

**NEW ADDRESS FOR CUSTOMER WINDOW WHICH IS USED FOR PATENT
MAIL NOT DELIVERED BY THE USPS**

Effective June 5, 2004, street addresses for several of the buildings of the United States Patent and Trademark Office (USPTO), including the Crystal Plaza Two building which is the location of the Customer Window, have been changed. The Customer Window is the delivery location for patent-related correspondence to be hand or courier delivered to the USPTO by delivery services such as FedEx, UPS, DHL, Laser, Action, Purolator, etc. The customer window is not used for correspondence delivered by the United States Postal Service (USPS). This change is made because the street on which the Crystal Plaza Two building is located will be redesignated from South Clark Place to 20th Street S.

Patent-related correspondence sent through the USPS should continue to be directed to the addresses set forth in 37 CFR 1.1 (revised effective January 21, 2004) (e.g., P.O. Box 1450, Alexandria, VA 22313-1450). The change in the street address for the Crystal Plaza Two building which houses the Customer Window does not affect the Mail Stop designations, which should always be used for certain patent mail.

Although the physical location of the Customer Window (the building and room number) will remain the same, on June 5, 2004 the street address of the Crystal Plaza Two building will change from 2011 South Clark Place to 220 20th Street S. Accordingly, effective June 5, 2004, patent mail delivered by hand or delivery services to the Customer Window (and not the USPS) must be addressed as follows:

U.S. Patent and Trademark Office
220 20th Street S.
Customer Window, Mail Stop _____
Crystal Plaza Two, Lobby, Room 1B03
Arlington, VA 22202

During business hours, correspondence for international patent applications may be brought directly to the PCT Operations Receptionist on the 8th floor of the Crystal Plaza 2 building.

Also effective June 5, 2004, will be changes in the street addresses of three other USPTO buildings in the Crystal City complex. The street address changes are as follows: the Crystal Plaza Three building will be 2100 Crystal Drive; the Crystal Plaza Four building will be 2200 Crystal Drive; and the Crystal Square Two building will be 1550 Crystal Drive. These changes should be noted in case interviews with examiners in those buildings will be held after June 5, 2004.

Please be aware that the new address for the Customer Window is only temporary. In August or September of 2004, the Customer Window will be moving to the Alexandria campus. At that time, the address for patent mail delivered by hand or delivery services to the Customer Window (and not the USPS) will be changed yet again to a new Customer Window located on the Alexandria campus. A separate notice will be published in advance of the Customer Window relocation announcing specific details.

The Customer Window location change planned for August or September will also have no affect on the USPTO address for mail delivered by the USPS.

The File Information Unit (also known as the Record Room) is scheduled to move to South Tower in July of 2004.

PCT Operations will be moving to South Tower in November or December of 2004.

A separate notice will be published in advance of each of these moves announcing specific details.

Questions regarding this notice may be e-mailed to PatentPractice@uspto.gov, or directed to the Inventors' Assistance Center (formerly the Patent Assistance Center (PAC)) by telephone at (800)786-9199, or (703)308-4357.

Date: May 13, 2004

_____/s/
John D. Hassett
Director
Administrative Services