

Anaqua Docketing Services

DATA SHEET

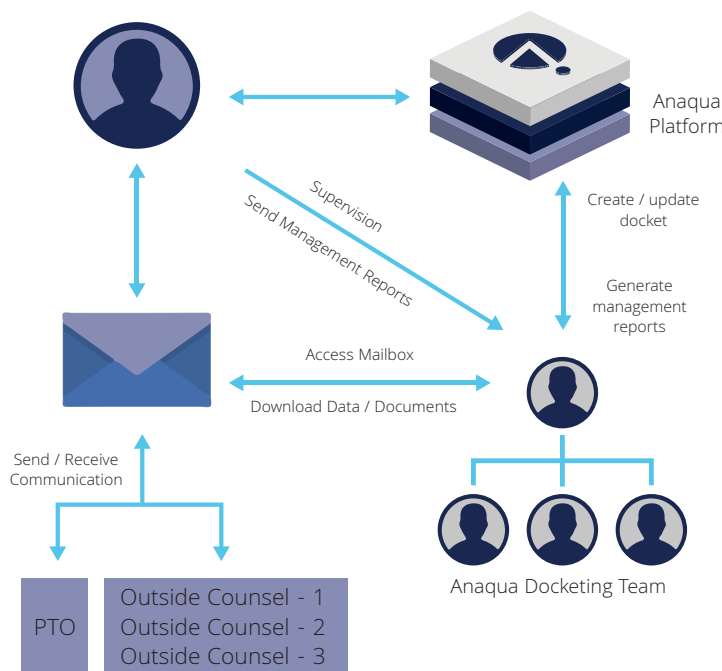
Outsourced Docketing & Paralegal Support

Corporate IP teams and IP law practices alike are facing growing concerns with promoting internal efficiencies, controlling costs, and maintaining data integrity. Despite being the crux of IP operations, docketing is becoming a commodity. All IPM systems manage docketing, and most do it very well. Even for those leveraging an advanced IPM system with auto-processing capabilities, docketing is still a dynamic, time-consuming procedure that requires a commitment of valuable work hours, especially for larger IP portfolios. Anaqua provides outsourced docketing and paralegal support to enhance your IP operations and allow your internal resources to assist and concentrate on higher-level tasks.

Anaqua Docketing Services

Anaqua offers end-to-end docketing support with little to no daily client oversight, review and management.

- Typically, the model involves setting up a common, web-based mailbox designed to receive all communications directly from sender entities and PTOs
- Anaqua Docketing provides daily, uninterrupted and continuous processing support
- Docketing support includes document review and corresponding data and task update as well as document upload
- Daily docketing support includes 100% quality check on all docketed entries
- A Discrepancy Report is provided for items needing clarification
- A Monthly Utilization Report is provided as a tool for client use in monitoring productivity and volume
- Scalable Team – ability to handle fluctuation in daily work flow



Engagement Models

Anaqua utilizes the FTE model for services rendered.

- Each client is assigned a team in line with client needs and requirements. This team is consistent through-out the service period. The client is advised of all team members accessing their Anaqua portfolio and any changes to the team.
- 1 FTE = 1 Docketer/Paralegal, 1 back-up Docketer/Paralegal and a Quality Assurance Auditor.
- An Assistant Manager is also assigned to each client for daily support, while an Operations Director and US-based Associate Director are available for procedural and services related questions, concerns and escalation.

FULL TIME EQUIVALENT (FTE)

- Dedicated staffing of paralegals for a specific client
- Output of 150 hours per month with 45 matters updated per day
- Fixed monthly billing
- Competitive price points

Quality Assurance

IP prosecution is a data and deadline driven operation, thus, missing either can be fatal to a corporate IP team or law practice. Anaqua understands the need for accurate data and deadline management and provides a trained and experienced team conversant with laws and procedures of international IP prosecution.

- Quality assurance process with multi-level reviews
- Collaborative human-eye and automated

verification techniques

- Cost predictability – 1 invoice, 1 currency, 1 provider
- Hands-on support with your Anaqua software
- Single point of contact for all questions

Process and Implementation Support

Transition to a third-party provider can suggest disruption to a team with already established process, but imagine transitioning support without that established internal process! This happens. Even well-established teams have elements of unpredictability, like when a valuable resource leaves the team for example.

Anaqua Docketing and Paralegal services offer initial and ongoing process improvement and implementation support to assist our clients with the transition of services as well as review and consideration of process to better align our services with our clients vision and goals.

Quick and Efficient Onboarding

Anaqua understands that making the decision to move forward with a third-party provider, in itself, requires precious time and effort that is otherwise utilized maintaining the daily integrity and flow of a business. With that in mind, we have developed an onboarding process that is predictable and requires minimal oversight and effort by our new clients!

Welcome to Anaqua!

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