



Law Firm Patent Search Readiness Checklist

Working with a professional search company goes faster and smoother when you come prepared. Here's what to have on hand before you start a search with GPS.

1. Matter Basics

- Jurisdiction(s) involved or anticipated
 - Relevant docket numbers or internal matter IDs
 - Client name and entity type (optional)
 - Opposing party (optional/if any)
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2. Search Purpose

Know the primary reason for the search:

- Patentability/novelty (prefiling)
 - Freedom-to-operate/clearance
 - Targeted invalidity (early look)
 - Deep-dive invalidity (IPR/litigation)
 - Due diligence for licensing, M&A or assertion
 - Portfolio review/kill-rate program
 - Ongoing monitoring/alerts
 - Other
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3. Invention/Patent Details

- Invention disclosure, claims draft or issued patent number(s)
 - Critical dates (priority/effective filing, publication dates)
 - Any known references (inventor searches, examiner citations, competitor patents)
 - Specific features or claim elements that are most important to protect or attack
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4. Technology Context

- Technology domain (e.g., software, AI, biotech, med devices, mechanical, chemical, oilfield, business methods, design)
 - Key technical terms, acronyms and synonyms
 - Known standards, industry bodies or conferences where relevant art might appear
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5. Scope & Depth

Discuss these with GPS so we can recommend the right approach:

- Are you looking for a quick bull's-eye or “peek behind the curtain” to decide whether to invest in a deeper search?
 - Do you need an exhaustive search suitable for IPR or high-stakes litigation?
 - Are there specific jurisdictions or languages that matter more (e.g., U.S./EP/JP/CN)?
 - How much prior analysis have you or your client already done?
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6. Timing & Deadlines

- Filing deadlines (nonprovisional, PCT, continuations/divisionals)
- Office action response dates
- Hearing or trial dates
- Internal client deadlines (e.g., board meetings, investment decisions)

Being candid about timing allows us to commit to a realistic turnaround and propose a timeline that fits your needs.

7. Budget & Constraints

- If known, approximate budget for the matter
- GPS typically provides a cost estimate (including tiers, if preferred) based on the scope of the search. The search will commence only after approval of the estimate.
- Do you expect to expand or narrow scope after initial results?
- Are there any internal billing constraints or client expectations about cost?

GPS can recommend targeted vs. deep-dive strategies and phase work to fit both risk profile and budget.

8. Confidentiality & Conflicts

- Whether any unusual confidentiality issues are present
- Any conflict concerns you want to flag
- Existing NDAs or preferred forms for engagement

Because GPS already meets USPTO and government standards for security and process, we can quickly align on the right protections for your matter.