

reminder. You may in addition use a highlighter to mark the number of the claim or the paragraph or encircle this number using a pen.

For example, if the Opponent's letter mentions that claim 6 of the patent to be attacked was added during examination, e.g. encircle or highlight the "6" of claim 6 and write in the margin "added during examination".

Doing this has the advantage that every time you look at claim 6, you will immediately be reminded that this claim was added during examination.

Figure 4.2 below shows two examples of what such notes could look like.

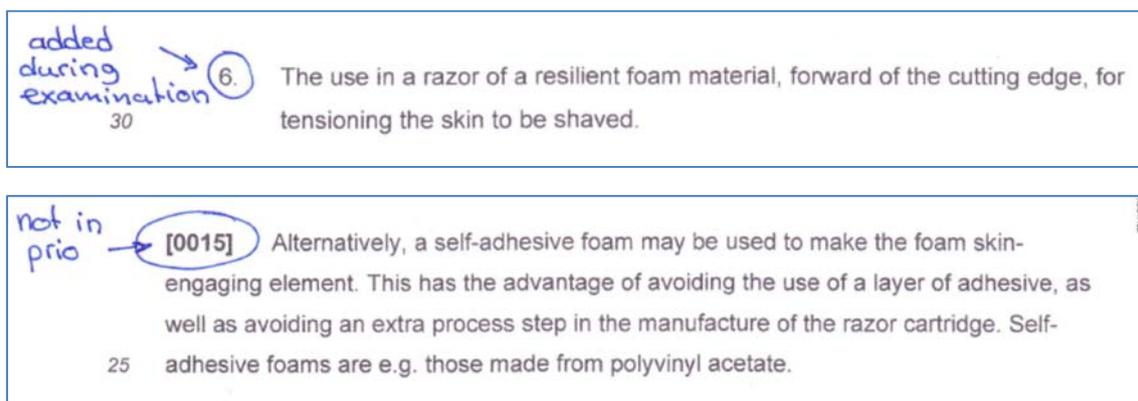


Figure 4.2: Examples of notes in the margin

4.5 Action: getting the formalities done: fill out form 2300

Filling out opposition form 2300 is the easiest way to make sure you get your formalities right. The Opponent's letter together with the first page of the patent to be attacked gives you almost all the necessary information to fill out the Notice of opposition form. So, why not already fill out the form now? Filling out the form now makes sure you already scored some marks. When postponed until later, often candidates spend all their time on the attacks and filling out the form is forgotten or not done for lack of time. This costs marks that could have been easily scored and may even lead to marks being deducted.

It's a good idea to study the latest version of the form and the "notes to the Notice Opposition" during your preparation for the exam. This way, you will know what the form looks like and how it has to be filled out. Remember however that at the exam, you can only use the form that was given to you with the exam documents!

Go through the form section by section.

In Section I, you fill out the information of the patent to be opposed. You can find this information on page 1 of the patent to be opposed (usually Annex 1 of the exam documents).

In Section II, you write down the name of the proprietor of the patent.

Although the name of the proprietor is mentioned on the first page of the patent to be attacked, the most reliable source is the Opponent's letter. If the patent has been transferred to a different