PATENT DESIGNS

Utility Patent Drawing Checklist

The purpose of this checklist is to facilitate the gathering of as much relevant information as possible for the use in a utility patent drawing request. If this request is the result of an Office Action, please proceed to Part 2. If this is a new utility drawing request, begin at Part 1.

Part 1: New Drafting Request- Utility

1. Is this drawing set for a PCT application or a US filing?
2. Is there a matter number or job number?
3. What is the source documentation file type, (ex. PDF, PPT, 3D model), and are all the source documents consistent in what you are wanting to have drawn?
4. Have you organized the source documentation into an order for the final figures, either by clearly naming and describing the files or including a marked up series of images labeling the figures?
5. Does your source documentation have color and if so, what is the purpose of the color in relation to a black and white line drawing? (Ex.- does a colored portion of an image indicate a cut surface as in a section?) Do we need to use hatch or different line types to denote the different colors?
6. If photos are provided do you prefer grey scale images or black and white line drawings?
7. Are you requesting graphs be made? If so, have you clearly labeled the axis and provided title and legend information in your source documents?
8. Are reference numbers to be included, are they all present in the source documentation and correct between figures?
9. Are you requesting any flow charts be made and if so, do you have a specific font, capitalization scheme or other preferences concerning flow charts?
10. Do you have preferred header information and is that included in the source documentation or drawing request email?
11. Is there text on source documentation that does or does not need to be included in the final figures? If so, have you denoted it?
12. Are we only completing a portion of an overall project? If so, have you included examples of other figures so we can match style, or is our standard default okay?

Part 2: Request as a result of Office Action

1. Did we complete the drawings that are the subject of the Office Action, if so, what is the matter number?
2. Have you attached a copy of the OA?
3. Have you identified the areas in the OA that we need to address?
4. Are we to re-draft entire set or just specific figures?
5. What kind of header would you like? (Replacement Sheet, Amended Sheet, No header for PCT, etc.)
6. Do we need to match the current style of drawings (if completed by a different drafter) or can we use our own style?