



# Mastering *Inter Partes* Proceedings: Expert Tips for Filing Documents

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## Questions and answers – ‘Mastering Inter Partes Proceedings: Expert Tips for Filing Documents’

### Where can the decision on costs be enforced if the other party does not pay the costs?

After the decision becomes final, the one that contains a decision on costs can be enforced by the competent national authority.

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How do we upload numerous annexes through the user area (e.g. 200-300)? It is time consuming and sometimes we would like to start the upload days before the deadline, but it will not finish uploading the same day. How do we ensure the Office does not forward the annexes until we have finalised the uploads (given it will take place over several days)?

It is about the size of the document and not the number of pages.

File size restrictions are as follows:

- maximum size per attachment – 20 MB;
- maximum total size of attachments – 1 GB (100 MB for opposition, cancellation and appeal communications);
- name length restriction for attachment files – 20 characters.

More details are in EX-23-13 Annex I from 15/12/2023: <https://www.euipo.europa.eu/en/protect-ip/law/communications-and-decisions-ed>

If uploads occur over several days, this is not a problem. They are sent to the other party at once or separately and a time limit is set. If additional documents are received within the given period, the Office always resends them to the other party and grants a new deadline.

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### Can confidential documents contain blacked out parts?

Yes, but only if they are standard static PDF files, which are accepted.

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**When submitting documents in opposition proceedings, you are now prompted to specify each annex. Is this mandatory if a proper list of enclosures has been created and filed?**

If a proper index meeting the requirement of Article 55, EUTMDR has been filed, it is sufficient to identify the annexes.

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### Where can I find the model index?

The model index can be found in the webinar PPT, in the EUIPO Guidelines, Part A General rules, Section 10 Evidence, 2. How to submit evidence:

<https://guidelines.euipo.europa.eu/2214311/2215463/trade-mark-guidelines/2-how-to-submit-evidence>

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### Is it possible to refer to documents or carriers sent in parallel oppositions mentioned in a current opposition?

Yes, it is possible. For more details, please consult the EUIPO Guidelines, Part A General rules, Section 10 Evidence, 3. Reference to other proceedings:

<https://guidelines.euipo.europa.eu/2214311/2215474/trade-mark-guidelines/3-references-to-other-proceedings>



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### Should document names filed through data carriers be 20 characters long?

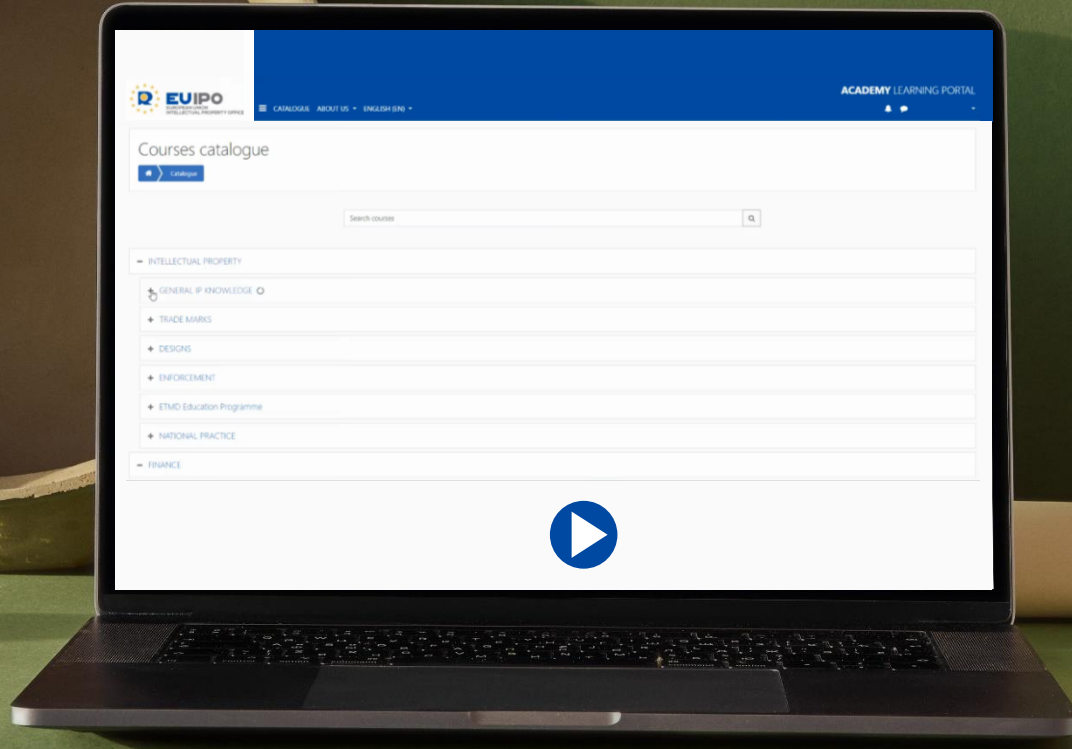
For documents filed on data carriers, there is no restriction of the name length.

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### Do you have any suggestions on how to number pages consecutively for annexes?

A suggestion is to merge it into one file and include page numbers, or include the page number of each individual annex, starting after the previous annex (e.g. Annex I is five pages; Annex II’s page number will start at page 6). Each file submitted should be a static PDF file and smaller than 20 MB.

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