



Unified Patent Court
Einheitliches Patentgericht
Juridiction unifiée du brevet

GUIDE FOR EXTERNAL USERS

NEW CMS Training

HOW TO REGISTER
AS REPRESENTATIVE

July 2025



Disclaimer

This guide aims to assist you in understanding the steps that need to be taken to register as a representative before the UPC in the New CMS.

Please note, however, that the steps could be subject to changes over the coming weeks due to ongoing developments.

I. List of legal documents and resources

1. Agreement on a Unified Patent Court (UPCA)
2. Rules of Procedure of the Unified Patent Court
3. Rules on the European Patent Litigation Certificate and other appropriate qualifications pursuant to the Article 48(2) of the Agreement on a Unified Patent Court (EPLC)

Sign in with your credentials for the new CMS's front office to access your profile.

For more information on how to create an account and profile on the CMS, please consult the training guide

"How to access the new CMS?".

The e-Filing portal is accessible via this link : [Coming soon](#)


V. How to register

The image displays two screenshots of the Unified Patent Court (UPC) Case Management System (CMS) login interface.

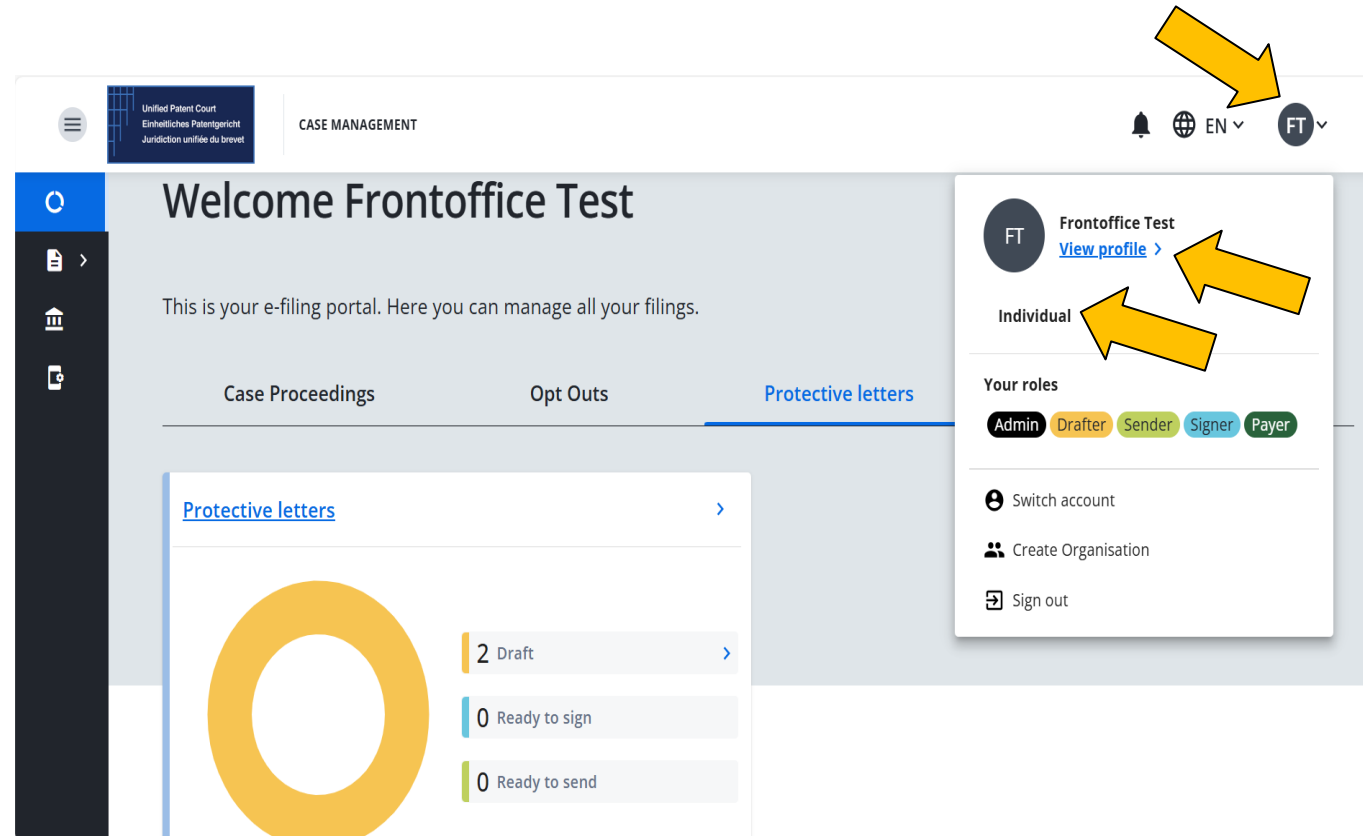
Top Screenshot: The header shows the UPC logo and "CASE MANAGEMENT". The main heading is "Welcome to the UPC Case management System". Below it, a sub-header reads: "Sign in to access the Case management System, the digital place to file and manage UPC cases." A white box contains the text "Sign in with username", which is highlighted by a yellow arrow labeled "1.".

Bottom Screenshot: The header shows the UPC logo and "CASE MANAGEMENT". The main heading is "Connectez-vous à votre compte", highlighted by a yellow arrow labeled "2.". Below this are two input fields: "Email or username" and "Password". A link "Mot de passe oublié ?" is present. At the bottom, a blue button labeled "Sign in with username" is shown.

When logging into the new CMS Front Office, you will see the starting page pictured on the right.

To register as a representative, you have to click on your profile, which is located on the right side of the new CMS Front Office starting page (the icon  in this case) and then continue to "view profile". It is important that you use your individual account to perform the registration.

VI. Registration as a Representative



VI. Registration as a Representative

To continue, click on the icon "User details" and fill out your personal details and contact information.

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CASE MANAGEMENT

Dashboard > User profile

User profile

On this page you can view and edit all the details regarding personal profile.

User details

Personal information

First name	Last name
Frontoffice	Test

FT
Frontoffice Test

VI. Registration as a Representative

All required data must be filled in, to proceed. Then, click on “Save changes”.

[Dashboard](#) > User profile

User profile

On this page you can view and edit all the details regarding personal profile.

User details

Cancel

Save changes

Personal information

ID number

Initials
FT

First name
Frontoffice

Last name
Test

Contact information

Postal Address

Postal code

P.O.box (Optional)

City

Country

Email

Telephone

Nationality

Registration as a Representative

Claim the application

Afterwards, once you scroll down, you have to select the **basis for your registration**.

Please note, that only one legal basis can be selected.

The request shall be filed in one of the **official languages of the European Patent Office** and must be electronically signed .

In the application you must clearly state the legal basis for applying.

Account verification for eligibility to file with the UPC

Verify your account for eligibility to file with the UPC

Select type of justification

- ☐ Article 48(1), Lawyer authorized to practice in contracting Member States
- ☐ Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1
- ☐ Article 48(2), Patent Attorney with appropriate qualifications-EPLC Decision Rule 11/12.1(a)/12.1(b)

Upload file

or Drag and drop to upload files

Delete all

Confirm upload

Application CMS.pdf 265.09 KB



Certificate.pdf 265.09 KB



Send verification



VI. Registration as a Representative




Account verification for eligibility to file with the UPC




Verify your account for eligibility to file with the UPC

Select type of justification

- ☐ Article 48(1), Lawyer authorized to practice in contracting Member States
- ☒ Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1
- ☐ Article 48(2), Patent Attorney with other appropriate qualifications-EPLC Decision Rule 11/12.1(a)/12.1(b)

 or  Drag and drop to upload files

 Application.pdf 190.65 KB  

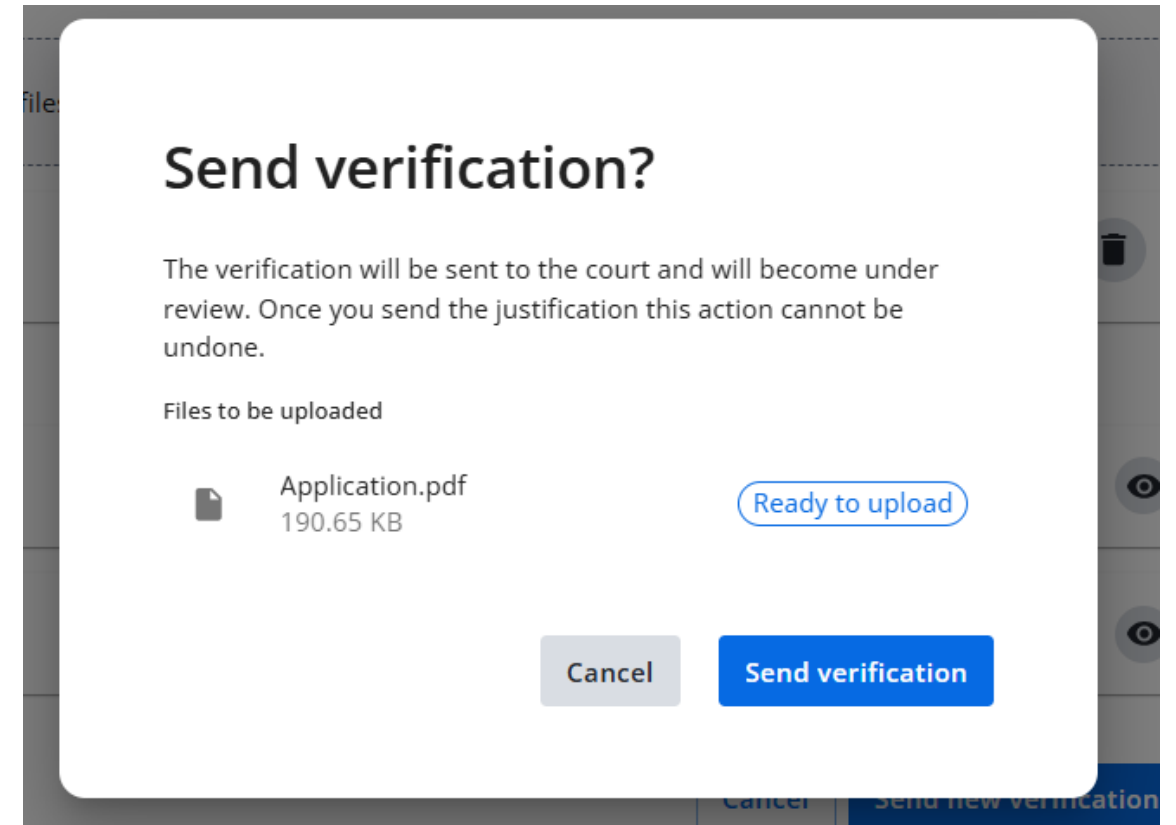
 Certificate.pdf 190.65 KB  



Tick the appropriate box and upload files that support the application.

Once the documents have been uploaded, click on "send verification".

A pop-up message will appear. Click on "Send verification".



VI. Registration as a Representative

Before finishing, review all the data that you entered.

You can view or delete a document prior by clicking on the "eye logo" or the "bin".

After verifying your data, click on the icon "Send verification".

Account verification for eligibility to file with the UPC

Verify your account for eligibility to file with the UPC

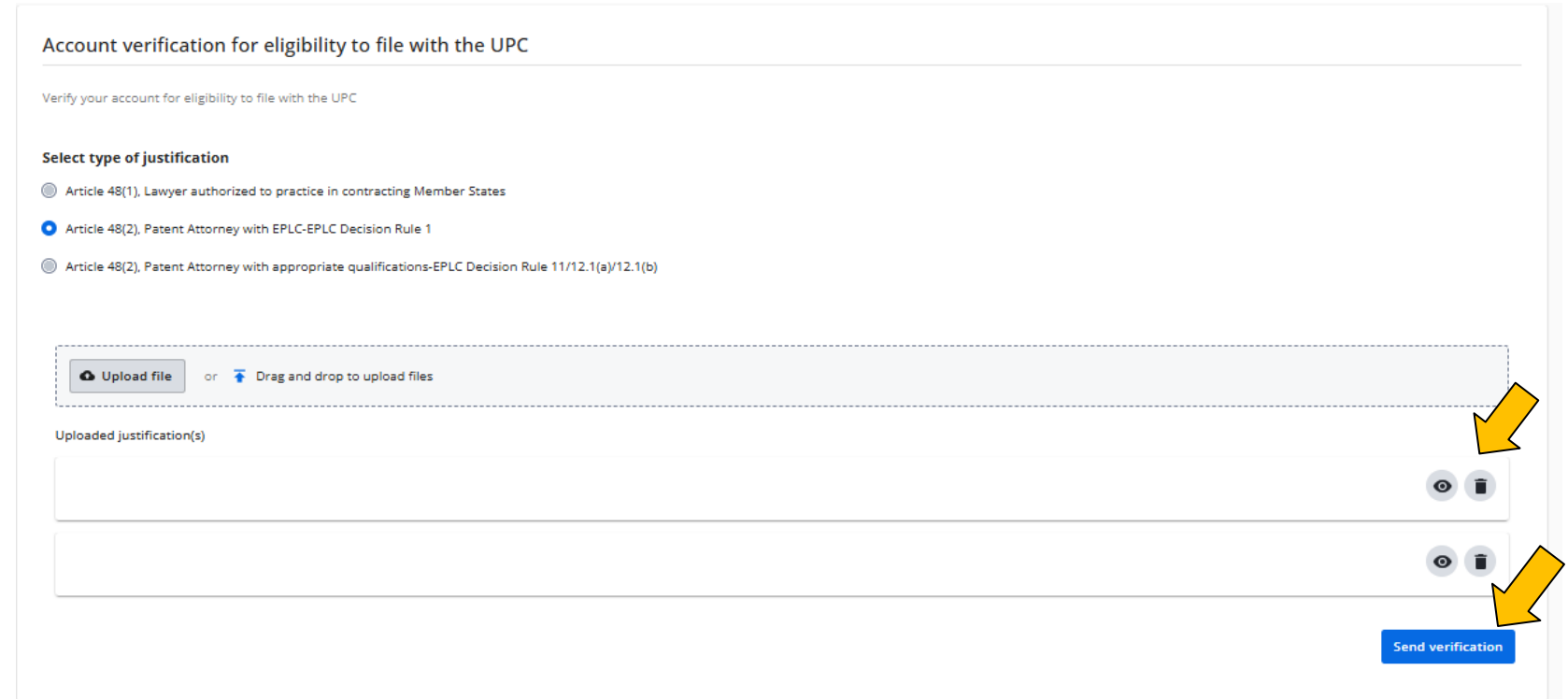
Select type of justification

- ☐ Article 48(1), Lawyer authorized to practice in contracting Member States
- ☒ Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1
- ☐ Article 48(2), Patent Attorney with appropriate qualifications-EPLC Decision Rule 11/12.1(a)/12.1(b)

Upload file or Drag and drop to upload files

Uploaded justification(s)

Send verification



VI. Registration as a Representative

After choosing "Send verification", a pop-up note will appear, explaining that the process is irreversible. Click the button "end verification" again, to complete the task.

The screenshot displays the 'Select type of justification' section of the Unified Patent Court registration interface. It features a list of five radio button options for justification types. The first option, 'Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1', is selected. Below this list is an 'Upload file' button and a 'Drag and drop to upload files' area. Underneath, the 'Uploaded justification(s)' section shows two files: 'Application_New CMS.pdf' (265.09 KB) and 'Certificate_New CMS_.pdf' (1.87 MB). A white pop-up dialog box titled 'Send verification?' is centered on the screen. The dialog contains the text: 'The verification will be sent to the court and will become under review. Once you send the justification this action cannot be undone.' At the bottom of the dialog are two buttons: 'Cancel' and 'Send verification'. A 'Send verification' button is also visible at the bottom right of the main interface.

Select type of justification

- ☐ Article 48(1), Lawyer authorized to practice in contracting Member States
- ☒ Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1
- ☐ Article 48(2), Patent Attorney with Law Diploma-EPLC Decision Rule 11
- ☐ Article 48(2), Patent Attorney with other qualifications-EPLC Decision Rule 12.1 (a)
- ☐ Article 48(2), Patent Attorney who satisfies the requirement of EPLC Decision Rule 12.1 (b)

Upload file or Drag and drop to upload files

Uploaded justification(s)

- Application_New CMS.pdf 265.09 KB
- Certificate_New CMS_.pdf 1.87 MB

Send verification?

The verification will be sent to the court and will become under review. Once you send the justification this action cannot be undone.

Cancel Send verification

Send verification

Account verification for eligibility to file with the UPC

Your petition is currently under review

Uploaded justification(s)

Application_New CMS.pdf
24/02/2025, 11:14 • 265.09 KB

Certificate_New CMS_.pdf
24/02/2025, 11:14 • 1.87 MB

The screenshot shows the user profile dropdown menu for 'Frontoffice Test' (FT). The menu is open, displaying the user's name, a 'View profile' link, and the role 'Individual'. Below this, the 'Your roles' section lists 'Admin', 'Drafter', 'Sender', 'Signer', and 'Payer'. At the bottom, there are links for 'Switch account', 'Create Organisation', and 'Sign out'. A yellow arrow labeled '1.' points to the 'FT' dropdown button in the top navigation bar. Another yellow arrow labeled '2.' points to the 'View profile' link. A third yellow arrow labeled '3.' points to the 'Your petition is currently under review' status message in the main content area.

The status "Your request is currently under review" will be visible as shown in the image above.

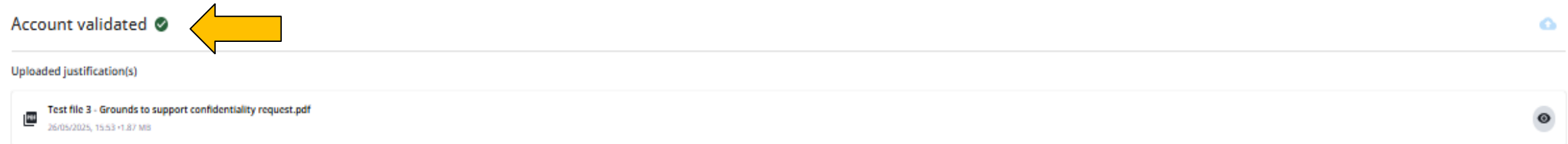
If you want to check the **status of your application** simply follow the **3 steps** as shown in the arrows above. The status information can only be viewed in the Front Office and cannot be viewed in the Portfolio.

VII. Approval of your application

The application is now sent to the UPC Registry for review.


The Registry shall 1) **approve**, 2) **request for correction** or 3) **reject the application** (following decision of the Registrar).

- 1) When the application is approved, the following status "**Account validated**" will appear. The status will be visible in your user profile.



VIII. Correction of your application

2) When there is a request for correction, a deficiency has been found. The system will then show the status "**Account deficiency found**".





The screenshot displays a web interface for the Unified Patent Court. At the top, a status message reads "Account deficiency found" followed by a red triangle icon. A large yellow arrow points to this message. Below this, a yellow highlighted box contains the text: "Your petition has been rejected due to a deficiency. Please correct the deficiency and resubmit your petition." Underneath, a section titled "Uploaded justification(s)" lists four files:

File Name	Date and Time	Size
Test file 1.pdf	26/05/2025, 13:29	265.09 KB
Test file 2.pdf	26/05/2025, 13:29	265.09 KB
Test file 3.pdf	26/05/2025, 15:40	1.87 MB
Test file 3.pdf	26/05/2025, 15:41	1.87 MB

Each file entry includes a PDF icon, the file name, the upload date and time, the file size, and a circular icon with a magnifying glass on the right side.

VIII. Correction of your application

To correct your application,

- you will need to click on the "eye logo  " to view the communication from the Registry relating to the deficiency (or deficiencies).
- Click on the "blue cloud icon  " to upload new documents and resubmit your application.



IX. Correction of your application

Once the new files have been uploaded, click on "**Confirm upload**" and then click on "**Send new verification**". A pop-up message will appear, for you to click on "**Send verification**".

Account verification for eligibility to file with the UPC

Select type of justification

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- ☒ Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1
- ☐ Article 48(2), Patent Attorney with appropriate qualifications-EPLC Decision Rule 11/12.1(a)/12.1(b)

Upload file or Drag and drop to upload files

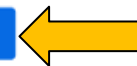
Uploaded justification(s)

Test file 1.pdf 265.09 KB	 
Test file 2.pdf 265.09 KB	 
Test file 3.pdf 1.87 MB	 
Test file 3.pdf 1.87 MB	 













Cancel Send new verification

Delete all Confirm upload



Upload file or Drag and drop to upload files

Uploaded justification(s)

Test file 1.pdf 265.09 KB	 
Test file 2.pdf 265.09 KB	 
Test file 3.pdf 1.87 MB	 
Test file 3.pdf 1.87 MB	 
Test file 3 - Grounds to support confidentiality request.pdf 1.87 MB	 

Send verification?

The verification will be sent to the court and will become under review. Once you send the justification this action cannot be undone.

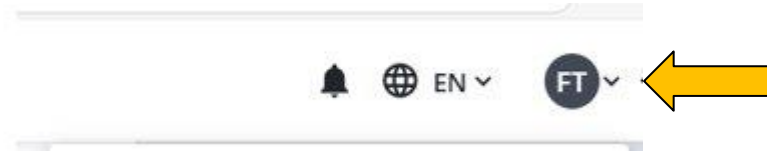
Cancel Send verification

Cancel Send new verification



IX. Correction of your application

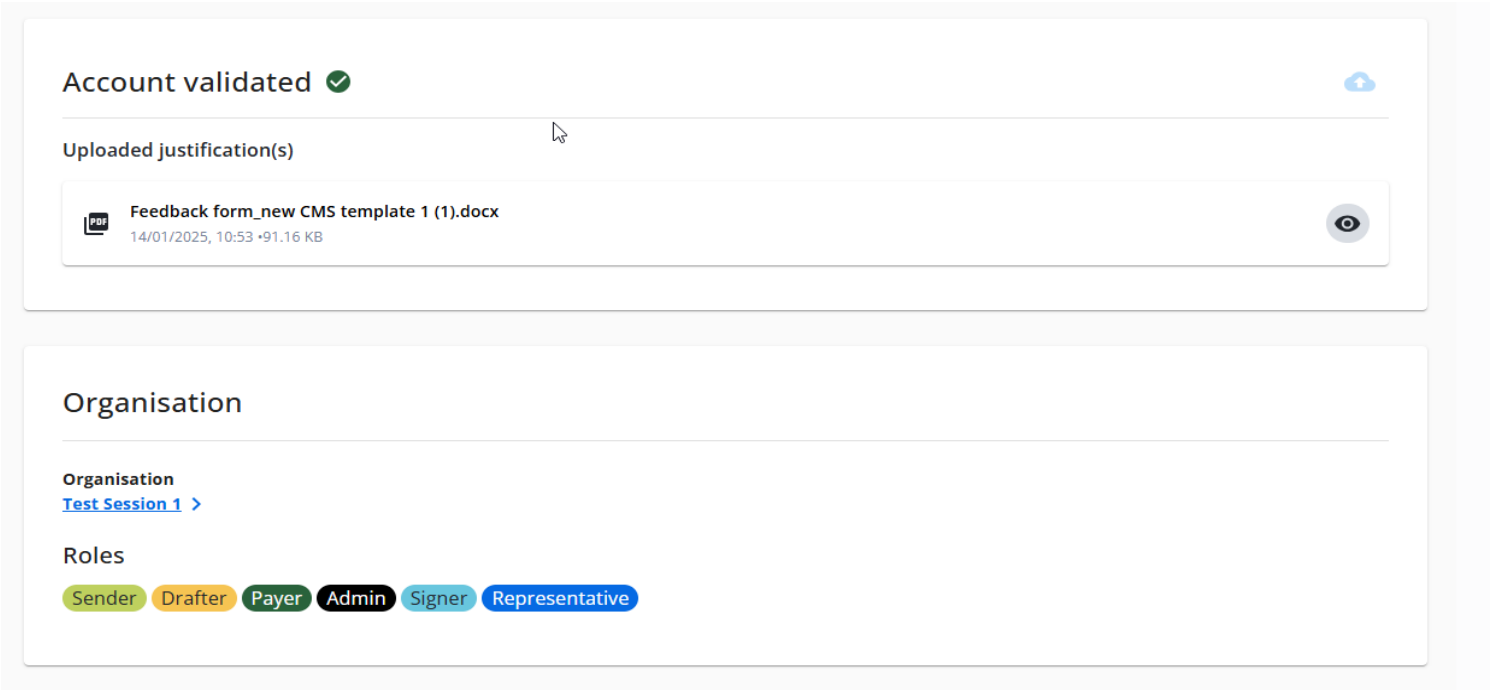
- Provided deficiencies have been corrected, your application will be accepted. This will be visible in your user profile as explained in previous slides.



- If your application shows deficiencies that cannot be corrected or the amendments have not been made on time, your application will be forwarded to the Registrar for decision.

Once the registration has been completed and validated, there are additional options and actions that can be taken by the registered representative in the profile.

For information on the available options such as “How to create an organisation and a legal team”.



General remarks:

- Please think about refreshing your page should you not find the same option to move forward with your applications as shown in this presentation.
 - UPC Website : [New CMS | Unified Patent Court](#)
 - New CMS Filing platform : Coming Soon
 - New CMS Portfolio : Coming Soon
-



Unified Patent Court
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Thank you for your attention!
