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**Patent Review Processing System (PRPS)**

# Patent Review Processing System (PRPS)

PRPS (Patent Review Processing System) is the Board's e-filing (EF) and case management (CM) system for trial proceedings. [Direct Link \(https://ptabtrials.uspto.gov/\)](https://ptabtrials.uspto.gov/).

- For questions regarding PRPS, please call the Board at (571) 272-7822. Support is provided Monday through Friday (except federal holidays) from 8:30 a.m. to 5:00 p.m. Eastern Time.

## Notices

- [New Maximum Daily Limit for Credit Card Payments, Effective June 1, 2015](http://beta.uspto.gov/patent/laws-and-regulations/america-invents-act-aia/new-maximum-daily-limit-credit-card-payments) (<http://beta.uspto.gov/patent/laws-and-regulations/america-invents-act-aia/new-maximum-daily-limit-credit-card-payments>)
- [Notice Concerning Unavailability to the Public of the Patent Review Processing System on December 16-18, 2014](/sites/default/files/documents/prps_notice_20141216.pdf) ([/sites/default/files/documents/prps\\_notice\\_20141216.pdf](/sites/default/files/documents/prps_notice_20141216.pdf))
- **PRPS change effective October 11, 2014:**

PRPS users who have a session that is idle for 25 minutes will receive a pop up warning message requesting the user to continue their session by actively clicking on the Ok button. The pop up warning message will display a 5 minute countdown informing the user to actively click on the Ok button before the countdown ends. If there is no action by the user, then their session will end and if they want to continue the session, they will need to close their browser, reopen their browser to access the PRPS site and log back in. If you had entered information on the PRPS page without saving, you will lose the information. If you have saved your information, then it will be available when you log back in. For additional information, see FAQs A15, A16, A17, A18 and A20.

If you have any questions, you can contact the PTAB assistance line at 571-272-7822.

## Suggestion Box

After seeing PRPS work, you may have suggestions for improving it. If you have suggestions, please send them to [PRPS-Suggestions@uspto.gov](mailto:PRPS-Suggestions@uspto.gov) (<mailto:PRPS-Suggestions@uspto.gov>).

## General Information

- [Quick Start Guide \(/sites/default/files/ip/boards/bpai/quick\\_start\\_guide\\_02\\_14\\_14.pdf\)](/sites/default/files/ip/boards/bpai/quick_start_guide_02_14_14.pdf)
- [Information related to the Paper Reduction Act \(/sites/default/files/ip/boards/bpai/information\\_related\\_to\\_paper\\_reduction\\_act.pdf\)](/sites/default/files/ip/boards/bpai/information_related_to_paper_reduction_act.pdf)
- or technical reasons, the size limit for an uploaded document is currently limited to **25 megabytes**. [See FAQ A4 \(/patents-application-process/appealing-patent-decisions/trials/patent-review-processing-system-prps-0\)](/patents-application-process/appealing-patent-decisions/trials/patent-review-processing-system-prps-0).
- Internet Explorer 9 should be used for all filings as a petitioner or patent owner. A security question is asked at the initial stage (please answer "no") and the finance stage (please answer "yes"). Public documents may be viewed, however, using Internet Explorer 9, Firefox 26, Chrome 35, or Safari 6.
- If you are using Internet Explorer 10 or 11, you will need to add uspto.gov in the compatibility view settings.
  - To add a site to the Compatibility View list
    1. Open the desktop, and then click the Internet Explorer icon.
    2. Tap or click the Tools button Tools, and then click Compatibility View settings.
    3. Under Add this website, enter the URL of the site (uspto.gov) you want to add to the list, and then click Add.
    4. Click on Close.
- Video
  - [Low Resolution \(http://helix-1.uspto.gov/asxgen/PRPSPromo-Helix.wmv\)](http://helix-1.uspto.gov/asxgen/PRPSPromo-Helix.wmv)
  - [High Resolution \(http://helix-1.uspto.gov/asxgen/PRPSPromo720p.wmv\)](http://helix-1.uspto.gov/asxgen/PRPSPromo720p.wmv) (HD)

## Technical Issues

1. Only PDF and MPEG format files (MPEG, MPG, MP1, MP2, MP3, M1A, M2A, M1V, MPA, MPV) may be uploaded in PRPS. Password-protected files will not be accepted. For text documents, such as MS Word® documents, users are encouraged to convert the document directly into a text-searchable PDF file, rather than printing the document and scanning it in as a PDF file.

2. PRPS sends an automatic email notification to the parties whenever a document is filed in a case. To view the document, you must access PRPS, open the applicable case in your docket, and select the document.

3. To request a conference call for a particular case (e.g., to request authorization to file a motion), contact the Board at [Trials@uspto.gov](mailto:Trials@uspto.gov) (<mailto:Trials@uspto.gov>). The email should copy the other party or parties to the proceeding, indicate generally the relief being requested or the subject matter of the conference call, state whether the opposing party or parties oppose the request, and include times when all parties are available. Unless otherwise authorized, do not include attachments in the email and do not use the [Trials@uspto.gov](mailto:Trials@uspto.gov) (<mailto:Trials@uspto.gov>) email address for substantive communications to the Board. Parties may also contact the Board by telephone at (571) 272-7822.

4. Effective March 19, 2013, new fees will be charged for filing a petition for an inter partes review, post-grant review, or covered business method patent review. See Setting and Adjusting Patent Fees, 78 Fed. Reg. 4212,

4291 (37 C.F.R. § 42.15), available at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-18/pdf/2013-00819.pdf> (<http://www.gpo.gov/fdsys/pkg/FR-2013-01-18/pdf/2013-00819.pdf>); also see FAQs E6-E7.

5. Effective March 16, 2013, an applicant for a first inventor-to-file patent may file a derivation petition. See FAQs I1-I5.

6. Effective January 14, 2013 (effective date of the AIA Technical Corrections Act), a petitioner may file an inter partes review petition challenging a first-to-invent patent or reissue patent upon issuance including during the first nine months after issuance.

7. Should you encounter issues with using a particular deposit account in PRPS, please close out of the browser completely, clear the cookies in your browser, login to PRPS again, and input the correct deposit account number. If you are still unable to use the deposit account, please call the Board at (571) 272-7822.

8. PRPS will be undergoing an upgrade on February 15, 2014. Please see the FAQs below for more information following the upgrade. Please note updated FAQs A9, B6, F8, F9, and G13 below.

9. Effective October 11, 2014, the first backup counsel will have the same permissions as lead counsel and be permitted to upload documents and make changes to the counsel page.

## Frequently Asked Questions (FAQs)

- A. [System Availability and General Information](#)
- B. [Searching and Reviewing Documents](#)
- C. [Registering as a PRPS User](#)
- D. [Filing a Petition](#)
- E. [Fees](#)
- F. [Submission of Patent Owner/Respondent Information and Preliminary Response](#)
- G. [Filing Other Documents](#)
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- I. [Derivation Proceedings](#)

## A. System Availability and General Information

A1. How do I log on to PRPS?

Go to the Patent Trial and Appeal Board (PTAB) Web page at: <http://www.uspto.gov/ip/boards/bpai/index.jsp> ([/patents-application-process/appealing-patent-decisions/patent-trial-and-appeal-board-old](http://www.uspto.gov/ip/boards/bpai/index.jsp)), and then click on "Direct Link" under "Patent Review Processing System (PRPS)".

Once you are registered, close out of the browser completely, and then bring the browser back up and go to <https://ptabtrials.uspto.gov> (<https://ptabtrials.uspto.gov>). You will receive an email containing the verification code.

On the PRPS welcoming screen, click on Login and enter your User ID and password. When the screen asks for

the verification code, copy and paste the verification code from the email.

A2. If PRPS is down during normal business hours or other unscheduled outage periods, may I file a petition or other documents via email or mail?

If you have any difficulties with PRPS, please call the Board at (571) 272-7822.

However, if PRPS is unavailable during normal business hours, petitions (and other documents) may be submitted to the Board via email: [Trials@uspto.gov \(mailto:Trials@uspto.gov\)](mailto:Trials@uspto.gov).

Petitions submitted via email must include:

- \* name of point of contact;
- \* email address of point of contact;
- \* patent number to which the petition corresponds (or application number in the case of a derivation proceeding);
- \* application number of the patent;
- \* petitioner's application number (in the case of a derivation proceeding);
- \* number of claims challenged;
- \* type of trial proceeding;
- \* power of attorney; and
- \* fee, e.g., a deposit account authorization.

In addition, a petition or document submitted via email or other means must: (1) be accompanied by a motion requesting acceptance of the submission, and (2) identify a date of transmission where a party seeks a filing date other than the date of receipt at the Board. 37 C.F.R. § 42.6(b). It is important to note that a petition will not be accorded a filing date unless it is accompanied by a payment of the appropriate fees (e.g., a deposit account authorization).

Paper filing via EXPRESS MAIL® (or by means at least as fast and reliable as EXPRESS MAIL®) is authorized only if both PRPS and the Board's email address ([Trials@uspto.gov \(mailto:Trials@uspto.gov\)](mailto:Trials@uspto.gov)) are unavailable. The mailing address is:

Mail Stop PATENT BOARD

Patent Trial and Appeal Board

United States Patent and Trademark Office

PO Box 1450

Alexandria, Virginia 22313-1450

For hand delivery or delivery via FEDEX, UPS, etc.:

Mail Stop PATENT BOARD

Patent Trial and Appeal Board

United States Patent and Trademark Office

Madison Building (East)

600 Dulany Street

Alexandria, Virginia 22313

A3. Will extensions of time be available?

If PRPS is down during normal business hours, a party may contact the Board and request a one-day extension of time for due dates that are set by rule or orders of the Board. 37 C.F.R. § 42.5. In the unlikely event that an administrative patent judge is not available to rule on the extension, the Board may grant an extension the day after the paper is due. However, no extensions of time will be granted for any statutory time period.

A4. What is the megabyte limit for a document upload?

A single uploaded file may not exceed **25 megabytes** in size. For technical reasons, PRPS is unable to accept files over 25 megabytes at this time. USPTO expects to be able to increase the limit in future releases.

If you need to file a document that exceeds 25 megabytes, please call the Board at (571) 272-7822.

Users are encouraged to reduce the file size by:

1. splitting a large file into multiple smaller files; and/or
2. converting MS Word® documents into PDF files, rather than printing documents and scanning them in as PDF files.

A5. Is there a limit to the number of documents that can be uploaded per filing?

No.

A6. Are there any naming conventions for documents or character restrictions? (revised - Mar. 20, 2014)

There are no special naming conventions for documents, but the number of characters is limited. The user will be prompted to provide a name that will appear in the docket listing. This name should be simple and descriptive, such as "Jones Motion to Amend" or "Second Declaration of Dr. Smith." Document names must be less than 255 characters.

A7. Will the Office provide forms (e.g., power of attorney or IPR transmittal) for filing documents in a proceeding?

PRPS provides screens for the parties to enter certain information (e.g., lead and back-up counsel and real party in interest). However, the Office does not have forms beyond those PRPS fillable screens. While forms may become available with future releases, most filings will be part of motion practice rather than pre-defined forms.

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