

**UNITED STATES  
PATENT AND TRADEMARK OFFICE**



# Trademark Electronic Application System (TEAS) overview and demo

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# Discussion topics

- TEAS basics
- TEAS pre-filing checklist
- TEAS Plus demonstration

Discussion topic

# **TEAS basics**



# TEAS basics

- Trademark Electronic Application System (TEAS)
  - Two filing options: TEAS Plus and TEAS Standard
  - [www.uspto.gov/TEAS](http://www.uspto.gov/TEAS)



# TEAS basics

- Filing fees per TEAS filing option
  - TEAS Plus: \$250 per international class
  - TEAS Standard: \$350 per international class
- **Formula for calculating filing fee**
  - Your filing option fee multiplied by the number of international classes in the application



# TEAS basics

- TEAS Plus benefits
  - Less expensive than TEAS Standard
  - More streamlined process than TEAS Standard
  - Two times more likely to receive an initial approval
  - 20% faster to get to final disposition

Discussion topic

# **TEAS pre-filing checklist**



# TEAS pre-filing checklist

## Pre-filing checklist for your trademark application

Use this checklist to understand the decisions you must make before filing your application.

### 1. Determine your mark type

#### Standard character drawing

- To register words, letters, and slogans used as marks, without stylization or design.
- Protects the wording itself without limiting the mark to a specific font style, size, or color.
- Provides broader protection than a special form drawing.

#### Special form drawing

- To register stylized and design marks.
- If the mark consists of both words and a design, the drawing must depict both the words and the design combined as one image.
- Save a JPG image of your mark to your computer.

### 2. Check the Trademark ID Manual and identify your goods/services

- The ID Manual lists acceptable identifications of goods and services.
- Find entries that accurately describe your goods/services.
- Inaccurate and unacceptable identifications will result in a refusal to register your mark.

### 3. Know your filing basis

#### Section 1(a) – Use-in-commerce filing basis

- To register a mark you have already used in commerce in connection with your goods/services.
- Save a PDF or JPG image of your specimen to your computer. A specimen is evidence of how you actually use the mark in commerce on your goods or with your services.
- For specimen examples, watch the video at [www.uspto.gov/Watch/TMINSpecimen](http://www.uspto.gov/Watch/TMINSpecimen).

#### Section 1(b) – Intent-to-use filing basis

- To register a mark you have not yet used in commerce but have a good faith intent to use in commerce in the future.
- Before we will register your mark, you must:
  - Use the mark in commerce.
  - File an additional form that includes a specimen and an additional fee.

### 4. Choose your application form

- You must file electronically. There are two online application forms: TEAS Plus and TEAS Standard.
- Learn more at [www.uspto.gov/AboutTEAS](http://www.uspto.gov/AboutTEAS).

See the reverse side to help determine which TEAS form is right for you.



# TEAS pre-filing checklist

- Choose your mark drawing type.
  - Standard character drawing
  - Special form drawing

**COCA-COLA**

*Coca-Cola*





# TEAS pre-filing checklist

- Identify your goods and services.
  - Generally understood terminology
  - Specific terminology
  - Cannot expand “scope” after filing
  - Trademark ID Manual
    - [www.uspto.gov/TrademarkID](http://www.uspto.gov/TrademarkID)



# TEAS pre-filing checklist

- Know your filing basis.
  - Required for each listed good or service in your application
  - Most common bases
    - Use in commerce
    - Intent to use

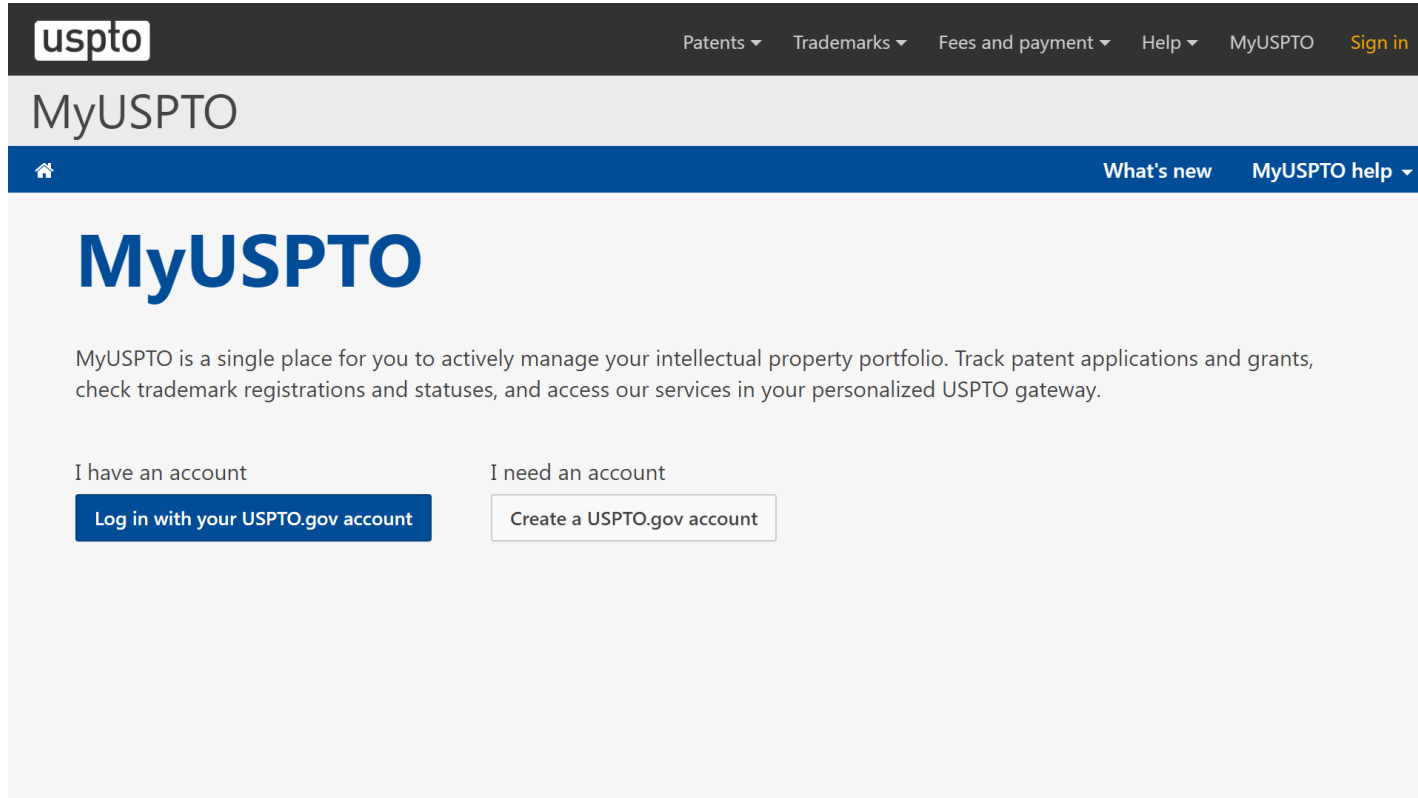
# TEAS pre-filing checklist

- Choose your application form option.
  - TEAS Plus
  - TEAS Standard

Discussion topic

# **TEAS Plus demonstration**

# TEAS Plus demonstration



The screenshot shows the MyUSPTO website interface. At the top left is the 'uspto' logo. To its right are navigation links: 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Sign in'. Below this is a dark blue header with 'MyUSPTO' in white. A secondary blue navigation bar contains a home icon, 'What's new', and 'MyUSPTO help'. The main content area features the 'MyUSPTO' logo in large blue text, followed by a paragraph: 'MyUSPTO is a single place for you to actively manage your intellectual property portfolio. Track patent applications and grants, check trademark registrations and statuses, and access our services in your personalized USPTO gateway.' Below this are two sections: 'I have an account' with a blue button 'Log in with your USPTO.gov account', and 'I need an account' with a white button 'Create a USPTO.gov account'.

# TEAS Plus demonstration

The screenshot shows the top navigation bar of the USPTO website. On the left is the 'uspto' logo and the text 'UNITED STATES PATENT AND TRADEMARK OFFICE'. On the right are links for 'About Us', 'Jobs', 'Contact Us', and 'MyUSPTO'. Below these is a search bar with the text 'Search uspto.gov' and a magnifying glass icon. A secondary navigation bar contains links for 'Patents', 'Trademarks', 'IP Policy', and 'Learning and Resources', along with a 'Find It Fast' button. At the bottom of the header is a breadcrumb trail: 'Home / Trademarks: Application process / Filing online / Trademark initial application form', and 'Share' and 'Print' icons.

## Tools & links

[Apply online \(TEAS\)](#)

[Check application status \(TSDR\)](#)

[Trademark fees](#)

[Trademark Trial and Appeal Board](#)

[More tools & links](#)

## Trademark initial application form

In the Trademark Electronic Application System (TEAS), we have one initial application form with two filing options: TEAS Plus and TEAS Standard.

- The **TEAS Plus** filing option has more requirements up-front when you submit your initial application. As a result, you pay a lower fee of \$250 per class of goods/services.
- The **TEAS Standard** filing option has fewer requirements up-front. However, you must eventually meet all the application requirements and pay a higher fee of \$350 per class of goods/services.

### Ready to apply?

[Start your application in TEAS](#)



**Questions?**

