



DONNA L. GRAVES

INTERNATIONAL DOCKET ADMINISTRATOR

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SERVICES AND INDUSTRIES

Intellectual Property

Donna Graves has over 27 years of experience in the legal field with the last 22 concentrated in the intellectual property area. As an international docket administrator, she administers the processing and docketing of foreign applications and patents. Donna is also well-versed in international patent estate management and consulting.

Managing international patent portfolios is a large part of Donna's job. Her knowledge extends to processing and electronic filing of PCT applications, as well as coordinating and filing of responses through the U.S. Receiving Office, International Bureau of WIPO and Searching and Examination Authorities (ISA/IPEA). Additionally, Donna oversees docketing pertinent deadlines for PCT and maintains the docket for prosecution of applications.

For a wide range of projects, Donna researches patent families with an emphasis on foreign patent searches. She assists with due diligence research involving the integrity of intellectual property portfolios, freedom-to-operate and validity searches.

For foreign law firms and inventors, Donna coordinates correspondence regarding processing and legalization of formal documents for filing in foreign patent offices. This also includes coordinating, maintaining and providing instruction for payment of annuity/renewal fees for the applications. Donna drafts attorney correspondence to the client concerning deadlines and foreign filing strategies for PCT applications.

If clients do not have an in-house paralegal or periodically need assistance while someone is out, Donna handles remote docketing and file management. She often travels to meet with clients, maintaining their portfolios and providing estimates of costs for future filings and maintenance.

Donna is proficient with the following Docketing software programs, PATSy, CPI, ANAQUA, Lecorpio and IP MASTER.

EDUCATION

- Southern Illinois University - Edwardsville (*Dean's List*)
- Boston University (Paralegal Certificate)

PROFESSIONAL ACTIVITIES

- National Association of Legal Assistants (Illinois) (1992-1993)

