

Summary Sheet of Common Notices

US Notices	Initial Time to Respond	Extensions Available	Total Time to Respond
<u>Notice to File Missing Parts</u> (NTFMP)	2 Months	5	7 Months
<u>Notice to Comply</u> with Sequence Rules (NTC) (sent w/ or w/o Office Action)	1-2 Months	4-5	6 Months
<u>Non-Final Office Action</u>	1-3 Months	3-5	6 Months
<u>Final Office Action</u>	3 Months	3	6 Months
<u>Notice to File Corrected Application Papers</u>	2 Months	4	6 Months
<u>Notification of Missing Requirements Under 35 U.S.C. 371 in the United States Designation/Elected Office (Applies to 371 National Phase Filings Only)</u>	2 Months	5	7 Months
<u>Notification of Defective Response</u>	1 Month	0	1 Month * Applicant may use any remaining extensions from the Notice to File Missing Parts
PCT Notice	Initial Time to Respond	Extensions Available	Total Time to Respond
<u>Invitation to Furnish Nucleotide And/Or Amino Acid Sequence Listing And To Pay, Where Applicable, Late Furnishing Fee. (Applies to PCT applications only)</u>	1 Month	Not Available*	1 Month *In some cases 10 days extensions may be given if requested.

Detailed Descriptions

Notice Type	Description of Notice	Time to Reply
Notice to File Missing Parts	If all of the documents for receiving a filing date have been submitted, but other parts of the application have been omitted the USPTO will issue a Notice to File Missing Parts.	<ul style="list-style-type: none"> • Initial time to reply is set at 2 months from the date of the Notice. • 5 extensions of time are available. Total Time to Reply = 7 Months
Notice to Comply with Requirements for Patent Applications Containing Nucleotide Sequence And/Or Amino Acid Sequence Disclosures (sent with or without Office Action)	If an application contains nucleotide/amino acid sequences but a Sequence Listing has not been provided to the patent office the USPTO will issue a Notice to Comply.	<ul style="list-style-type: none"> • Initial time to reply is set at 1 or 2 months from the date of the Notice. • 4-5 extensions of time are available. Total Time to Reply = 6 Months
Non-Final Office Action	The examiner will issue a non-final Office action after reviewing the application for the first time. If a new issue arises after the applicant responds to the first non-final Office action, the examining attorney will issue another non-final Office action that sets forth the new issue(s) and continues any that remain outstanding.	<ul style="list-style-type: none"> • Reply period is set by examiner - most often one, two or three months. • Extensions of time available up to 6 months from the Date of the Office Action.
Final Office Action	The examiner will typically issue a Final Office Action on second or subsequent actions intended to close the prosecution of a non-provisional application.	<ul style="list-style-type: none"> • Initial time to reply is set at 3 months from the date of the Action. • 3 extensions of time available. Total Time to Reply = 6 Months
Notice to File Corrected Application Papers	Where an application is filed with papers that do not comply with 37 CFR 1.52, the Office of Initial Patent Examination will mail a "Notice to File Corrected Application Papers" indicating the deficiency.	<ul style="list-style-type: none"> • Initial time to reply is set at 2 months from the date of the Notice. • 4 extensions of time are available. Total Time to Reply = 6 Months

<p>Notification of Missing Requirements Under 35 U.S.C. 371 in the United States Designated/Elected Office (Applies to 371 National Phase Filings Only)</p>	<p>If the basic national fee and copy of the international application has been received by the expiration of 30 months from the priority date, but the required oath or declaration has not been filed, the Office will send applicant a Notification of Missing Requirements (Form PCT/DO/EO/905).</p>	<ul style="list-style-type: none"> • Initial time to reply is 32 months from the priority date or 2 months from the date of the Notice, whichever expires later. • 5 extensions of time are available. Total Time to Reply = 7 Months
<p>Notification of Defective Response</p>	<p>If an Applicant receives a Notification of Missing Requirements and the applicant files a response that does not address all of the issues, the Office will send a Notification of Defective Response.</p>	<ul style="list-style-type: none"> • Time to reply is set at 1 month from the date of the Notice (extensions of time are not available). • Applicant may use any time remaining (including extensions) in the response to the Notification of Missing Requirements
<p><i>Invitation To Furnish Nucleotide And/Or Amino Acid Sequence Listing And To Pay, Where Applicable, Late Furnishing Fee.</i> (Applies to PCT applications only)</p>	<p>Issued for PCT applications that disclose sequences and require a Sequence Listing</p>	<ul style="list-style-type: none"> • Time to reply is 1 month from mail date. • Extensions are not available*. • *In some cases the attorney is able to call the patent office and receive a few extra days to reply. • If the applicant does not provide a Sequence Listing within the 1 month time to reply the search will be carried out without the listing.