

Interference Web Portal Filing Instructions

- 1) If you are new to the system, you will shortly be receiving your username and password for utilizing the Interference Web Portal. These will be PDF files attached to separate emails individually directed to you. You should promptly attempt to login and change your password for security reasons.
- 2) The portal may be found at: <https://acts.uspto.gov/ifiling/>.
- 3) To enter the efilings portion, click on the “File Interference Documents” button on the right.
- 4) You will need to enter your username and password.
- 5) Interference cases where you are assigned as counsel will appear on the first grey tab “Interference Cases.” All your assigned Web Portal authorized interferences will appear. If they do not, please contact the BPAI for updating.
- 6) You may change your user information on the second grey tab “User Info.” You may change personal information, correspondence information, and password information at the bottom. Make sure your email information is accurate.
- 7) To access the interference, click on the blue number of the interference under the “Interference Cases” tab.
- 8) Six more grey tabs will appear, allowing you to return to the case list, access bibliographic information, access the interference file content, maintain your attorney information, and upload documents.
- 9) To upload Documents:

NOTE: DO NOT UPLOAD LARGE QUANTITIES OF DOCUMENTS TOGETHER. It is easier for the system to process them individually.

- A) Document requirements:

- 1) The document **must be in Adobe PDF format** (Please note that the Web Portal has been updated to accept Adobe 9 documents).
 - 2) The document must have security unlocked.
 - 3) The document must be a text-based PDF document or have an OCR layer attached. **This is the most common error by far – please ensure you have this layer. If you are unsure about how to do this, please contact the BPAI.**
 - 4) There are no size limitations to the document.
- B) Click on the Grey “Upload Documents” tab.
- C) A document type list appears. Select the closest type.
- D) Under Access Type, usually the proper selection is “public.” **Occasionally, e.g. with priority statements, settlement agreements, they should be marked “confidential” (not “private”) which means only the APJ can see them.** The interference is governed at a case level as to whether it is public or private in general, but confidential documents can exist in public interferences. **It should be rare that a document is marked anything other than “public.” It is your responsibility to set the correct level for these types of documents.**
- E) Under Document Name – name it appropriately, “Moore Motion 1”; “Schafer Reply 1.”
- F) Browse to the location where you stored the file.
- G) Click “upload.”
- H) The system will tell you to click OK to submit.
- I) If the system accepts the document, you need then to click on “Submit Documents.”
- J) An “Interference Efiling Receipt” will be generated. Print it for your records before you leave the screen if you don’t want to wait for an email confirmation.
- K) You should be able to see the submitted document on the File Content list with its newly assigned document number.

10) To upload Exhibits

- A) Exhibits also must have a text layer, but they can also be image based.

- B) To put a text layer in (in Adobe) click on “Document” at the top of the Adobe main screen and scroll down to “Recognize Text using OCR.”
- C) Resave the document with the image and associated text layer.
- D) In the Upload Documents tab, **identify the document as an Exhibit.**
- E) Give it the appropriate Exhibit Number – 2006, for example.
- F) Follow the usual uploading steps.
- G) Upload each exhibit individually.

11) You will also receive a confirmation email for your filing. The system will also send notice to the other party’s lead counsel.

If you are new to the system, you may file one test document to ensure system functionality.

If you need immediate assistance at any time during the process, please call the Trial Division at (571) 272-INTF (4683).