

Annex 8 – Hearings handover checklist

INTERPARTES HEARING CHECKLIST

PATENT NUMBER/S	
PROCEEDINGS	
OPI/NOPI	
HEARING TYPE (PRELIM/CMC/SUBSTANTIVE)	
VENUE:-	
PROVISIONAL HEARING WINDOW:-	CONFIRMED HEARING DATE:-
PLEASE ISSUE HEARING WINDOW LETTER WITHIN ONE WEEK OF RECEIPT OF THIS FORM	
CLAIMANT:- ATTORNEY:- CONTACT DETAILS:-	
DEFENDANT:- ATTORNEY:- CONTACT DETAILS:-	
HEARING OFFICER:-	

Annex 8 – Hearings handover checklist

CASE OFFICER:-	
HEARING ASSISTANT:-	
PLEASE SEND FINAL HEARING ARRANGEMENTS LETTER BY:-	DATE PASSED TO HEARINGS CLERK:-
LETTER BLOCK SENT TO HC:-	See below
ANY SPECIAL NOTES (SUGGESTED HEARING WINDOW, RUNNING ORDER, SPECIAL TRANSCRIPT SERVICES, HEARING LENGTH ETC)	
Letter Block:-	

Annex 8 – Hearings handover checklist

