Filing a Petition

3.1 Initiate New Petition

To create a new petition, log into PTAB E2E and you will be taken to your dashboard. See Figure 1 below.

Figure 1: PTAB E2E Dashboard

Select “Initiate New Petition” located on the dashboard ribbon. See Figure 2: Dashboard Ribbon below.

Figure 2: Dashboard Ribbon

3.2 Patent Verification

You will be taken to the “Initiate New Petition” wizard. Verify that the Patent in question exists by selecting the Trial Type (Inter Partes Review, Post Grant Review, Covered Business Method, or Derivation AIA Review) from the dropdown as shown in Figure 3 below.

Figure 3: Initiate New Petition
Enter the US Patent Number in the following format: seven-digit patent number without commas (Utility patents, e.g. 1234567) and click “Verify”.

For specialty patents, use the following:

'D' followed by six-digit number for Design Patents (e.g. D123456)
'T' followed by six-digit number for Defensive Publication (e.g. T123456)
'H' followed by six-digit number for Statutory Invention Registration (e.g. H123456)
'PP' followed by five-digit number for Plant Patents (e.g. PP12345)
'RE' followed by five-digit number for Reissue Patents (e.g. RE12345)
'AI' followed by six-digit number for Additional Improvements (e.g. AI123456)
'RX' followed by one to five-digit number for Re-examination (e.g. RX1, RX12, RX12345)
'US' followed by 11-digit number for United States Pre-Grant Patent Publications (e.g. US01234567890)

Figure 4: Patent Verification
3.3 Create Petition

Verify Patent information and click on “Create Petition” to begin the process or start over by clicking on “Start Over”. See Figure 5 below.

![Figure 5: Create Petition](image)

3.4 Petition Information

Click on “Continue” or if you wish to withdraw the petition then click on “Withdraw Petition”. NOTE: Do not use the “Pencil Icon” to enter petition name. See Figure 6.

![Figure 6: Petition Information](image)
### 3.5 Claims Challenged

1. In this section, select “Statutory Ground” (35 U.S.C 101, 35 U.S.C 102, or 35 U.S.C 103, or 35 U.S.C 112).
2. Enter challenged claim numbers subject to the entered Statutory Ground.
3. Enter “Prior Art,” citation (e.g. Smith & Jones, U.S. Pat. 1,234,567).
4. You also have the option for additional prior art for the same statutory ground and claims by clicking the “Additional Prior art” plus sign as shown in Figure 7: Add Claims below.
5. Click the “Add” button to continue to add or “Clear Form” to start over (see Figure 7)
6. Enter next Statutory Grounds, challenged claim numbers and prior art.

![Figure 7: Add Claims](image)

7. Your claim, prior art, and statutory ground is now added to the petition. You will have the ability to edit your metadata with the “Pencil icon” or delete your metadata with the “Trash can” icon. Press “Continue” (see Figure 8).

![Figure 8: Submit Claims](image)
3.6 Petition Documents

In this section you will upload your petition document, your power of attorney, and your exhibit(s). See Figure 8 below.

1. Select “Type”: “Paper” or “Exhibit”.
3. Type the name of the document in the “Name” field.
5. Select “Availability”: “Available for everyone”, “Available to parties and board”, “Available to filing party and board”, or “Available only to the board”.
6. Click on “Add Document” or use the “Trashcan icon” to delete your document. Click on “Clear Form” to start over. See Figure 9 below.

Figure 9: Add Petition Documents
7. You will have the ability to edit your metadata with the “Pencil icon” or delete your metadata with the “Trash can icon.”
8. Click “Continue” or if you wish to withdraw your petition then click on “Withdraw Petition”. See Figure 10 below.

![Petition Documents](image)

**Figure 10: Submit Petition**

### 3.7 Real Party

In this section you will enter the real party information (see Figure 11 below).

1. Select one of the following from the dropdown (Individual or Organization)
2. For Pro Se select (Yes or No) radio button
3. Enter “First Name”, “Last Name”, “Email”, “Address” and/or “Phone Number” information. Fields with an asterisk (“First Name” and “Last Name”) are required fields.
4. Click on “Add Petitioner” when done or “Reset Form” to start over
5. Click on “Continue” to move to the next section or if you wish to withdraw your petition then click on “Withdraw Petition”.
3.8 Additional Real Party

This section is optional. If you choose to enter additional real party information in this section, you would do it in the same manner as in the previous section.

3.9 Counsel

In this section you will enter your counsel information. Unless you selected “Pro Se”, you must select a “Lead Counsel”.

1. Select one of the following from the dropdown (Lead Counsel, First Backup Counsel, Backup Counsel)
2. Enter counsel’s email address and click on the search icon. If there is a matching email address then First Name, Last Name, Email and/or USPTO Registration Number information will automatically populate (see Figure 12 below).
3. Enter Address, Country, City, Zip Code, Phone Number, Fax Number and Extension information. Fields with an asterisk are required fields.
4. Click “Add Counsel” when done or “Clear Form” to start over.
5. You may also add additional counsel by providing required information and clicking “Add Counsel” for each additional counsel added. “Clear Form.” See Figure 13 below.
6. Click “Continue” to move to the next section or if you wish to withdraw your petition then click on “Withdraw Petition”.

**Figure 13: Add Counsel**

### 3.10 Review

In this section, you will be able review all of your information.

- A green check mark indicates that the section is complete.
- A red “X” mark indicates that the section is incomplete.
- The badge number indicates the number of entries that were made for that section.

1. Notice your AIA review is in the “Initiated” status. Press “Pay” to move to the next section to make your payment or if you wish to withdraw your petition then click on “Withdraw Petition”. (see Figure 14 below).

**Figure 14: Review Petition**
3.11 Make Payment

In this section you will have the option to sign in for payment, or pay as a guest.

1. To sign in for payment, your USPTO Financial Manager user credentials and click on “Sign in.”
2. If you have not created a USPTO Financial Manager user account, please proceed to click on “Pay as a guest” now so that you do not lose your order information. After completing your payment, visit our Fees Self-Service Help page to learn about how you can start using our new fee payment management tools. (See Figure 15 below.)

Figure 15: Fees Self-Service page
3. Select payment option radio button (Credit/Debit Card, Deposit Account, or EFT).
4. Notice you have the option to “Cancel.”
5. Press “Submit Payment” (see Figure 16: Make Payment).

Your Petition has been officially submitted!

Review your payment receipt. Notice you have the option to “Print the Receipt.” (see Figure 17).

Figure 16: Make Payment

Figure 17: Review
3. When you have completed your activities and transactions within PTAB E2E, you may logout of PTAB E2E (see Figure 18: Logout screen)

![Logout screen](image_url)

Figure 18: Logout screen