



Australian Government
IP Australia

Objective Connect User Guide – Trade Marks

July 2014



Robust intellectual property rights delivered efficiently

Introduction

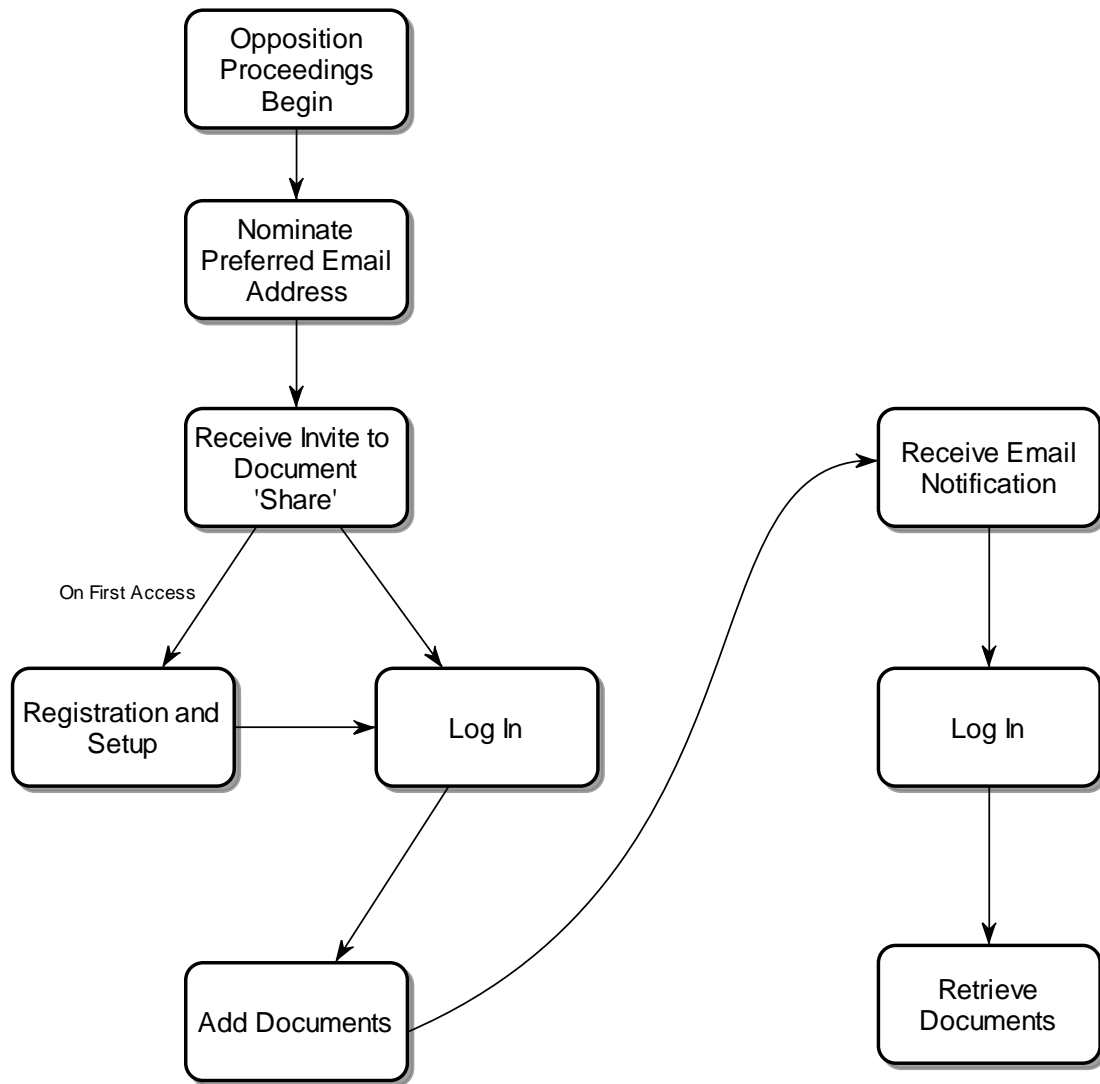
Due to the Intellectual Property Laws Amendment (Raising the Bar) Act 2012 new provisions were introduced regarding the filing of evidence in opposition proceedings. Customers are required to file evidence and other specified documents for oppositions electronically via Objective Connect.

Objective Connect is a cloud-based computer application that IP Australia and customers will use to share evidence that relates to an opposition proceeding. All shared documents are accessible to opposing parties invited by IP Australia. Parties can simply log on to Objective Connect to upload evidence and view or download another party's evidence.

The Registrar has given a [direction](#) about the filing of evidence and other opposition documents under regulations 5.3(1)(b), 9.3(1)(b), 17A.30(1)(b) and 17A.48A(1)(b) of the *Trade Mark Regulations*. The information below is a guide to using Objective Connect with IP Australia to meet those requirements.

1. When will Objective Connect be used?

Objective Connect will be used by IP Australia and parties to an opposition for the filing of evidence in opposition proceedings. Following is an outline of the activities you will need to perform to use Objective Connect when providing or receiving evidence.



2. Nominate Email Address

At the start of an opposition proceeding, IP Australia will ask each participant to nominate an email address to be used for submitting and receiving documents.

Opponent - The opponent must provide an email address when filing the Statement of Grounds and Particulars.

Applicant – The applicant must provide an email address when filing the Notice of Intention to Defend.

For each opposition case you may nominate one email address that may be used to participate in an Objective Connect share. The email address may be different for each opposition.

3. Receive Invite to Share

What is a Share?

A Share is the term used by Objective Connect for a common repository where invited parties have access to upload, view and download documents. The Share is created and managed by IP Australia with access only provided to parties invited by IP Australia that are participating in the specific opposition proceeding. At the completion of the opposition, the Share will be closed. Evidence will only be accepted in Shares created by IP Australia.

- During an opposition proceeding, IP Australia will create a 'Share' and invite each party to the proceedings to participate using their nominated email address.

IP Australia will create a Share once the opponent has filed a Notice of Intention to Oppose, a Statement of Grounds and Particulars and the applicant has responded with a Notice of Intention to Defend. All evidence in opposition proceedings must be filed via the Objective Connect Share.

- The Objective Connect system will send an invitation to each party's nominated email address.
- By clicking on the 'Accept' button in the email invitation you will be taken to Objective Connect and given the choice of accepting or declining the invitation, and be asked to complete the registration process if you have not already registered. If you click the 'Decline' button you will not be able to upload evidence or view the other party's evidence.
- If you no longer have access to the invitation email, you may wish to log into the Objective Connect website and navigate to your shares manually.
- If you have not yet registered, proceed to Part 4 of this guide. Otherwise proceed to Part 5 for login instructions.

To access Objective Connect you will need a modern web browser. Compatibility is listed at the Objective Connect Website [FAQ](#).

4. Register an Objective Connect Account

- Each user intending to submit evidence electronically with IP Australia will be required to register with Objective Connect.
- Each time IP Australia invites you to participate in a 'Share' you will be sent a link to your nominated email address.
- If you have not registered, this link will take you directly to a registration page.

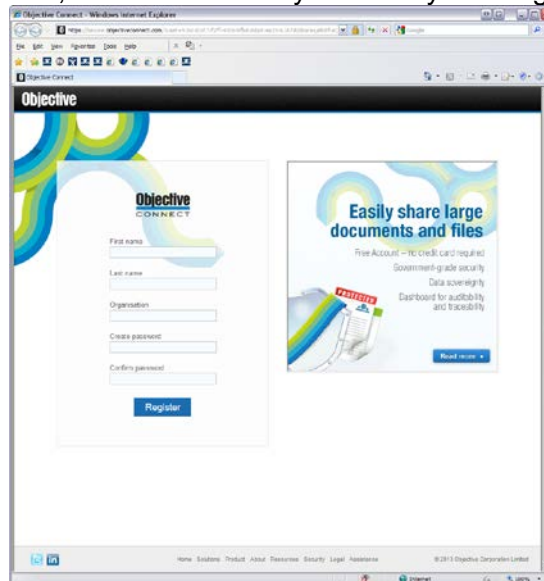


Figure 1

- You may also register prior to receiving any invitation by clicking the Sign-up link on the Objective Connect [homepage](#).
- You will receive an email from Objective Connect confirming your registration. Select the link in the confirmation email to login and access the Share.

5. Log in

- To access a Share in Objective Connect, users must first log in with their nominated email address and password chosen during registration.
- Once you have registered, following the link from a 'Share' invitation email will take you directly to the login screen, with your nominated email address pre-filled.

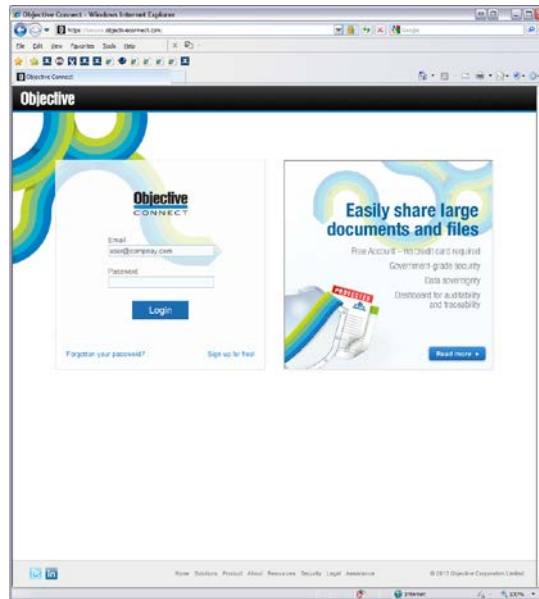


Figure 2

- Alternatively you may log in at any time by clicking the 'Login' link on the Objective Connect [homepage](#).

6. Set up

- You can elect to receive any combination of immediate emails and, daily or weekly summary emails regarding updates to the Share you have joined.

To receive Share update email notifications:

1. Select the down arrow next to your user name and choose Account Settings.

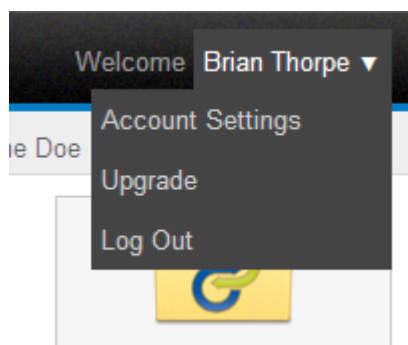


Figure 3

2. On the Notifications pane of the Account Settings dialog box select the desired Share updates notifications option(s):

Account Settings x

Name

First name:

Last name:

Password

Old password:

New password:

Confirm password:

Notifications

Share updates

Immediate email:

Daily summary email:

Weekly summary email:

Privacy

Keep my email address private

Cancel Save

Figure 4

- Customers should set up their notifications as soon as an account is created.
- If you do not select a 'Notifications' option, you will not receive email notification when a Share is updated.
- IP Australia encourages customers to select the 'Immediate' email option to ensure you receive timely notification when a Share is updated.
- If you wish to keep your nominated email address hidden from other participants of the 'Share', select the 'Keep my email address private' option.

7. Document Quality

If your evidence is illegible or poor quality/low resolution, it may need to be resubmitted. This can in turn put you to the unnecessary expense and uncertainty of having to apply for extensions of time to file evidence. By adhering to the following guidelines, you will find that the quality of your scanned documents will be sufficient in most instances.

Document Scanning Guidelines

All documents should be scanned at a minimum resolution of 300 dpi. This is in line with WIPO standards for electronic image management and in most instances will provide a good quality document with a manageable file size. To keep the time spent uploading documents to a minimum and to reduce risk of failed transmission, scanned documents may also be optimised to reduce their file size.

The following settings should be used when scanning documents (see also Figure 5):

Colour mode:

Auto-detect (where available) or see 'Typical Document Compositions and Recommended Scanner Settings' below.

Resolution:

Minimum 300 dpi, maximum 600 dpi.

Resolutions outside of this range may not be accepted.

Paper size (when scanning to PDF):

A4 (210mm x 297mm) is preferred.

Larger sizes may be used when necessary.

Colour Space (when scanning to an image file such as PNG or TIFF):

The colour space of an image must be sRGB.

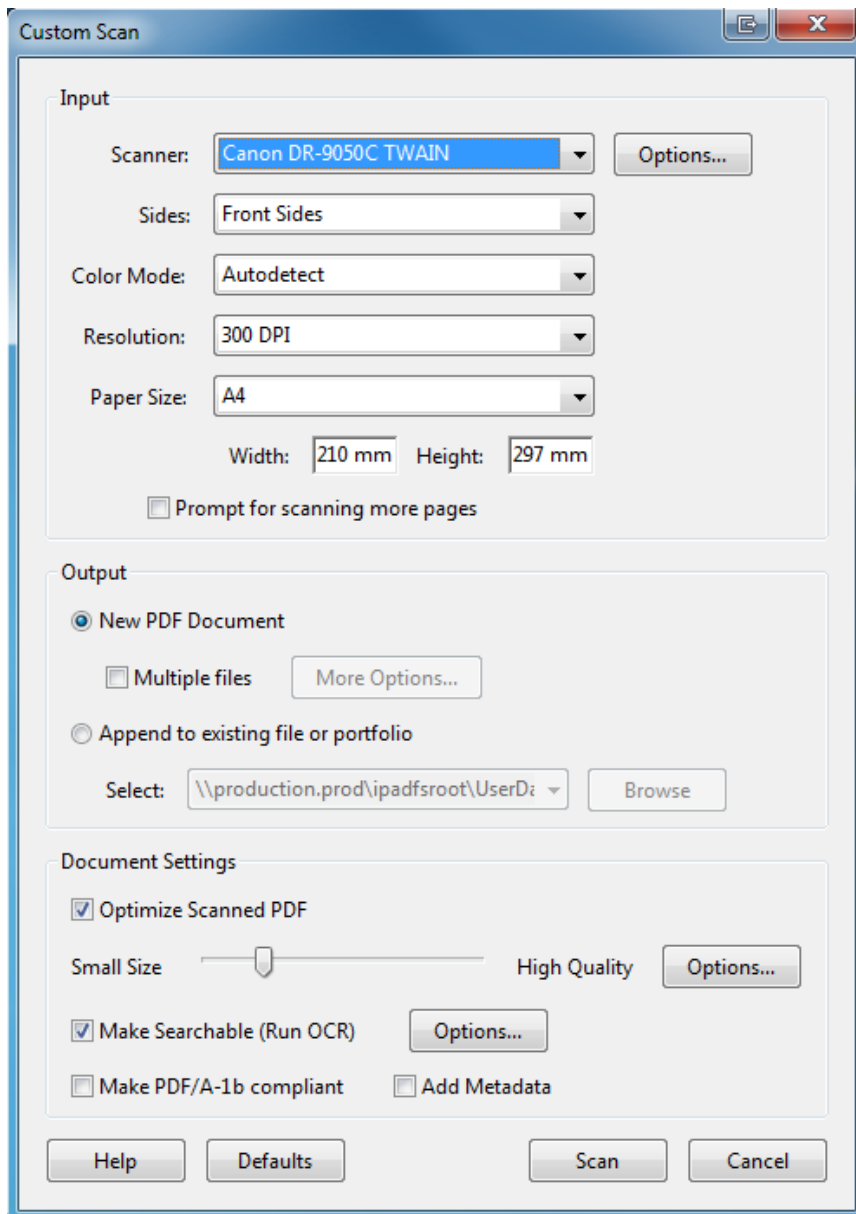


Figure 5

Typical Document Compositions and Recommended Scanner Settings

Black printed text and black pen (no images).

Black and white setting, minimum resolution 300 dpi.

If the result is illegible/unclear due to line weight then scan in colour or greyscale at a minimum resolution of 300dpi.

Colour printed text and colour pen (no images).

Colour setting at a minimum resolution of 300 dpi.

Use an auto-detect colour recognition setting if available.

Black or colour text (with images).

Colour setting at a minimum resolution of 300 dpi.

Use an auto-detect colour recognition setting if available.

8. Document Types, Naming Conventions, and File Formats

Acceptable Documents

The following documents may be added to a Share. These are the only documents that may be filed in this way:

- Covering letter;
- Evidence in support;
- Evidence in answer;
- Evidence in reply;
- Summary of submissions for an oral hearing
- Summary of written submissions;
- Produced documents (section 202); and
- Information for consideration under regulation 21.19.

In addition to the above, the following are allowed for oppositions commenced before 15 April 2013:

- Further evidence
- Further evidence in response

Any other documents submitted using Objective Connect may be deemed as not filed.

Naming Convention

The title/s given to the documents added to a Share should be as follows:

- “Part/balance evidence in support” or “All evidence in support”, “Part/balance evidence in answer” or “All evidence in answer”;
 - “Part/balance evidence in reply” or “All evidence in reply”;
 - “Further evidence”;
 - “Further evidence in response”;
 - “Summary of submissions for oral hearing” followed by a description of the party filing the summary;
 - “Summary of written submissions” followed by a description of the party filing the summary;
 - “Produced document” followed by a brief description of the document being produced
- “Available information” followed by a brief description of the information;

Parties should file their evidence in the Share using a minimum number of attachments. Any exhibits are to be included in the file with the declaration and preferably bookmarked.

Any evidence split due to the 1 GB size limit must be titled as specified above and must briefly identify which part of the document is contained in the file..

For example:

- All evidence in answer – Jones declaration Part 1.pdf
- All evidence in answer – Jones and Brown declarations Part 2. pdf

Acceptable File Formats

The following are the acceptable file types:

We prefer the use of the PNG (.png) file type for Trade Mark images, but will also accept image files as:

- TIFF (.tif),
- JPEG (.jpeg, .jpg),
- MP3 (.mp3) and;
- MPEG (.mpg).

Note that sound files must be in MP3 (.mp3) format. Note that animated files must be in MPEG (.mpg) format.

We prefer the use of Adobe Acrobat PDF (.pdf) for documents, but will also accept documents filed as:

- TIFF (.tif),
- Text (.txt),
- XML (.xml) and;
- Word (.doc, .docx).

Please ensure there are no spaces in the image file name.

The colour space of an image must be sRGB.

9. Adding Documents to a Share

The following section describes how you may add documents to a Share. Adding a document to a Share makes it available to IP Australia and the other party. Documents added to a Share will be saved as part of the official record for the IP Right.

The following rules apply to files added to a Share:

- The types of documents that can be added to the Share is strictly limited to the list that can be found in section 8.
- IP Australia requires that all files comply with the naming conventions as described in section 8 of this guide.
- Files must be in one of the acceptable formats listed in section 8.
- The maximum size for each file is 1 GB. Documents should only be split into separate files if they exceed the 1 GB limit.
- Each declaration and accompanying exhibits should be bookmarked.
- Files found to be corrupted and/or unreadable may not be taken to be filed. IP Australia will notify the parties as soon as possible after a corrupted file has been identified.
- Please note that Confirmation Copies are NOT Required.

To add a Document to a Share:

1. Select the title of the desired Share, or follow the link from your Share invitation.

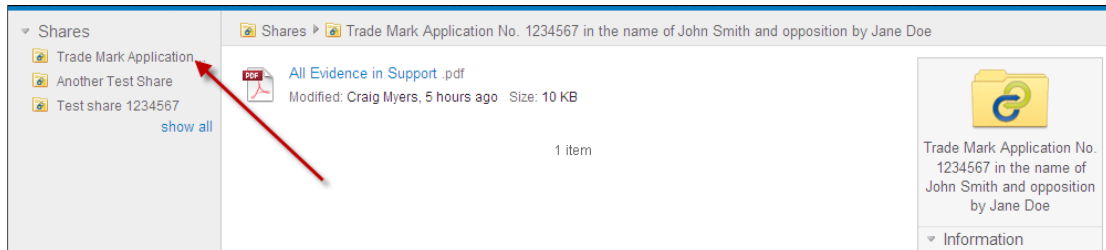


Figure 6

2. Select Add Document from the Objective Connect Control Pane. The Add Documents dialog box is displayed.

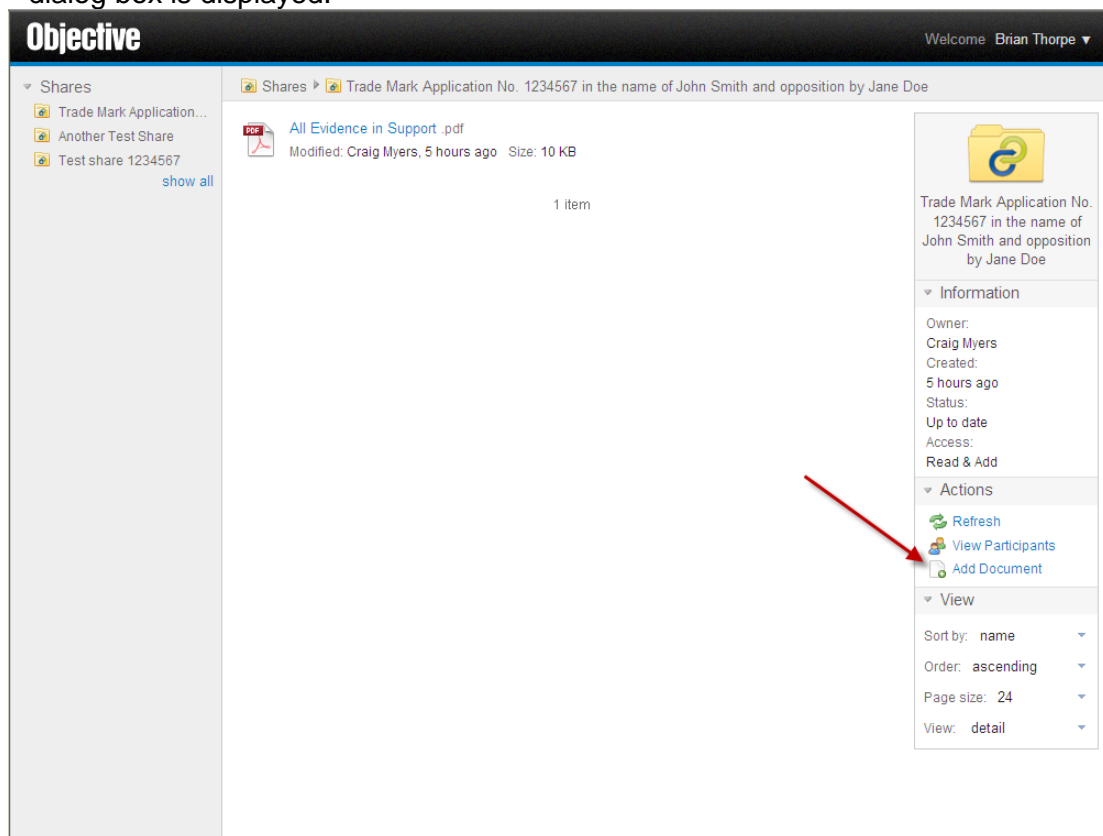


Figure 7

3. Click Choose Document to browse and select documents to upload to the share.

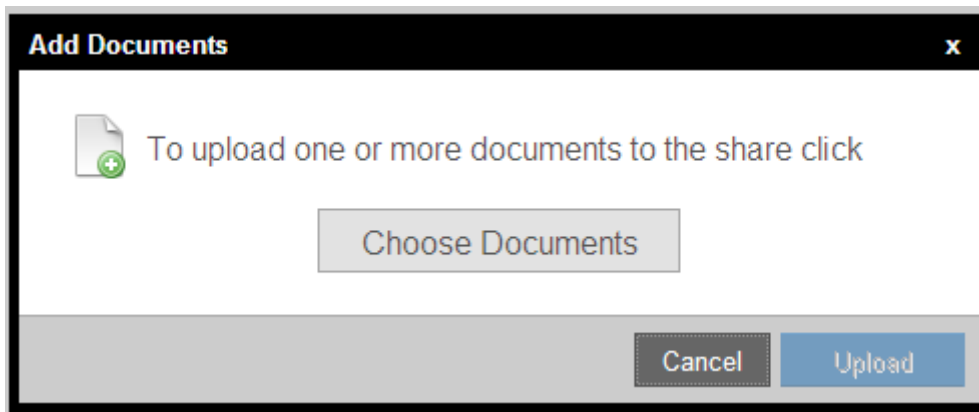


Figure 8

4. The selected document(s) is displayed in the Add Documents dialog box.

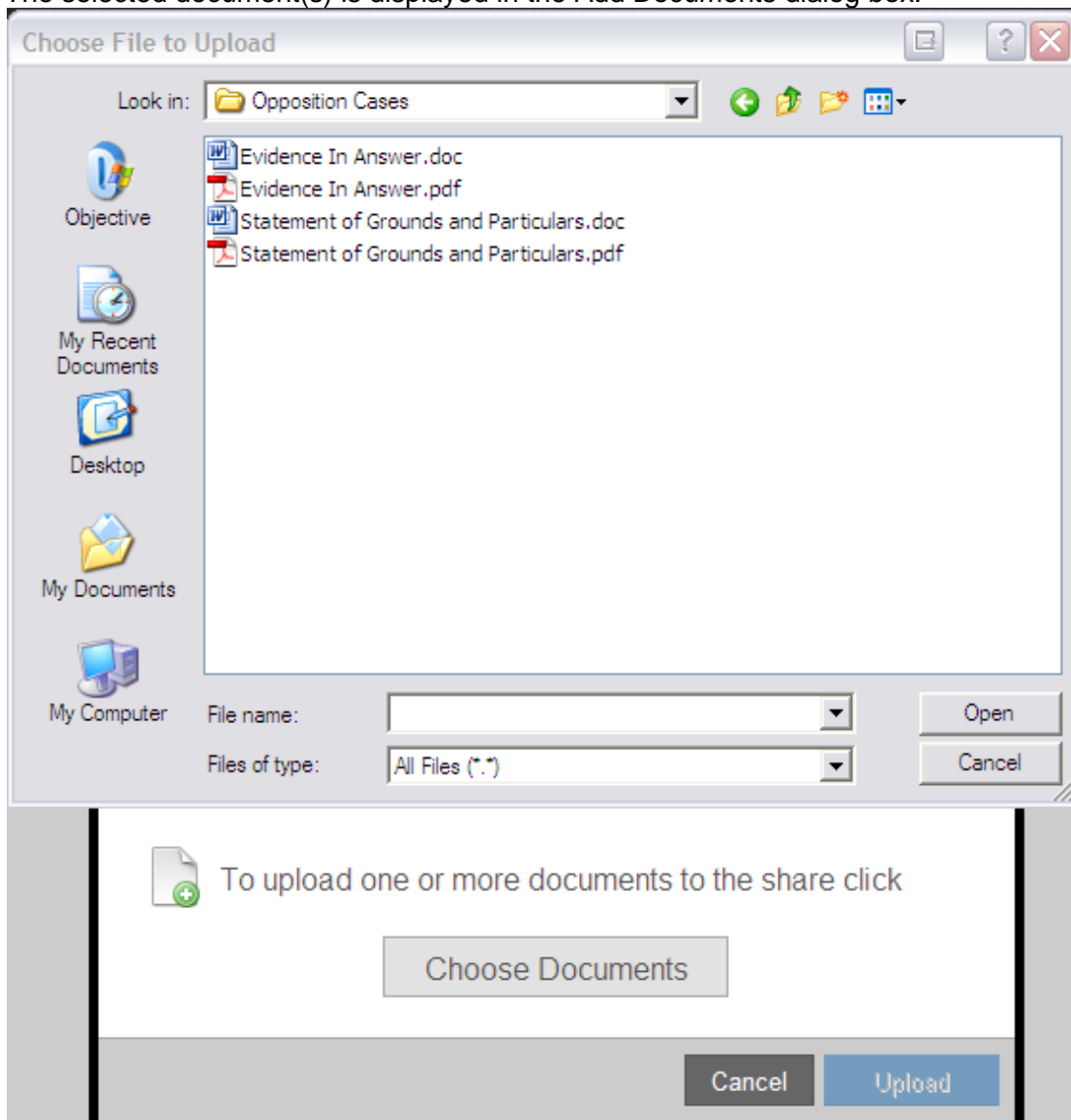


Figure 9

5. Select Upload to upload the document to the Share. The upload progress is shown on the Add Documents dialog box.

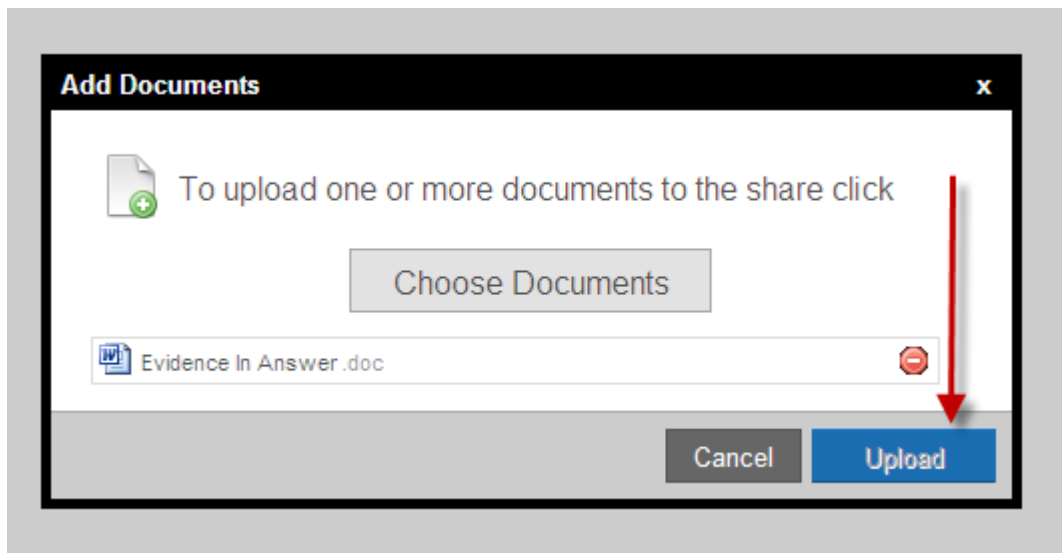


Figure 10

Filing Date

The filing date of a document added to a Share is taken to be the equivalent Australian Eastern Standard Time (AEST/AEDT) of the UTC date and time listed in the Share.

Please ensure your evidence is legible before uploading it into the share. Illegible or poor quality/low resolution documents may need to be resubmitted which could lead to added expense should an extension of time be required to file evidence. Please see the 'Document Quality' section of this document for more information.

The next evidence stage will not commence until IP Australia has formally notified the parties via a standard notice that all (or no) evidence for the relevant evidentiary period has been filed.

10. Notification of new files

- When a file has been added to a Share, a notification will be sent to each participating Party.

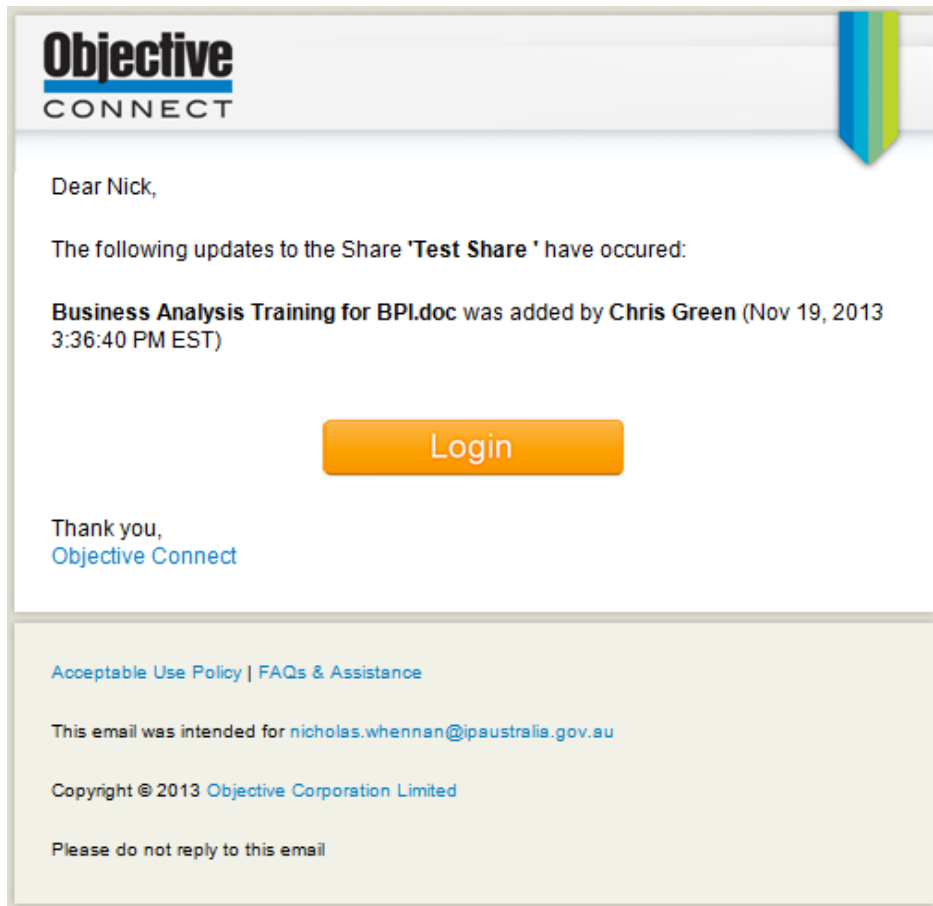


Figure 11

- By clicking the link in the email you will be taken directly to the Share containing those updated files.
- If required you may be prompted to enter your log in details.
- Please note that you will not receive an email notification if you have not yet registered with Objective Connect.

11. Opening a Document

To open a document that has been added to a share:

1. Navigate to the desired Share by following the link from a Notification or Invitation email, OR manually through the interface.
2. Select the document you would like to open.



Figure 12

12. Frequently Asked Questions (FAQs)

I lost my invitation, what do I do?

If you misplace your email invitation to join the Share for your opposition, you can have the invitation resent to your email address.

To request resending of your invite:

1. Go to the Objective Connect Website.
2. Select Sign Up.
3. Select lost your invitation email?
4. Enter your email address and select Resend.

You will receive an email invitation containing a link to login/register to Objective Connect.

Why is the Connect password twelve characters long?

The password (or passphrase) is twelve characters long to meet with minimum security requirements. The twelve characters can be any combination of letters (upper and lower case), numbers and symbols.

How do I sign out?

If you wish to sign out from your session:

1. Select the drop down arrow next to your name in the welcome banner.
2. Choose Log Out.

Note: After 20 minutes of inactivity you are automatically logged out of Objective Connect.

How can I prevent Objective Connect emails from being caught in my spam filter?

If Objective Connect emails are getting caught in your spam filter, simply add the Objective Connect email address or domain to your list of 'allowed email addresses'. This will allow Objective Connect emails to be delivered to recipients without being caught in the spam filter.

How can I change my Objective Connect Password?

1. While you are logged in to Objective Connect, select the down arrow next to your user name and choose Account Settings.
2. Your user name is displayed in the Account Settings dialog box. Enter your old password and your new password. This password must be at least 12 characters long.
3. Re-enter your new password to confirm and select save.

Do I have to pay to use Objective Connect?

No, Objective Connect is a free service made available by IP Australia to allow customers to file and receive evidence in opposition proceedings. By signing up to 'Participant Free' through the Objective Connect website, you can access your Share/s free of any charges. Please note however that Objective Connect will charge you fees if you sign up for 'Standard' or 'Workgroup'.

Can I request assistance with using Objective Connect?

Yes, if you have encountered a problem with Objective Connect please report your problem to IP Australia.

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