



〒106-0032 東京都港区六本木 7-5-11 カサグランデミワビル 801

<https://www.hea-ip.com/>

電話：03-5843-1939

E-mail：info@hea-ip.com

HEA is now offering formal training programs for attorneys, technical staff, secretaries, and paralegals at its Tokyo office. The programs provide training for efficiently and effectively prosecuting US patent applications and increasing knowledge about US patent law. Below is a basic listing of the programs HEA is offering. The exact content and duration of the program can also be tailored to the trainee's needs. Programs 1 and 2 require approximately two hours per week, while Program 3 can be from 1 day/week, to five days/week. The programs are held at HEA's conveniently located Tokyo office, in the heart of Roppongi, near Tokyo Midtown. Programs cost 10,000¥/day and start in the Fall of 2021.

	Program 1: Attorney/Technical Staff	Program 2: Patent Secretary/Paralegal	Program 3: Working at HEA's Office (Length of Program is 1-3 months)
Week 1	Overview of the US Patent System	Use of USPTO Forms; Power of Attorney Practice	<p>This program is for those interested in working at HEA's Tokyo office, alongside HEA attorneys and staff. HEA's attorneys/staff primarily speak English, providing a good opportunity to improve language skills.</p> <p>The trainee will have the opportunity to work at HEA's Tokyo office (doing the trainee's normal work) and gain practical experience with prosecution of US patents in collaboration with US patent attorneys. HEA encourages meaningful interactions, questions and discussions about all things patent related.</p> <p>If the weather permits, HEA also holds bi-monthly BBQ's on Fridays after work on its rooftop terrace to promote more casual interactions and build friendships. (Anyone is invited!)</p>
Week 2	Patent Examination & Claim Construction; Means plus Function; Computer-implemented Inventions	Requirements for each type of Application; Specifications / Drawings; Assignments; USPTO Fees/Fee Schedule (Part 1 of 2)	
Week 3	IDS Practice; Allowance and Issuance	Requirements for each type of Application; Specifications / Drawings; Assignments; USPTO Fees/Fee Schedule (Part 2 of 2)	
Week 4	Opinions; Appeals to PTAB	Office Actions/Amendments; Interviews	
Week 5	Prosecution Strategies; Patent Drafting	Abandonment / Appeals; After Final Practice; Notice of Allowance	
Week 6	Corporate Patent Management Litigation Overview	Using PAIR/EFS/EPAS	