

## UTILITY PATENT APPLICATION CHECKLIST MAILED PAPER FILINGS

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### In Order of Arrangement:

- CERTIFICATE OF MAILING (Form SB0092)
- UTILITY PATENT APPLICATION TRANSMITTAL (Form AIA0015)
- APPLICATION DATA SHEET (Form AIA0014)
- SPECIFICATION (section headings within Specification)
  - TITLE
  - BACKGROUND OF THE INVENTION
    - Field of the Invention
    - ‡Description of Related Art Including Information Disclosed Under 37 CFR 1.97 and 37 CFR 1.98
  - BRIEF SUMMARY OF THE INVENTION
  - BRIEF DESCRIPTION OF THE SEVERAL VIEWS OF THE DRAWING(S)
  - DETAILED DESCRIPTION OF THE INVENTION
- CLAIM(S) (on their own pages)
- ABSTRACT OF THE DISCLOSURE (on its own page)
- DRAWINGS (preferably only one drawing per page)
- EXECUTED OATH OR DECLARATION OF INVENTOR(S) (Form AIA0001)
- CHECK (payable to “Director of the USPTO”)
- FEE TRANSMITTAL FORM (Form SB0017)
- PATENT APPLICATION FEE DETERMINATION RECORD (Form SB0006)
- CERTIFICATION(S) OF MICRO ENTITY STATUS (Form SB0015A) (if applicable)

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### NOTES

- 1) PDF FILLABLE FORMS DOWNLOADABLE AT <https://www.uspto.gov/patent/patents-forms>.
- 2) FEE SCHEDULE AT <https://www.uspto.gov/learning-and-resources/fees-and-payment/uspto-fee-schedule>. USE ‘PAPER FILING’ FEES.