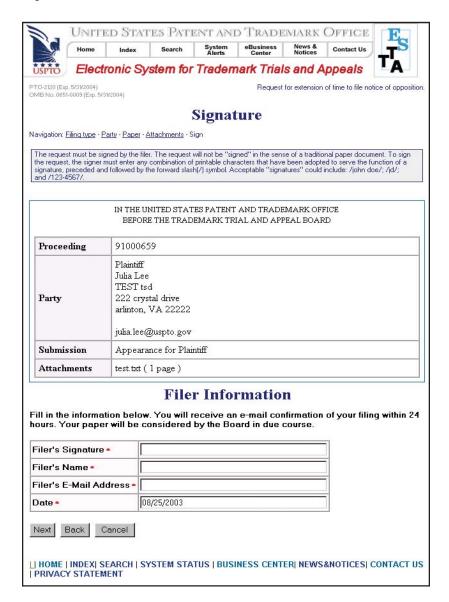
Click on the **Browse** button to search for the file. When located, click on the **Attach File** button to attach the document (shown on the next page). You can remove the file by clicking on the **Remove** button.



Click on the **Next screen** button to diplay the **Signature** window.

#### Signature

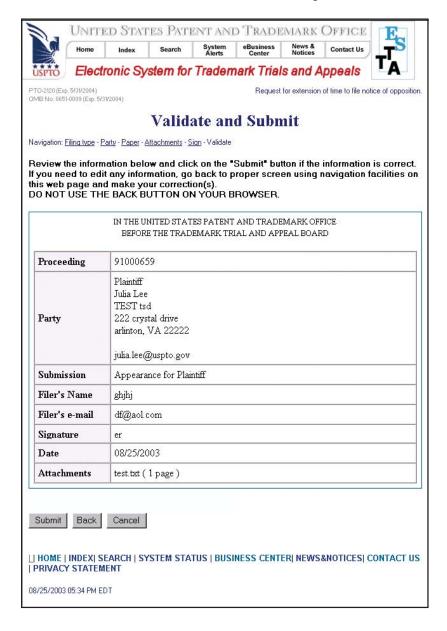
Sign the Submission.



Click on the **Next** button to display the **Validate** and **Submit** screen.

#### Validate and Submit

Review the information carefully and click **Submit** if accurate. If not, click the **Back** button to correct or **Cancel** the filing.



## Receipt

After you have submitted your filing, the Receipt window will appear.



# **Notice of Appeal**

ESTTA allows you to file a Notice of Appeal against the refusal of registration of a mark. A fee is required.

To begin, enter the serial number of the mark to which the filing applies. Click on **Start**.

The **Application Data** window appears (shown on page 17). This page displays the information relating to the serial number that the you entered.

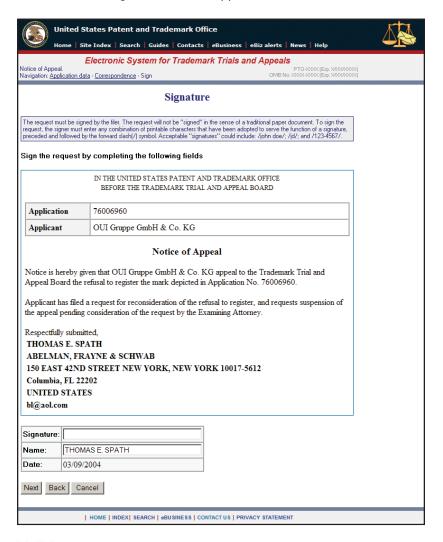
Verify whether you have entered the correct serial number by clicking the **Next** button to move forward. If incorrect, click **Cancel** and enter the correct number.

The Correspondence Information window appears. Fill in the required information.



#### Signature

Click Next. The Signature window appears.



#### Validate

Click **Next** to go to the **Validate** window (shown on page 25). Review the information and click on the to **Go to Payment Screen** button if the information is correct. If you need to edit any information, go back to proper screen using navigation facilities on this web page and make your correction(s).

## The Payment window

The **Payment** window (shown on page 26) provides you with different options for payment.

Click the button which corresponds to your desired method of payment and theappropriate window will appear (shown on page 27).

Enter your credit card information and click on **Continue** to proceed with the transaction or click on **Change Payment Type** button to pay by another method.

When you click the **Continue** button, the **Payment Confirmation** window appears (shown on page 28). If all the information displayed is correct, click the **Submit** button or click the **Change** button to make changes to the existing information.

After you submit your payment, the **Receipt** window appears providing details on the application opposed (shown on page 29).

# Miscellaneous Ex Parte Papers

ESTTA allows you to file a Misc EXA i.e. a filing relating to an application involved in ex parte appeal proceeding pending before the TTAB. There is no filing fee associated with this form.

Enter the proceeding number and click **Start**. The **Application Data** window appears.



If this is the correct application, click **Next** to proceed to the **Identify Paper** window, otherwise click **Cancel** to enter a new serial number. Only parties to this proceeding or their attorneys may file papers.

#### **Identify Paper**

From the list of entries shown in the image, choose the one that best identifies the paper you are filing. You may make only one entry for each paper you are filing. Therefore, if your paper includes more than a single motion, choose the entry you consider the most relevant or significant. Note: All motions will be considered. If you cannot find an entry that describes your paper, choose **Other Motion or Paper** and provide a description of the paper.



Click on the Next button and the Attachments window appears (shown on page 36).

#### **Attachments**

Attach required legal documents, which should be in either .tiff, .txt or .pdf format.

Click on the **Browse** button to search for the file. When located, click on the **Attach File** button to attach the document (shown on page 37). You can remove the file by clicking on the **Remove** button.

lick on the **Next screen** button to diplay the **Signature** window (shown on page 38).

## **Signature**

Sign the Submission.

Click on the **Next** button to display the **Validate** and **Submit** screen (shown on page 39).

#### Validate and Submit

Review the information carefully and click **Submit** if accurate. If not, click the **Back** button to correct or **Cancel** the filing.

#### Receipt

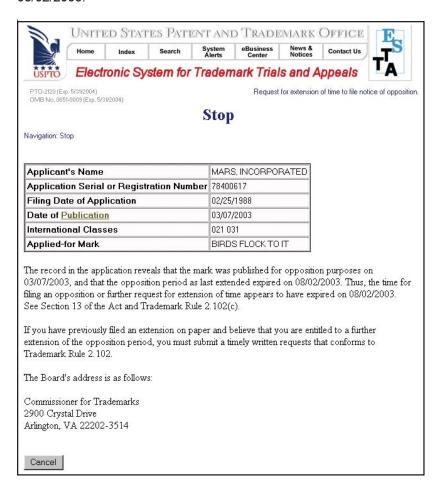
After you have submitted your filing, the **Receipt** window will appear.

# The Stop Windows

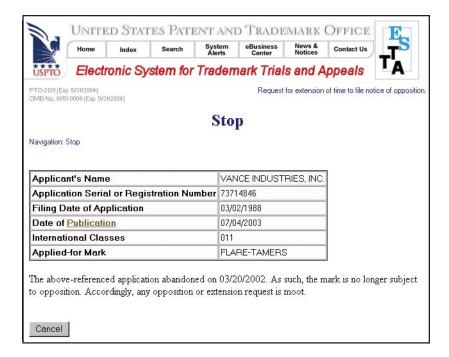
A Potential Opposer/Opposer will encounter **Stop** windows if the following situations occur:

#### **Opposition Period Expired**

For example, the record in the application shows that the mark was published for opposition purposes on 03/07/2003, and that the opposition period as last extended expired on 08/02/2003. Thus, the time for filing an opposition or further request for extension of time expired on 08/02/2003.



## The Application is abandoned or dead



# The requested extensions is for a time in excess of 180 days from publication.



The record in the application reveals that the mark was published for opposition purposes on 01/10/2003.

Trademark Rule 2.102(c) provides that "[a] person may file no more than three requests to extend the time for filing an opposition. The time for filing an opposition shall not be extended beyond 180 days from the date of publication."

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The additional extension of time requested on behalf of potential opposer, if granted, would result in total extensions of time aggregating more than 180 days from the date of publication. Accordingly, the requested extension is denied.

However, if you believe you are entitled to a further extension of the opposition period, you must submit a timely written request that conforms to Trademark Rule 2.102.

The Board's address is as follows:

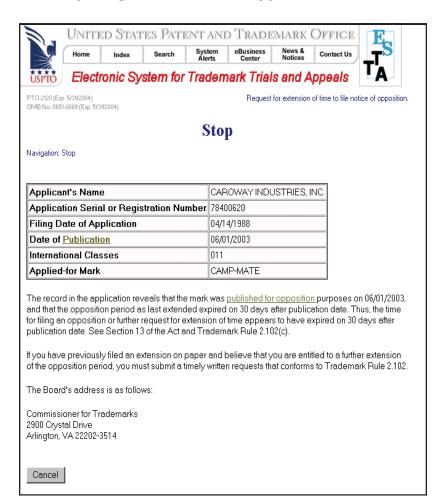
International Classes

Applied-for Mark

Commissioner for Trademarks 2900 Crystal Drive Arlington, VA 22202-3514

Cancel

## Untimely filing of Extension or Opposition



#### The Extension Request is premature

