

**Subject:** Attention Beta users: General rules for indexing document codes for EFS-Web  
**From:** "EFSBETA" <EFSBETA@USPTO.GOV>  
**Date:** Mon, 19 Dec 2005 17:09:41 -0500  
**To:** undisclosed-recipients::

**Attention Phase I EFS-Web Beta Participants:**

The EFS Team has noticed many issues regarding the mis-indexing of document codes. We also realize that this will be a large user education component for the EFS Team in the future. We hope to begin the education with you, our Phase I EFS-Web Beta Team and look for your assistance in educating others.

Please, take a look at the general rules for document description indexing. If you desire further education on the proper indexing of documents, reference the Document Descriptions, located on the web page under Help & Tutorial/Tools/Document Descriptions or e-mail the [EFSBETA@USPTO](mailto:EFSBETA@USPTO) mailbox and a member of the EFS-Web team will be happy to assist.

*General Rules for Document Indexing are as follows:*

1. Applications must be broken out into its appropriate sections
  - Ø Specification
  - Ø Claims
  - Ø Abstract
  - Ø Drawing
2. Paper associated with Amendments must be separated out to different document descriptions. Typical amendment will include:
  - Ø Amendment transmittal document. This is the first document discussing the type of amendment being filed:
    - Amendment after Non-Final
    - Amendment after Notice of Allowance (Rule 312)
    - Preliminary Amendment
    - Amendment after Final
  - Ø Application Parts (if they exist):
    - Specification
    - Claims
    - Abstract
    - Drawings
  - Ø Remarks: (Applicant Arguments or Remarks Made in an Amendment) document description
3. Foreign References and Backfile NPL Documents (Non-patent literature): must be separated

**out as separate documents**

- 4. Appeal Briefs do not have to have the “Claims” section separated out.**
- 5. Petitions that are accompanied with Amendments must have separate application parts documents descriptions as mentioned above, but if the petition cites the application part that part should not be separated out.**

**Thank you,**

**The EFS-Web Team**