

INDEX

Adding a party in proceedings	16.62 - 16.66
Address for service:	
Unpublished patent applications	16.48
Advertisements for Journal	Chapter 26
Affidavit	3.14 - 3.16
Alternative Dispute Resolution	1.29, 1.32, Chapter 1, Annex 8, 1.36 – 1.38 2.25
Amendment:	
After grant of patent	Chapter 17
Application not proceeded with	17.80 - 17.82
Applying certificates	17.21 - 17.26
Clear records	17.29 - 17.39, 17.87 - 17.91
Deputy Director's report	17.13 - 17.14, 17.74 - 17.86
Electronic delivery of application	17.03 - 17.06
EPC Central Limitation Process	17.02
Extensions of time	17.94 - 17.96
Formalities check	17.09 - 17.10
Formalities problems	17.40 - 17.73
Initial advert	17.07 - 17.08
Ceased patent	17.73
Making an application	17.02
No opposition, amendments allowed	17.21 - 17.26
Opposition	9.01 - 9.11 17.92 - 17.93
Withdrawal	17.83 - 17.86
In Court proceedings:	Chapter 23
Amendments not allowed, patent revoked or patent revoked pending appeal	23.16 - 23.17
Court allows the specification to be amended or appeal allowed	23.23 - 23.24
Clear records	23.18 - 23.22, 23.25 - 23.29
Consideration of proposals to amend	23.10 - 23.12
Court directions	23.13 - 23.15
Court of Session	23.01
During proceedings before the comptroller	23.02
During proceedings before the court	23.04 - 23.29
Electronic delivery	23.05 - 23.07
EPC Central Limitation Process	23.03
In paper form	23.08
In revocation proceedings before the comptroller	14.17 - 14.33
Action on receipt	14.24 - 14.28
Advertising amendments	14.30
Admission of new grounds	14.33

Amendment of application, statement or counter-statement	14.32
Electronic delivery of applications	14.21 - 14.23
EPC Central Limitation Process	14.20
Management of proceedings	14.35
Offer to amend under section 75	14.17 - 14.19
Opposition to amendments	14.29
Of statement of case	2.30 - 2.31
Appeals	Chapter 6
After appeal hearing	6.24 - 6.26
Appeal against Order in Revocation Cases	6.33 - 6.35
Awaiting date	6.22
Briefing Counsel	6.18 - 6.21
Checklist	6.16, Chapter 6 Annex 3
Court of Appeal	6.27 - 6.32
Extending the appeal period	6.09
House of Lords	6.36 - 6.37
How to file	6.11 - 6.13
Initial actions	6.17
Judicial Review	6.38 - 6.40
Names of parties	6.10
Once date known	6.23
Rules and appeal periods	6.02 - 6.04
Where should an appeal be filed?	6.05 - 6.08
Application for Revocation	Chapter 14
Amendment of specification	14.17 - 14.33
Counter-statement	14.16
Decision	14.38 - 14.45
EPC Central Limitation Process	14.20
Evidence	14.36
Formal requirements	14.04
Grounds for application	14.03
Management of proceedings	14.34
Offers to amend	14.17 - 14.19
Offer to surrender	Chapter 18
Section 72(1)(b)	14.12 - 14.14
Serving the statement	14.15
Statement inadequate	14.11
Clear Records	14.45
Updating the register - free text entries	14.39 - 14.44
What should statement contain?	14.07 - 14.14
Withdrawal	14.37
Application not proceeded with:	
Amendment after grant	17.80 - 17.82
Correction of errors	24.84 - 24.86

Assignment documents	2.08
Case Management Conferences	1.30, 4.07, 4.11, 4.15 - 4.16
Cancellation of licences of right	Chapter 19
Application by proprietor	19.02 - 19.21
Action by A1	19.03 - 19.05
Action by A3	19.06 - 19.10
Cancellation	19.14 - 19.16
Clear records	19.17 - 19.21
No opposition filed	19.13
Opposition filed	19.11 - 19.12
Application by other persons	19.22 - 19.31
Action by A1	19.24
Action by A3	19.25 - 19.27
Cancellation allowed	19.30 - 19.31
No opposition filed	19.29
Proprietor opposes application	19.28
Claim for Revocation	Chapter 20
Appeal to Court of Appeal	20.08 - 20.14
Clear Records	20.15 - 20.19
Amendments allowed	20.18 - 20.19
Outcome	20.05 - 20.06
Receipt of claim	20.01 - 20.03
Stays	20.07
Clear records (general)	Chapter 27
Box files	27.16
<i>Ex parte</i> proceedings	27.02 - 27.07
<i>Inter partes</i> proceedings	27.08 - 27.14
Multiple files	27.17
Clear records in:	
Amendment proceedings	17.29 - 17.39, 17.87 - 17.91, 23.18 - 23.22, 23.25 - 23.29
Correction of errors proceedings	24.22 - 24.31, 24.47 - 24.52
Revocation (section 73(1))	21.25 - 21.27
Revocation (section 73(2))	22.26 - 22.28
Surrender	18.15 - 18.20
Compensation of employees	Chapter 10
Counter-statement	10.12
Evidence	10.14
Making an application	10.02 - 10.05
Public inspection of documents	10.06
Statement	10.09 - 10.11
Compliance period and hearings	Chapter 4 Annex 2

Compulsory licences	Chapter 12
Decision	12.24 - 12.27
Formal requirements	12.04 - 12.05
Initial check of statement and evidence	12.06 - 12.13
Making an application	12.02 - 12.03
Opposition	12.15 - 12.20
Updating the register - free text entries	12.27
Confidentiality	16.19 - 16.30
Confidential evidence on a restricted basis	16.21
Dealing with request	16.22 - 16.30
Consolidation of <i>inter partes</i> proceedings	16.56 - 16.59
Copies of documents: see also Duty to copy below	
Provided, but not referred to in evidence	3.28
Referred to in counter-statement	2.18
Referred to in evidence	3.24 - 3.27
Referred to in statement	2.08
Correction of errors	Chapter 24
Application not proceeded with	24.84 - 24.86
Applying corrections and certificate	24.17 - 24.19, 24.40 - 44
Clear records	24.22 - 24.31, 24.47 - 24.52, 24.89 - 24.93
EPC Central Limitation Process	24.02
EPO Opposition	24.58, 24.59 - 24.66
Extensions of time	24.96 - 24.98
Formalities check	24.03 - 24.06
Formalities problems	24.53 - 24.77
Initial advert	24.08 - 24.33
No opposition, corrections allowed	24.12 - 24.16
Opposition filed	24.94 - 24.95
Referring the application	24.09 - 24.34
Reports	24.10 - 24.11, 24.35
Withdrawal	24.87 - 24.88, 24.89 - 24.93
Counter-statement	Chapter 2
Action if counter-statement in order	2.23 - 2.25
Copies of documents referred to	2.18
Extending period for filing	2.19 - 2.22
No counter-statement filed	1.39 - 1.40, 16.39 - 16.42
What should it contain?	1.25 - 1.26, 2.14 - 2.15
When should it be filed?	2.16 - 2.17
No counter statement filed	16.39 - 16.42
Counter-statement in:	
Entitlement proceedings	7.27
Inventorship proceedings	8.23
Opposition proceedings	9.07, 9.17, 9.27, 9.35

Revocation proceedings	2.26 - 2.29, 14.16
Section 40 proceedings (compensation of employees)	10.12
Section 71 proceedings (declaration of non-infringement)	13.13
Court of Appeal	6.27 - 6.32, 20.08 - 20.14
Court of Session	23.01
Decisions	Chapter 5
Appeals	5.20 - 5.22, Chapter 6
If no appeal filed	5.21
If an appeal is filed	5.22
Bundles	5.19
Circulating decisions	1.54 – 1.56, 5.15 - 5.17
Internal	1.54, 5.15 - 5.16
External	5.17
Decisions and abstracts checklist	Chapter 5 Annex 1.1
Issuing	5.04 - 5.06
Monitoring decisions	5.23
NOPI decisions	5.12 - 5.14
Oral decisions	5.07 - 5.08
Putting decisions on the Website	5.18, Chapter 5 Annex 6
Decisions (general)	1.54 – 1.56
Decisions in:	
Application for Revocation	14.37 - 14.44
Compulsory licence proceedings	12.23 - 12.26
Entitlement proceedings	7.30 - 7.34
Inventorship proceedings	8.26 - 8.33
Section 71 proceedings (declaration of non-infringement)	13.16 - 13.20
Declaration of non-infringement	Chapter 13
Counter-statement	13.13
Decision	13.16 - 13.19
Evidence	13.15
Formal requirements	13.07
Statement	13.07 - 13.12
Updating the register - free text entries	13.17 - 13.19
Decline to deal	16.17 - 16.18
Design Right	Chapter 15
Subsistence, term, identity	
Formal requirements	15.05 - 15.07
Period during which an application may be made	15.03
Procedure following filing of statement	15.08 - 15.12
Public inspection of documents	15.04
Who may apply?	15.02

Application to settle terms of a licence of right	
Formal requirements	15.17 - 15.22
Period during which an application may be made	15.15
Procedure following the filing of statement	15.23 - 15.27
Public inspection of documents	15.16
Who may apply?	15.14
Disclosure	16.01 - 16.08
Duty to copy documents to other side	16.43 - 16.48
Correspondence	16.46 - 16.47
Evidence	16.43 - 16.45
Unpublished patent applications	16.48
Electronic filing of amendments	
Under section 27	17.03 - 17.06
Under section 75 before the Court	23.05 - 23.07
Under section 75 before the Comptroller	14.20 - 14.22
Enforcement of court orders	16.74
Entitlement proceedings	Chapter 7
Converting section 8 reference to a section 37 reference	7.26
Counter-statement	7.27
Decision	7.30 - 7.34
Evidence	7.29
Formal requirements	7.08 - 7.10
Management of proceedings	7.28
Relief available	7.12 - 7.18
Serving the statement	7.25
Statement inadequate	7.19 - 7.24
Uncontested	16.49 - 16.52
Updating the register - free text entries	7.31 - 7.35
What should statement contain?	7.11 - 7.18
EPC Central Limitation Process	14.20, 17.02, 21.04, 22.04, 23.03, 24.02
Evidence	Chapter 3
Arrangement in file	3.31 - 3.32
Arrangement of hearing	3.33
Date of filing	3.29
Date of next round	3.30
Defective evidence	3.23
Documents referred to	3.24 - 3.27
Evidence rounds	1.41 - 1.53
Evidence filed sequentially	1.42
Evidence filed simultaneously	1.43
Expert witness evidence	1.45, 1.48
Non-filing of evidence	1.50 - 1.53

Format	1.44
Sworn/unsworn	3.29
Evidence in:	
Application for Revocation	14.35
Entitlement proceedings	7.29
Inventorship proceedings	8.25
Opposition proceedings	9.09, 9.19, 9.29, 9.37
Section 27(5) (opposition to an amendment)	3.03, 9.09
Section 40 proceedings (compensation of employees)	10.14
Section 71 proceedings (declaration of non-infringement)	13.15
Exhibits:	3.25 - 3.27
Affidavit	3.14 - 3.16, 3.25
Statutory Declaration	3.17 - 3.18, 3.26
Witness statement	3.19 - 3.22, 3.27
Exchange of Information - Patents County Court	1.57 - 1.58
Extensions of time:	
Amendment after grant	17.94 - 17.96
Correction of errors	24.96 - 24.98
For filing an appeal	6.09
For filing counter-statement	2.19 - 2.22
For filing Opposition	9.02 - 9.04, 9.12 - 9.15, 9.21 - 9.25 9.30 - 9.33
For filing statement	2.19 - 2.22
In section 73(1) proceedings	21.28 - 21.30
In section 73(2) proceedings	22.29 - 22.31
Requests during <i>inter partes</i> proceedings	16.31 - 16.34
Files: Making up of files	Chapter 25
Design right and registered design files	25.09 - 25.10
Patents files	25.01 - 25.08
File made up	25.04 - 24.05
Initial action	25.03 - 25.05
Ledger	25.06 - 25.08
Main patents file	25.06 - 23.08
OPTICS action	25.06 - 25.08
European patent files	25.11 - 25.14
Filing documents by facsimile in inter partes proceedings	16.75 - 16.77
Hearings:	Chapter 4
Action two days before hearing	4.35
Action on the day of the hearing	4.36 - 4.37
Hearing in Newport	4.36
Hearing in London	4.37

Action to be taken 4 weeks before the hearing	4.32 – 4.33
Alternative location for hearing	4.30
Arranging a hearing	4.17 - 4.24, 4.25 – 4.29
In London	4.21, 4.26, 4.37
In Newport	4.22, 4.27, 4.36
By video link	4.24, 4.29
Authorities	4.46 - 4.49
Bundles	4.50 - 4.51
Cancellation checklist	Chapter 4, Annex 12
Checklist	Chapter 4, Annex 4
Hearing not required/postponed	4.38 - 4.39
Hearings list	4.40 - 4.42
Lifecycle of a patent application	Chapter 4 Annex 1
Mail	4.52
Is it always necessary to have a hearing?	4.09 - 4.11
Skeleton arguments	4.43 - 4.45
The compliance period and hearings	Chapter 4 Annex 2
Transcripts	4.53
Types of hearings	4.04 - 4.11
Case Management Conferences	4.07
<i>Ex parte</i> hearings	4.05
<i>Inter partes</i> hearings	4.06
Pre-hearing reviews	4.08
What is a hearing?	4.01 - 4.16
Where are hearings held?	4.12 - 4.16
House of Lords	6.36 – 6.37
Inventorship proceedings:	Chapter 8
Counter-statement	8.23
Decision	8.26 - 8.33
Evidence	8.25
Formal requirements	8.06 - 8.13
Management of proceedings	8.24
Serving the statement	8.18 - 8.19
Statement inadequate	8.15 - 8.17
Summarising decision	8.33
Uncontested	8.20 - 8.22
Updating the register - free text entries	8.27 - 8.30
What should statement contain?	8.14
Journal adverts	Chapter 26
Judicial Review	6.38 - 6.40
Licences:	
Cancellation of licences of right: see also above	Chapter 19
Compulsory licences: see also above	Chapter 12
Settlement of terms of licences of right: see also below	Chapter 11

Design right licences of right: see also above	Chapter 15
Lifecycle of a patent application	Chapter 4 Annex 1
Management of Inter Partes proceedings (general)	1.28 - 1.40, 2.25
Mediation	1.29 - 1.32, Chapter 1, Annex 8, 1.36 – 1.38
Offer to amend in:	
Revocation proceedings before the Comptroller	14.17 - 14.33
Offer to Surrender	Chapter 18
Opposition:	Chapter 9
Management of proceedings	9.08, 9.18, 9.28, 9.36
To amendments under section 27	9.01 - 9.11, 17.92 - 17.93,
To section 29 Surrender	9.12 - 9.20, 18.21
To section 47 Cancellation of Licence of Right entry	9.21 - 9.29
To section 48 Compulsory Licences	12.15 - 12.19
To section 117 Correction of errors	9.30 - 9.38, 24.94 - 24.95
Parallel proceedings	16.09 - 16.11, 16.14 - 16.16, 16.53 - 16.55
Patents County Court – exchange of information	1.57 - 1.58
Public inspection of documents:	
In section 40 proceedings	10.10
Pre-Hearing Review	4.08, 4.11, 4.15 - 4.16
Preliminary Evaluation	1.31
Issuing early Preliminary Evaluation	1.32 – 1.34
Preliminary Evaluation not issued	1.35
Issuing later Preliminary Evaluation	1.47
Restorations	Chapter 28
Revocation: see also Application for Revocation & Petition for Revocation above	
Revocation on comptroller’s initiative section 73(1)	Chapter 21
Amendments	21.11 - 21.18
Clear records	21.25 - 21.27
EPC Central Limitation Process	21.04
Extensions of time	21.28 - 21.30
Initial action	21.02 - 21.06
Response to PL1/PL2	21.07 - 21.18
Revocation action	21.19 - 21.24
Revocation on comptroller’s initiative section 73(2)	Chapter 22
Amendments	22.12 - 22.19
Clear records	22.26 - 22.28

EPC Central Limitation Process	22.04
Extensions of time	22.29 - 22.31
Initial action	22.02 - 22.07
Response to PL3	22.08 - 22.19
Revocation action	22.20 - 22.25
Security for costs	16.72 - 16.73
Settlement of terms of a licence of right	Chapter 11
Decision	11.12
Evidence rounds	11.10
Formal requirements	11.04 - 11.05
Management of proceedings	11.10
Statements of Grounds	11.06 - 11.08, 11.17-11.20
When can an application be made?	11.03
Who may apply?	11.02
Statement (general):	Chapter 2
Copies of documents referred to	2.08
Errors/defects in statement	1.13 - 1.18, 2.09 - 2.11
Statements filed in a foreign language	2.07
What should it contain?	1.11 - 1.12, 2.03 - 2.05
What should it look like?	2.02
When should it be filed?	2.06
Serving the statement	1.19 - 1.24
Statement in:	
Application for Revocation	14.07 - 14.15
Entitlement proceedings	7.11 - 7.26
Inventorship proceedings	8.14 - 8.22
Opposition proceedings	9.03, 9.06, 9.12 - 9.15, 9.23 - 9.25, 12.06 - 12.13
Section 40 proceedings (compensation of employees)	10.09 - 10.11
Section 71 proceedings (declaration of non-infringement)	13.07 - 13.12
Statutory Declaration	3.17 - 3.18, 3.26
Stays - requests during:	
Court proceedings	16.12
Parallel proceedings before another state	16.13
Parallel proceedings before the comptroller	16.14 - 16.16
Parallel proceedings - Court/EPO	16.09 - 16.11
Striking out a party in proceedings	16.62 - 16.66
Substituting a party in proceedings	16.62 - 16.66
Surrender:	Chapter 18
Clear records	18.15 - 18.20
Formalities checks	18.07 - 18.08

Initial advert	18.09 - 18.10
Offer accepted - no opposition	18.11 - 18.14
Opposition filed	18.21
Termination before publication in <i>inter partes</i> proceedings	16.35 - 16.38
Action by Formalities	16.37 - 16.38
Warning to Formalities	16.36
Translations of documents	2.07
Un-consolidation of proceedings	16.60 - 16.61
Unpublished patent applications	1.16
Withdrawal of proceedings	16.67 - 16.71
Amendment after grant	17.83 - 17.86
Application for Revocation	14.37
Correction of errors	24.87 - 24.88
Opposition to amendments under section 27	9.11
Witness statement	3.19 – 3.22, 3.27