



Intellectual Property Case Management Checklist Template

Initial Assessment & Intake

Documents initial client contact, gathers preliminary information, and assesses the IP matter.

Date of Initial Contact

Enter date...

Summary of Client's Initial Concerns

Write something...

Type of IP Matter (Patent, Trademark, Copyright, Trade Secret)

- ☐ Patent
- ☐ Trademark
- ☐ Copyright
- ☐ Trade Secret
- ☐ Other

Client Name

Write something...

Client Contact Information

Write something...

Estimated Value of IP (if known)

Enter a number...

Client Goals & Objectives

Write something...

IP Asset Identification & Documentation

Identifies and thoroughly documents relevant IP assets (patents, trademarks, copyrights, trade secrets).

Detailed Description of IP Asset

Write something...

Type of IP Asset

- ☐ Patent
- ☐ Trademark
- ☐ Copyright
- ☐ Trade Secret
- ☐ Other

Serial Number/Registration Number (if applicable)

Enter a number...

Date of Creation/First Use/Filing Date

Enter date...

Supporting Documents (e.g., application, sketches, contracts)

 Upload File

Brief Summary of Asset Value/Significance

Write something...

Current Status (e.g. Active, Pending, Expired)

- ☐ Active
- ☐ Pending
- ☐ Expired
- ☐ Registered
- ☐ Other

Prior Art/Landscape Search & Analysis

Conducts and analyzes prior art searches to assess patentability or infringement risk.

Search Start Date

Enter date...

Search Terms Used

Write something...


Number of Prior Art Documents Reviewed

Enter a number...

Summary of Key Prior Art Findings

Write something...

Attach Prior Art Search Report (PDF)

 Upload File

Patentability Opinion Required?

☐ Yes

☐ No

Infringement Risk Assessment

☐ Low

☐ Medium

☐ High

Date of Final Search Review

Enter date...

Strategy Development & Planning

Develops a legal strategy and timeline for IP protection or enforcement.

Define Case Objectives

Write something...

Estimated Budget Allocation

Enter a number...

Target Litigation/Filing Deadline

Enter date...

Preferred Legal Strategy (e.g., Aggressive, Collaborative)

- ☐ Aggressive
- ☐ Collaborative
- ☐ Negotiated Settlement
- ☐ Other

Potential Risks & Mitigation Strategies

- ☐ Patent Invalidity
- ☐ Trademark Dilution
- ☐ Copyright Infringement
- ☐ Trade Secret Misappropriation
- ☐ Contractual Disputes

Preliminary Assessment of Opposing Party/Competitors

Write something...

Filing & Prosecution (Patents/Trademarks)

Manages the filing and prosecution process for patent or trademark applications.

Filing Date

Enter date...

Application Type

- ☐ Utility Patent
- ☐ Design Patent
- ☐ Trademark
- ☐ Plant Patent

Application Serial Number

Enter a number...

First Office Action Status

- ☐ Not Received
- ☐ Received
- ☐ Response Filed

Response Deadline (Office Action)

Enter date...

Uploaded Response Documents

 Upload File

Notes on Prosecution Strategy

Write something...

Current Status

- ☐ Pending
- ☐ Allowed
- ☐ Abandoned
- ☐ Issued

Enforcement & Litigation

Tracks progress and activities related to enforcing IP rights through legal action.

Filing Date of Complaint

Enter date...

Court Case Number

Write something...

Summary of Plaintiff's Claims

Write something...

Summary of Defendant's Response/Answer

Write something...

Discovery Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed

Key Evidence Files (e.g., contracts, communications)

 Upload File

Monetary Damages Claimed (Plaintiff)

Enter a number...

Next Hearing/Trial Date

Enter date...

Licensing & Agreements

Documents and manages IP licensing and related contractual agreements.

Licensor Name

Write something...

Licensee Name

Write something...

Agreement Effective Date

Enter date...

Summary of Licensed Rights

Write something...

Royalty Rate (%)

Enter a number...

Minimum Royalty Payment (if applicable)

Enter a number...

Payment Frequency

- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Agreement Document

 Upload File

Monitoring & Watch Services

Tracks relevant activity related to IP assets and addresses potential infringement.

Monitoring Service Provider

- ☐ Google Alerts
- ☐ Trademark Watch Service
- ☐ Patent Monitoring Platform
- ☐ Custom Search Terms

Custom Search Terms Used

Write something...

Last Monitoring Date

Enter date...

Number of Alerts Received

Enter a number...

Summary of Recent Alerts

Write something...

Alert Severity

☐ Low

☐ Medium

☐ High

Supporting Documentation (if applicable)

 Upload File

Maintenance & Renewal

Manages patent maintenance fees and trademark renewal deadlines.

Patent Maintenance Fee Due Date

Enter date...

Maintenance Fee Amount (USD)

Enter a number...

Trademark Renewal Application Filing Date

Enter date...

Renewal Fee Amount (USD)

Enter a number...

Copyright Renewal Filing Date (if applicable)

Enter date...

Renewal Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed
- ☐ Delayed

Notes/Comments on Renewal Process

Write something...

Client Communication & Reporting

Records communication with clients and prepares regular progress reports.

Communication Date

Enter date...

Communication Method

- ☐ Email
- ☐ Phone Call
- ☐ Meeting
- ☐ Letter

Summary of Communication

Write something...

Attached Documents (e.g., emails, meeting notes)

 Upload File

Client Feedback/Response

- ☐ Positive
- ☐ Neutral
- ☐ Negative
- ☐ No Response

Next Communication Due (Days)

Enter a number...