

DOCKETING

TOP 10 RULES

Without proper docketing techniques, companies run the risk of losing their rights and having no payoff for the immense investment of both time and money. Dennemeyer's top 10 rules of IP docketing can help minimize those risks and improve your company or law firm's docketing procedures.



Never assume anything

Spend time performing regular reviews on all of the patent office correspondence and important dates.



Docket from official documents

Make sure you have collected the docketing information from official records or official correspondence.



Never close a hard deadline without proof

When managing a large number of IP assets, do not just assume that you have met precise response due dates.



Double-check your work after updating the record

After you have finished docketing a record, give it a quick once-over before moving on to something else.



Give your who, what, when and why in your notes

Use the notes fields in your docketing software to provide your colleagues with the context of what was docketed.



Write brief and accurate entries

Docketers, avoid lengthy and wordy docket entries! Be as concise as possible when writing notes.



Do not inactivate a record without explicit instructions

Always make sure that you have an explicit statement from your client before closing the record in your docket system.



Help your readers find information fast

Leave no room for guessing! Be specific and accurate in all notes, name documents, docket entries and actions.



Keep an open deadline for all active applications

Consider setting a status check action six months from when the last date the record was updated.



Never assume anything!

Double-check the information and all the data that you entered into your docket against the official documents.