

RFP 16-01
EXHIBIT E

Corporations & Charities System

Staff Console Screen Content for: Trademarks

About This Document

This document presents the proposed content of data-entry screens for the Staff Console component of the future Corporations & Charities System. These data-entry screens will be used by division staff to manually enter content from paper filings into the system.

The proposed screen content is based on the online filing user interface mockups prepared by Logic 20/20 and approved by Corporations & Charities Division. There may be data fields presented in this document that the division wishes to collect from online filers but does not wish to collect from paper filers.

Subject matter experts and stakeholders are requested to review and mark up this document. The targeted end product is a list of fields that should be included on each data-entry screen, arranged in the order that will best facilitate efficient entry of the data as it is transcribed from paper documents. Ideally the field order on the screen should match the data order on the paper document, but the paper forms currently in use do not necessarily collect all of the desired data. Therefore, when deciding on screen content and field order, reviewers should keep in mind what data they would like to collect on future versions of paper forms and other documents.

Before you begin marking up this document, please ensure that you have turned on the Track Changes feature in Microsoft Word.

Attn. Reviewer – Please enter the name of the person or persons who reviewed this document, below.

This Document Reviewed By:

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Version History

Version	Date	Author	Notes
0.1	1/28/2015	Jeff Parks	Initial draft.
1.0	2/4/2015	Jeff Parks	Final, including feedback from 1/29 review meeting.

1. List of Screens

This section presents a list of the screens for which content is proposed in this document, along with the section number in which the screen's contents are detailed in this document. Each screen represents a different type of filing that can be entered into the system. Reviewers should begin by reviewing the Trademark Screens section below and confirming that:

1. The screens are correctly named.
2. All necessary screens are listed.

Trademarks Screens

- Reserve Trademark (Section 2.1)
- Register Trademark (Section 2.2)
- Amend Trademark (Section 2.3)
- Change Trademark Owner Address (Section 2.4)
- Renew Trademark (Section 2.5)
- Assign Trademark (Section 2.6)
- Cancel Trademark (Section 2.7)

2. Screen Contents

When reviewing the contents listed for each screen, keep in mind that it is not always necessary to record each piece of data included on a paper filing. The data that is manually entered into the system should serve a business purpose. Additional data not entered into the system will remain accessible via the document image stored in the system. Also, remember that you are asked to review not just for content, but also for the order of the fields, and it is likely that Corporations & Charities Division will need to re-design some of its paper forms to support changes to the data that the division wishes to collect.

Before you begin to review the screen contents, please familiarize yourself with this key to the notation used to present the contents (not all elements are necessarily used in this document):

Element	Description
Plain text	Represents either a field name or a question that proceeds selectable options.
Bolded text	Represents a section heading.
[Square-bracketed text]	Represents a button.
<Angle-bracketed text>	Represents text where the actual text that will appear is the text described inside the brackets.
<input type="checkbox"/>	Represents a check box. Each check box is followed by its label.
<input type="radio"/>	Represents an option. Each option is followed by its label. Only one of the available options can be selected.

2.1. Reserve Trademark

The Reserve Trademark screen allows the user to enter data into the system per the customer's paper trademark reservation form.

Section Heading or Field	Notes
Applicant Information	Section heading.
Applicant type: <input type="radio"/> Individual <input type="radio"/> Entity	Default is Individual. User selects a type. For a mailed filing, data likely will have already been entered by mail processing staff.
First Name	Appears if applicant is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Last Name	Appears if applicant is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Name	Appears if applicant is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
Phone & email	Subsection heading.
Phone	
Email	
Street address	Subsection heading.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Mailing address	Subsection heading
<input type="checkbox"/> Same as street address	If selected, fills all fields with street address info.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.

Commented [JP1]: To allow items to be more easily located in the new system, mail processing staff will begin entering basic identifying info for filings such as name and any unique ID numbers in the filing. The corresponding fields on this and other data entry screens will be pre-populated with that information, but will be editable.

Commented [JP2]: Zip field is provided ahead of city & state so that the system can look up and auto-fill city & state from the zip.

Section Heading or Field	Notes
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Trademark Owner Information	Section heading.
<input type="checkbox"/> Same as applicant	If selected, fills all fields with applicant info. For a mailed filing, data likely will have already been entered by mail processing staff if applicable.
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Default is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
First Name	Appears if owner is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Last Name	Appears if owner is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Name	Appears if owner is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
Entity information	Subsection heading. Subsection appears only if Entity is selected owner type.
State/country of origin: <input type="radio"/> WA <input type="radio"/> Other	If "Other" is selected, text box is provided for entering the location of origin. For a mailed filing, field will most likely be completed by mail processing staff if state of origin is WA.
UBI	For a mailed filing, data likely will have already been entered by mail processing staff. UBI is checked for validity when entered.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.
Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	

Section Heading or Field	Notes
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Mailing address	Subsection heading
<input type="checkbox"/> Same as street address	If selected, fills all fields with mailing address info.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Trademark Information	Section heading.
Trademark description	
Trademark is text only? <input type="radio"/> Yes <input type="radio"/> No	User selects appropriate option depending on customer's trademark description.
Goods or Services classification numbers	Field allows entry of one or more classification numbers. For a mailed filing, data will have already been entered by mail processing staff. If the field is left blank, the system triggers an exception.
Description of Goods/Services	
Copy of trademark artwork is attached? <input type="radio"/> Yes <input type="radio"/> No	If No, and "Trademark is text only?" (above) is also No, system triggers an exception on the filing.

Commented [JP3]: Mail processing staff will enter this data so that system can calculate the total filing fee due.

Commented [JP4]: Not in Logic 20/20 mockups, but SOS wants to keep this field from the paper forms.

Section Heading or Field	Notes
Signature	Section heading.
Reservation includes signature, printed name & title, signature date, and phone number of applicant? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

2.2. Register Trademark

The Register Trademark screen allows the user to enter data into the system per the customer's paper trademark registration form.

Section Heading or Field	Notes
Trademark Owner Information	Section heading.
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Default is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
First Name	Appears if owner is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Last Name	Appears if owner is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Name	Appears if owner is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
Entity information	Subsection heading. Subsection appears only if Entity is selected owner type.
State/country of origin: <input type="radio"/> WA <input type="radio"/> Other	If "Other" is selected, text box is provided for entering the location of origin. For a mailed filing, field will most likely be completed by mail processing staff if state of origin is WA.
UBI	For a mailed filing, data likely will have already been entered by mail processing staff. UBI is checked for validity when entered.
Phone & email	Subsection heading.
Phone	
Email	
Street address	Subsection heading.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.

Section Heading or Field	Notes
Country	Default is USA.
Mailing address	Section heading
<input type="checkbox"/> Same as street address	If selected, fills all fields with street address info.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Trademark Information	Section heading.
Trademark description	
Goods or Services classification numbers	Field allows entry of one or more classification numbers. For a mailed filing, data will have already been entered by mail processing staff. If the field is left blank, the system triggers an exception.
Description of Goods/Services	
Trademark manner of use	
Date trademark first used in Washington	
Date trademark first used in any state or country	
Three samples of trademark usage per Goods and Services classification are attached? Number of selected classifications: <i>n</i> Number of required samples: (<i>n</i> x 3) <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Signature	Section heading.
Registration includes signature, printed name & title, signature date, and phone number of applicant? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

Commented [JP5]: Not in Logic 20/20 mockups, but SOS wants to keep this field from the paper forms.

2.3. Amend Trademark

The Amend Trademark screen allows the user to enter data into the system per the customer's paper trademark amendment form.

Section Heading or Field	Notes
Trademark Owner Information	Section heading.
Trademark registration number	
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Read-only. Auto-filled by system when registration number is entered.
First Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Last Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Name	Appears if owner is Entity. Read-only. Auto-filled by system when registration number is entered.
Entity information	Subsection heading. Subsection appears only if Entity is selected owner type.
State/country of origin: <input type="radio"/> WA <input type="radio"/> Other	If "Other" is selected, text box is provided for entering the location of origin. For a mailed filing, field will most likely be completed by mail processing staff if state of origin is WA.
UBI	For a mailed filing, data likely will have already been entered by mail processing staff. UBI is checked for validity when entered.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.
Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	Auto-filled by system when registration number is entered.
Address 2	Auto-filled by system when registration number is entered.
Zip	Appears if selected country is USA. Auto-filled by system when registration number is entered.
Postal Code	Appears if selected country is not USA. Auto-filled by system when registration number is entered.

Section Heading or Field	Notes
City	Auto-filled by system when registration number is entered.
State	Appears if selected country is USA. Auto-filled by system when registration number is entered.
State/Province/Region	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
Country	Default is USA. Auto-filled by system when registration number is entered.
Mailing address	Subsection heading.
<input type="checkbox"/> Same as street address	Auto-filled by system when registration number is entered.
Address 1	Auto-filled by system when registration number is entered.
Address 2	Auto-filled by system when registration number is entered.
Zip	Appears if selected country is USA. Auto-filled by system when registration number is entered.
Postal Code	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
City	Auto-filled by system when registration number is entered.
State	Appears if selected country is USA. Auto-filled by system when registration number is entered.
State/Province/Region	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
Country	Default is USA. Auto-filled by system when registration number is entered.
Trademark Information	Section heading.
Trademark description	Read-only.
Goods or Services classification numbers	Field allows entry of one or more classification numbers. For a mailed filing, data will have already been entered by mail processing staff.
Description of Goods/Services	
Trademark manner of use	Read-only.
Date trademark first used in Washington	Read-only.
Date trademark first used in any state or country	Read-only.

Commented [JP6]: Not in Logic 20/20 mockups, but SOS wants to keep this field from the paper forms.

Commented [JP7]: PAM IS CHECKING WITH AG ON IF MANNER OF USE CAN BE EDITED ON AN AMENDMENT

Section Heading or Field	Notes
Three samples of trademark usage per new Goods and Services classification are attached? Number of new classifications: <i>n</i> Number of required samples: (<i>n</i> x 3) <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Signature	Section heading.
Amendment includes signature, printed name & title, signature date, and phone number of owner? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

2.4. Change Trademark Owner Address

The Change Trademark Owner Address screen allows the user to update the trademark owner's address in the system per their address change letter.

Section Heading or Field	Notes
Trademark Owner Information	Section heading.
Trademark registration number	
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Read-only. Auto-filled by system when registration number is entered.
First Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Last Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Name	Appears if owner is Entity. Read-only. Auto-filled by system when registration number is entered.
Entity information	Subsection heading. Subsection appears only if Entity is selected owner type.
State/country of origin: <input type="radio"/> WA <input type="radio"/> Other	Read-only.
UBI	Read-only.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.
Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	
Address 2	
Zip	Appears if selected country is USA.
Postal Code	Appears if selected country is not USA.
City	
State	Appears if selected country is USA.
State/Province/Region	Appears if selected country is not USA.
Country	Default is USA.
Mailing address	Subsection heading.
<input type="checkbox"/> Same as street address	If selected, auto-fills mailing address fields with street address values.
Address 1	

Section Heading or Field	Notes
Address 2	
Zip	Appears if selected country is USA.
Postal Code	Appears if selected country is not USA.
City	
State	Appears if selected country is USA.
State/Province/Region	Appears if selected country is not USA.
Country	Default is USA.
Trademark Information	Section heading.
Trademark description	Read-only.
Goods or Services classification numbers	Read-only.
Description of Goods/Services	Read-only.
Trademark manner of use	Read-only.
Date trademark first used in Washington	Read-only.
Date trademark first used in any state or country	Read-only.
Signature	Section heading.
Address change letter includes signature? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

Commented [JP8]: Not in Logic 20/20 mockups, but SOS wants to keep this field from the paper forms.

2.5. Renew Trademark

The Renew Trademark screen allows the user to enter data into the system per the customer's paper trademark renewal form.

Commented [JP9]: The system will track the original filing date and the next required renewal date.

Section Heading or Field	Notes
Trademark Owner Information	Section heading.
Trademark registration number	For a mailed filing, data likely will have already been entered by mail processing staff. Once entered, system uses to auto-fill remaining fields from latest data.
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Read-only.
First Name	Read-only. Appears if owner type is Individual.
Last Name	Read-only. Appears if owner type is Individual.
Name	Read-only. Appears if owner type is Entity.
Entity information	Subsection heading. Subsection appears only if Entity is selected owner type.
State/country of origin: <input type="radio"/> WA <input type="radio"/> Other	Read-only.
UBI	Read-only.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.
Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Mailing address	Section heading
<input type="checkbox"/> Same as street address	If selected, fills all fields with street address info.
Address 1	
Address 2	Optional field.

Section Heading or Field	Notes
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Trademark Information	Section heading.
Trademark description	Read-only.
Description of trademark on form matches description on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Goods or Services classification numbers	Read-only. Field allows entry of one or more classification numbers. For a mailed filing, data will have already been entered by mail processing staff.
Classification numbers on form match classification numbers on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Description of Goods/Services	Read-only.
Description of Goods/Services on form matches description on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Trademark manner of use	Read-only.
Description of manner of use on form matches description on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Date trademark originally filed in Washington	Read-only.
Original Date Filed on form matches date on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Date trademark first used in Washington	Read-only.
Original first use in WA date on form matches date on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Date trademark first used in any state or country	Read-only.
Original first use in any state or country date on form matches date on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.

Commented [JP10]: Not in Logic 20/20 mockups, but SOS wants to keep this field from the paper forms.

Section Heading or Field	Notes
Three samples of trademark usage per Goods and Services classification are attached? Number of selected classifications: <i>n</i> Number of required samples: (<i>n</i> x 3) <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception on the filing.
Signature	Section heading.
Renewal includes signature, printed name & title, signature date, and phone number of owner? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

2.6. Assign Trademark

The Assign Trademark screen allows the user to enter data into the system per the customer's paper trademark assignment form.

Section Heading or Field	Notes
Trademark Information	Section heading.
Trademark registration number	For a mailed filing, data likely will have already been entered by mail processing staff.
Date trademark originally filed in Washington	Read-only.
Original Date Filed on form matches date on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Trademark description	Read-only.
Description of trademark on form matches description on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Goods or Services classification numbers	Read-only.
Classification numbers on form match classification numbers on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Present Registrant Information	Section heading.
Registrant type: <input type="radio"/> Individual <input type="radio"/> Entity	Read-only.
First Name	Read-only. Appears if registrant is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Last Name	Read-only. Appears if registrant is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Name	Read-only. Appears if registrant is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
Street address	Subsection heading.
Address 1	Read-only.
Address 2	Read-only.
Zip	Read-only. Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Read-only. Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	Read-only.
State	Read-only. Appears if selected country is USA. Default is WA.

Commented [JP11]: Once entered, either by mail processing or Front Counter staff, system will pre-fill as much remaining data as possible.

State/Province/Region	Read-only. Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Read-only. Default is USA.
Mailing address	Section heading
<input type="checkbox"/> Same as street address	Read-only. If selected, fills all fields with street address info.
Address 1	Read-only.
Address 2	Read-only.
Zip	Read-only. Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Read-only. Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	Read-only.
State	Read-only. Appears if selected country is USA. Default is WA.
State/Province/Region	Read-only. Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Read-only. Default is USA.
Expiration date of present registration	Read-only.
Registrant information on form matches registrant information on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Assignee Information	
Assignee type: <input type="radio"/> Individual <input type="radio"/> Entity	
First Name	Appears if assignee is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Last Name	Appears if assignee is Individual. For a mailed filing, data likely will have already been entered by mail processing staff.
Name	Appears if assignee is Entity. For a mailed filing, data likely will have already been entered by mail processing staff.
Assignee is corporation? <input type="radio"/> Yes <input type="radio"/> No	Appears only if Entity is selected as assignee type. If Yes, field is displayed for entering jurisdiction of incorporation. Jurisdiction can be outside of the USA.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.

Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	
Address 2	Optional field.
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Mailing address	Section heading
<input type="checkbox"/> Same as street address	If selected, fills all fields with street address info.
Address 1	
Address 2	
Zip	Appears if selected country is USA. System looks up city & state from zip.
Postal Code	Appears if selected country is not USA. Optional field, as not all countries use a postal code.
City	
State	Appears if selected country is USA. Default is WA.
State/Province/Region	Appears if selected country is not USA. Free-form text field, not drop-down list.
Country	Default is USA.
Signature of Present Registrant	
Assignment includes date, signature, title, county, and state of current registrant? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.
Notarization	
Assignment signed and sealed by notary public? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.

2.7. Cancel Trademark

The Cancel Trademark screen allows the user to enter data into the system per the customer's trademark cancellation letter.

Section Heading or Field	Notes
Trademark Owner Information	Section heading.
Trademark registration number	
Owner type: <input type="radio"/> Individual <input type="radio"/> Entity	Read-only. Auto-filled by system when registration number is entered.
First Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Last Name	Appears if owner is Individual. Read-only. Auto-filled by system when registration number is entered.
Name	Appears if owner is Entity. Read-only. Auto-filled by system when registration number is entered.
Phone & email	Subsection heading.
Phone	Auto-filled by system when registration number is entered.
Email	Auto-filled by system when registration number is entered.
Street address	Subsection heading.
Address 1	Auto-filled by system when registration number is entered.
Address 2	Auto-filled by system when registration number is entered.
Zip	Appears if selected country is USA. Auto-filled by system when registration number is entered.
Postal Code	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
City	Auto-filled by system when registration number is entered.
State	Appears if selected country is USA. Auto-filled by system when registration number is entered.
State/Province/Region	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
Country	Default is USA. Auto-filled by system when registration number is entered.

Commented [JP12]: Once entered, either by mail processing or Front Counter staff, system will pre-fill as much remaining data as possible.

Section Heading or Field	Notes
Mailing address	Subsection heading
<input type="checkbox"/> Same as street address	Auto-filled by system when registration number is entered.
Address 1	Auto-filled by system when registration number is entered.
Address 2	Auto-filled by system when registration number is entered.
Zip	Appears if selected country is USA. Auto-filled by system when registration number is entered.
Postal Code	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
City	Auto-filled by system when registration number is entered.
State	Appears if selected country is USA. Auto-filled by system when registration number is entered.
State/Province/Region	Appears if selected country is not USA. Auto-filled by system when registration number is entered.
Country	Default is USA. Auto-filled by system when registration number is entered.
Trademark owner information on form matches information on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Trademark Information	Section heading.
Trademark description	Read-only.
Goods or Services classification numbers	Read-only.
Trademark manner of use	Read-only.
Date trademark first used in Washington	Read-only.
Date trademark first used in any state or country	Read-only.
Trademark information on form matches information on file? <input type="radio"/> Yes <input type="radio"/> No	If No, system triggers an exception.
Signature	Section heading.
Cancellation letter includes signature, printed name & title, signature date, and phone number of owner? <input type="radio"/> Yes <input type="radio"/> No	Mail processing staff will check for presence of signature and select Yes or No. If No is selected, the system will trigger an exception.