

HINTS TO CORRESPONDENTS

1. Act promptly in all matters pertaining to patents or inventions.
2. Whenever you write, no matter how often, please give your address and enclose stamp for reply. Always write your name plainly, and be sure to give your first name in full. Always address your letters to the firm name, and not to any individual.
3. Whenever you write, refer to your former business or correspondence with me, and if you are writing in the interest of some inventor, give his name and furnish proper authority from him. Generally I would remember you, but such a reminder might help me in the identification.
4. Whenever you have a grievance, that is, when you think I have not treated you fairly, do not hesitate to write and explain it.
5. Remember that all business is strictly confidential, and that I cannot tell one client about another client's business without written authority from the latter.
6. As soon as the case is filed in the Patent Office, the applicant is protected against the grant, without his knowledge, of a patent for the same thing to another person.
7. Citizens, foreigners, women, minors and the administrators of estates of deceased inventors, may obtain patents. There is no distinction in charges as to the nativity of persons.
8. It is not necessary to work a United States Patent, within any specified period, in order to maintain its validity. The patent is granted for seventeen years, and remains valid for that period, whether it is worked or allowed to sleep. The seventeen years' term of a patent cannot be extended except by special act of Congress.
9. Two or more persons may apply jointly for a patent if they are joint inventors. Where one person is the inventor and the other only a partner, the patent must be applied for in the name of the inventor; but he may secure his partner in advance by executing a deed of conveyance, so drawn that the patent will be issued in both names. I prepare such deeds. Cost, with recording fee, \$5.00 in ordinary cases.
10. Postage and expressage must be prepaid, unless the inventor is unable to get the exact rate from his express agent, and in such case he should always send me a remittance to cover any possible charge.
11. Inventors should never destroy models and sketches made during the development of their inventions. They become of prime importance in case interference controversies should arise. Fix the date on them. It is always well to have evidence to establish the date of conception of invention. A good plan is to have a photograph of yourself taken with the model and preserve the date.
12. Positively no new matter can be introduced into an application after it is once regularly filed. The Patent Office will not permit amendments of this character to be incorporated at any stage of proceedings.
13. When you first send a model or drawing of your invention, please explain fully, not only what you claim as your improvement, but also the construction, operation and use of the invention, so that your business will not be delayed by correspondence seeking further information.
14. If my clients will carefully read this pamphlet they will not have to take the time to write me for information, and I will not have to repeat in a letter what is set forth plainly in the pamphlet. The enclosure of this pamphlet, with a paragraph marked, may be considered a respectful answer to such letters.

PLEASE READ CAREFULLY