



**RULES, REGULATIONS AND FORMS OF THE CANADA PATENT OFFICE,
1st September, 1872.**

GENERAL RULES.

1. A personal appearance of the applicant or his representative at the Patent Office is not required, unless specially called for by the Commissioner or Deputy Commissioner, the business being transacted in writing.

2. In all cases the applicant or depositor of any paper is responsible for the merits of his allegations and the validity of the instruments furnished by him or his agent.

3. Correspondence will be carried on with the applicant, or his agent, but only with one person.

4. All documents must be legibly and neatly written on foolscap paper (say 13 inches long and 8 wide) with an inner margin of one inch and a half wide.

5. All communications are to be addressed: "*To the Commissioner of Patents, Ottawa.*"

6. As regards proceedings not specially provided for in the forms, any form being conformable to the letter and spirit of the laws will be accepted, and if not conformable will be returned for correction.

7. Models must be neat and substantial working ones, not to exceed eighteen inches on the longest side, unless otherwise allowed by special permission; models must be so constructed as to show exactly every part of the invention and its mode of working. In cases where samples of ingredients are required by law, they must be contained in glass bottles properly arranged; but dangerous or explosive substances are not to be sent. Both models and bottles must bear the name of the inventor, the title of the invention, and the date of the application; and must be furnished to the Patent Office free of charge and in good order.

8. All fees required to be paid by law must be transmitted with the application, in current, bankable funds enclosed in registered letters. Post Office orders are preferred. In no case should money be sent enclosed with models.

9. An application for a Patent must be proceeded with and perfected within two years after the lodging of the petition, in default of which it will be regarded as abandoned; and all previous proceedings and payment of fees will be held at the expiration of that period to be of no avail.

10. Two or more separate inventions cannot be claimed in one application, nor patented in one Patent. But if separate matters are represented to be so dependent on, and connected with each other as to be necessarily taken together to obtain the end sought for by the inventor, the Commissioner of Patents shall be the judge whether or not the pretensions of the applicant in such respect can be entertained.

11. The filing of a protest against the issuing of a Patent shall not be taken in itself as sufficient reason to withhold the granting of such Patent to an applicant.

12. A *Caveat* shall be composed of a specification (*and drawings*), certified on oath [see form No 24] and the flyer thereof may lodge with it additional papers during its currency, provided they are relevant exclusively to the same invention. The person filing a *Caveat* will not be entitled to notice of any application pending at the time of filing his *Caveat*.

All drawings must be made on one or more sheets in tracing linen (eight by thirteen inches) neatly executed, without colours.

14. In the matter of a re issue, under Section 19 of the Act, whatever is really embraced in the original application and so described or shown in the same, that it might have been embraced in the original Patent, may be ground for a re-issue. No new matter shall be introduced into the specification, nor shall the model and drawings be amended except each by the other. In the absence of model or drawing, the re-issue may contain amendments, upon satisfactory proof to the Commissioner that such amendments were part of the invention, although omitted in the original application.

15. Information in relation to pending cases will be furnished only so far as it becomes necessary in conducting the business of the Office.

16. The Office cannot respond to enquiries as to the probability of an alleged invention being patented in advance of an application for a Patent; nor to enquiries founded on brief or imperfect descriptions, propounded with a view of ascertaining whether alleged improvements have been patented, and, if so, by whom; nor can it act as an expounder of the Patent Law, nor as counsellor for individuals, except as to questions arising within the Office.

17. All business with this Office should be transacted in writing. The action of the Office will be based exclusively on the written record. No attention will be paid to any alleged verbal promise or understanding in relation to which there is any disagreement or doubt.

18. Assignments of Patents are to be accompanied by a copy thereof; such copy will be kept in the Patent Office; and the original will be returned to the person sending it with certificate of registration thereon. The copy to be neatly written on foolscap paper (8 by 13 inches) with an inner margin of one inch and a half wide.

19. All cases connected with the intricate and multifarious proceedings arising from the working of the Patent Office, which are not specially defined and provided for in these Rules, will be decided in accordance with the merits of each case under

(Over.)