



## OHIO PATENT PRO BONO PROGRAM: ATTORNEY VOLUNTEER INFORMATION SHEET

Thank you for your interest in the Ohio Patent Pro Bono Program!

The Patent Pro Bono Program was launched in response to the America Invents Act, which encouraged the USPTO to "work with and support intellectual property law associations across the country in the establishment of pro bono programs designed to assist financially under-resourced independent inventors and small businesses," and in response to an Executive Action, which called for the USPTO to assist innovators by expanding the pro bono program to cover all 50 states.

The Patent Pro Bono Program is an active collaboration among the USPTO and The Cleveland Intellectual Property Law Association ("CIPLA"). The Patent Pro Bono Program functions as a referral service, handling applicant intake and file assignment to attorney volunteers. As part of the intake process, the Patent Pro Bono Program confirms that applicants meet the requirements for program participation:

- **Income Requirement:** Applicants must not exceed an annual income of three times the poverty level on a household basis.
- **Patent Education Requirement:** Applicants must complete an on-line patent law training course provided by the USPTO.
- **Application Subject Matter Requirement:** Applicants must request assistance with a potentially patentable invention - as opposed to needing trademark or copyright counsel.

An attorney volunteer may choose from the list of available cases which is updated regularly and can be found on the Available Patents Cases page of our website. Additionally, we may reach out to volunteers directly by email if we feel the case is a good fit with your area of patent expertise. If you can assist, you may accept the case simply by replying to the email. The Ohio Patent Pro Bono Program will only contact volunteers for the areas of practice you indicated on the Volunteer Registration Form. If an attorney volunteer is presented with a case of interest, the attorney volunteer would:

- Perform a firm conflicts of interest check.
- Submit the proposed pro bono opportunity to his/her firm's Pro Bono Committee for review and approval (if applicable) and review this information sheet and the Patent Pro Bono Program engagement letter with his/her firm. The Patent Pro Bono Program has prepared the form of engagement letter, which is based on a form used by a model patent pro bono program.
- Confirm that his/her volunteer work in connection with the proposed pro bono engagement will be covered by his/her firm's malpractice insurance policy. Our program does not provide malpractice insurance coverage for attorney volunteers.

With these administrative details handled, the engagement letter would be signed by the attorney volunteer and the applicant, the subject file would be provided by the Patent Pro Bono Program to the attorney volunteer for management and prosecution, and the applicant would be a pro bono client of the attorney volunteer's firm.

An attorney volunteer will assist his/her Patent Pro Bono Program client with the filing of a non-provisional patent application and/or the prosecution of a non-provisional patent application to allowance or final rejection. Once a filing is made (including, later in the process, an Office Action response), the attorney volunteer may disengage (using a form disengagement letter provided by the Patent Pro Bono Program) and transition the case to the Patent Pro Bono Program for attempted assignment to another attorney volunteer. In other words, an attorney volunteer does not have to work a case from start to finish of the patent application and prosecution process - though it is our hope that an attorney volunteer will work with his/her Patent Pro Bono Program client for as much of the process as possible.

If you have any questions or concerns at any time, please contact:

Scarlett White  
Client Coordinator  
Ohio Patent Pro Bono Program  
Phone (440) 745-4145  
Fax (440) 940-9952  
[volunteer@ohio-patentprobono.org](mailto:volunteer@ohio-patentprobono.org)  
[www.ohio-patentprobono.org](http://www.ohio-patentprobono.org)

We are very excited to welcome you to the program and would be proud to count you among our esteemed ranks of patent attorney volunteers!

**ATTORNEY VOLUNTEER ACKNOWLEDGMENT:**

**I HAVE REVIEWED THIS FORM ON MY OWN BEHALF AND WITH MY FIRM AND AGREE TO PARTICIPATE AS AN ATTORNEY VOLUNTEER IN THE PATENT PRO BONO PROGRAM. I HAVE CONFIRMED THAT MY VOLUNTEER WORK IN CONNECTION WITH THE PATENT PRO BONO PROGRAM WILL BE COVERED BY MY FIRM'S MALPRACTICE OR OTHER ADEQUATE INSURANCE COVERAGE.**

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Attorney Volunteer Name (Printed)

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Firm (if applicable)

\_\_\_\_\_  
Attorney Volunteer Signature

\_\_\_\_\_  
Date