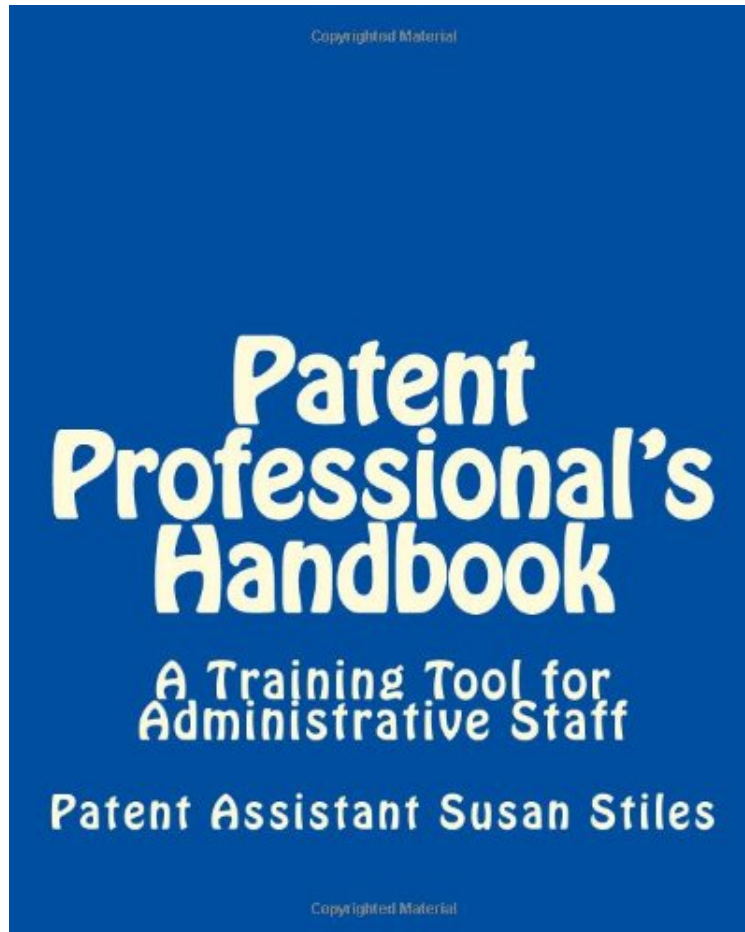


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Patent Professional's Handbook: A Training Tool for Administrative Staff

Susan Y. Stiles

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generally aimed at one of two audiences: do-it-yourself, pro se inventors or practicing patent attorneys (claims drafting, etc.). There aren't any other books to my knowledge that are directed at the role of the patent support professional. The Patent Professional's Handbook is tailored specifically for the patent professional working in a patent law office, corporate patent department or university technology transfer office setting. The Patent Professional's Handbook is also useful for attorneys who need to handle their own filings from time to time. Whether in a small practice where staff is limited, or even in a large practice, there are those times when an attorney must do it all. In those times, this book can be invaluable and save hours of time. The Handbook spans 22 chapters and is arranged and indexed logically so that a reader can quickly access the information. Starting with an explanation of patent basics, the Handbook moves on to explain how to do business electronically with the U.S. Patent and Trademark Office (PTO). Sections on establishing user accounts and accessing the PTO's patent information website include numerous screen images to help the reader understand how to navigate the PTO website. The Patent Professional's Handbook has a section for each step in the process from preparing a patent application, to filing and advancing the application through the PTO to issue as a patent. The Handbook has numerous checklists that will serve as an invaluable aid to novices and a reinforcement of best practices for more experienced staff. However, the book is compact and easy to use. In addition to routine preparation and prosecution tasks, the Handbook covers subjects that are often difficult for staff to navigate, such as Information Disclosure Statements, appeals and petitions. While Information Disclosure Statements are commonly prepared documents in a patent law practice, they can often be the source of questions and a bottleneck in the work flow within an office. Stiles provides clear guidance and tips for handling common roadblocks in filings such as these. Any single book attempting to cover a subject as vast as patent procedure will necessarily have to limit discussion of some topics. The Handbook gives less coverage to some infrequently encountered procedures such as reexamination and reissue. However, Stiles' Handbook is a solid reference work that addresses a patent professional's most common tasks in detail and can help provide answers without the need to interrupt an attorney. The Handbook should quickly pay for itself by reducing questions from staff and by enabling an attorney to handle tasks efficiently when support staff aren't available. The Handbook can also serve as a training tool for new staff or staff cross-training from another discipline. The Patent Professional's Handbook fills a gap in the body of practical patent literature and should be a welcome addition to the desk of any patent attorney or patent professional.

The purpose of this Patent Professional's Handbook is to be a handy, ready reference guide for administrative staff, paralegals, support professionals in patent law firms and IP departments. As a reference guide, it is hoped that this will reduce the amount of instruction time a Registered Patent Practitioner or Patent Agent must spend with his/her staff. The arrangement of the topics facilitates thorough initial patent filings through issuance and maintenance. Many useful features include tables, diagrams, charts, glossary, key terms, and examples to illustrate the points made in this Handbook.