

**MULTI-STATE – U.S.
TRADEMARK PACKAGE**

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U.S. Legal Forms™ thanks you for your purchase of a Trademark Package. This package is an important tool to help you register your trademark and protect your valuable business goodwill. Forms are also included to further promote your business through trademark assignment and licensing after obtaining registration.

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I. FORM LIST

With your Trademark Package, you will find the forms that will help protect your valuable business assets and gain a competitive edge in the marketplace.

Included in your package are the following forms:

- 1. USLF Multi-State Patent and Trademark Law Handbook –
Guide
- 2. Trademark/Service Mark Application
- 3. Trademark/Service Mark Allegation of Use (Statement of
Use/Amendment to Allege Use)
- 4. Request for Extension of Time to File a Statement of Use
- 5. Trademark Assignment
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II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Trademark Package are found below.

USLF Multi-State Patent and Trademark Law Handbook – Guide - This handbook provides an overview of federal patent and trademark law. Information discussed includes types of patents and trademarks, duration of registration, requirements for obtaining, a guide to the application process, protecting your patent or trademark, and much more in 18 pages of materials.

Trademark/Service Mark Application – This form is sent to the United States Trademark and Patent Office (USPTO) in order to register a trademark or service mark. Registering this trademark or service mark assures that no one else will be able to use your trademark or service mark without first gaining permission from you.

An application must include the following elements before the USPTO will accept it:

- the name of the applicant;
- a name and address for correspondence;
- a clear drawing of the mark;
- a listing of the goods or services; and
- the filing fee for at least one class of goods or services.

Trademark/Service Mark Allegation of Use (Statement of Use/Amendment to Allege Use) – Applications must include a sworn statement (termed a declaration) stating either that the mark is in use in commerce and the date of first use of the mark (for “Use in Commerce” applications) or that the owner has a bona fide intention to use the mark in commerce (for “Intent to Use” applications). Before the USPTO will register a mark that is based upon a bona fide intention to use the mark in commerce, the owner must:

- use the mark in commerce; and
- file an Allegation of Use.

You may file the Allegation of Use only:

- on or before the day the examining attorney approves the mark for publication in the Official Gazette (an Allegation of Use filed before the mark is approved for publication is called an Amendment to Allege Use); or
- on or after the day the USPTO issues the Notice of Allowance (an Allegation of Use filed after the Notice of Allowance is issued is called a Statement of Use).

Declarations, like the application, must be signed by the applicant or someone authorized to sign on behalf of the applicant.

Request for Extension of Time to File a Statement of Use - You must file a Statement of Use within six (6) months after the mailing of the Notice of Allowance, UNLESS, within that same period, you submit a request for a six-month extension of time to file the Statement of Use. The request for an extension must:

- be filed in the USPTO within six (6) months after the issue date of the Notice of Allowance, or previously- granted extension period;

- include a verified statement of the applicant 's continued bona fide intention to use the mark in commerce;
- specify the goods/services to which the request pertains as they are identified in the Notice of Allowance; and
- include a fee of \$150.00 for each class of goods/services.

Trademark Assignment - This is a form used to transfer all right, title and interest in a trademark which has been registered with the U.S. Patent and Trademark Office to another. It may also be used to assign other rights, such as the right to sue for or collect damages and profits, due or accrued, based on injury to goodwill or past infringements of the trademark assigned.

Recordation Cover Sheet – This is a cover sheet to be used in recording conveyances of trademarks. Submitted cover sheets and documents will become part of the public record.

Exclusive Trademark License Agreement - This sample form, a detailed Exclusive Trademark License Agreement document, is adaptable for use with entertainment, new products, intellectual property/multimedia business and other related areas. Contains provisions concerning royalties, quality control, infringement, information disclosure, advertising, and more. Tailor to fit your circumstances.

Non-Exclusive Trademark License Agreement - This sample form, a detailed Non-Exclusive Trademark License Agreement document, is adaptable for use with entertainment, new products, intellectual property/multimedia business and other related areas. Contains provisions concerning royalties, quality control, infringement, information disclosure, advertising, and more. Tailor to fit your circumstances.

If you need additional information, please visit <http://www.uslegalforms.com/> and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://www.uslegalforms.com/legaldefinitions/>

III. LEGAL DOCUMENT STORAGE

Once you prepare legal documents and forms in your U.S. Legal Forms™ Trademark Package, it is highly recommended that you keep forms together. An optional USLegal Life Documents Organizer – small or large size is available for purchase from www.uslegalforms.com to help store you legal documents. Legal documents should also be kept in a very secure place such as a bank safe deposit box or personal home safe.

IV. TIPS ON COMPLETING THE FORMS

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the

Forms toolbar that resembles a shaded letter "a". Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

V. DISCLAIMER

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.

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