



Unified Patent Court  
Einheitliches Patentgericht  
Jurisdiction unifiée du brevet

GUIDE FOR EXTERNAL USERS

# NEW CMS Training

HOW TO REGISTER  
AS REPRESENTATIVE

July 2025

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### **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.

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## I. List of legal documents and resources

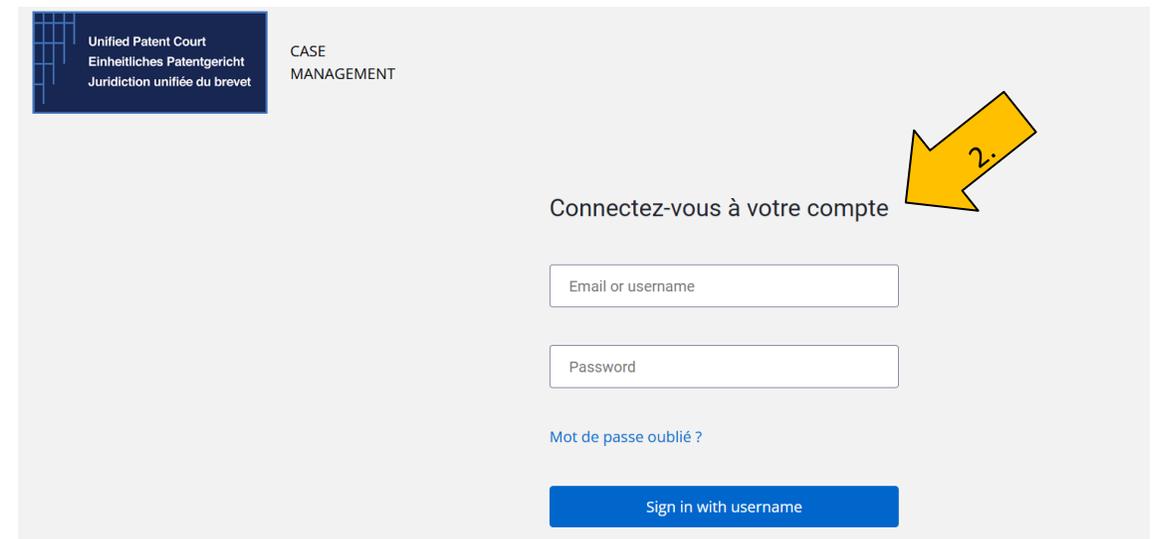
1. Agreement on a Unified Patent Court (UPCA)
2. Rules of Procedure of the Unified Patent Court
3. Rules on the European Patent Litigation Certificate and other appropriate qualifications pursuant to the Article 48(2) of the Agreement on a Unified Patent Court (EPLC)

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



## VI. Registration as a Representative

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 **FT** in this case) and then continue to "view profile". It is important that you use your individual account to perform the registration.

The screenshot displays the CMS Front Office interface. At the top right, there is a user profile icon labeled 'FT' with a dropdown arrow. A yellow arrow points to this icon. Below the icon, a dropdown menu is open, showing the user's name 'Frontoffice Test' and a 'View profile >' link. Below this, the user's account type is listed as 'Individual', with a yellow arrow pointing to it. Under 'Your roles', there are five buttons: 'Admin', 'Drafter', 'Sender', 'Signer', and 'Payer'. At the bottom of the menu, there are options for 'Switch account', 'Create Organisation', and 'Sign out'. The main content area shows a 'Welcome Frontoffice Test' message and a 'Protective letters' section with a large yellow ring icon and a list of items: '2 Draft', '0 Ready to sign', and '0 Ready to send'.

## VI. Registration as a Representative

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

The screenshot displays the 'User profile' page in the Unified Patent Court system. The page header includes the court's name in three languages and 'CASE MANAGEMENT'. The breadcrumb trail shows 'Dashboard > User profile'. The main heading is 'User profile', followed by a description: 'On this page you can view and edit all the details regarding personal profile.' Below this, there is a 'User details' section with a sub-heading 'Personal information'. A table shows the following information:

First name	Last name
Frontoffice	Test

A yellow arrow points to the 'User details' tab, indicating the next step in the registration process. The right sidebar shows a profile picture placeholder with the initials 'FT' and the name '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

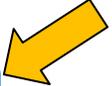
#### Select type of justification

- 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  

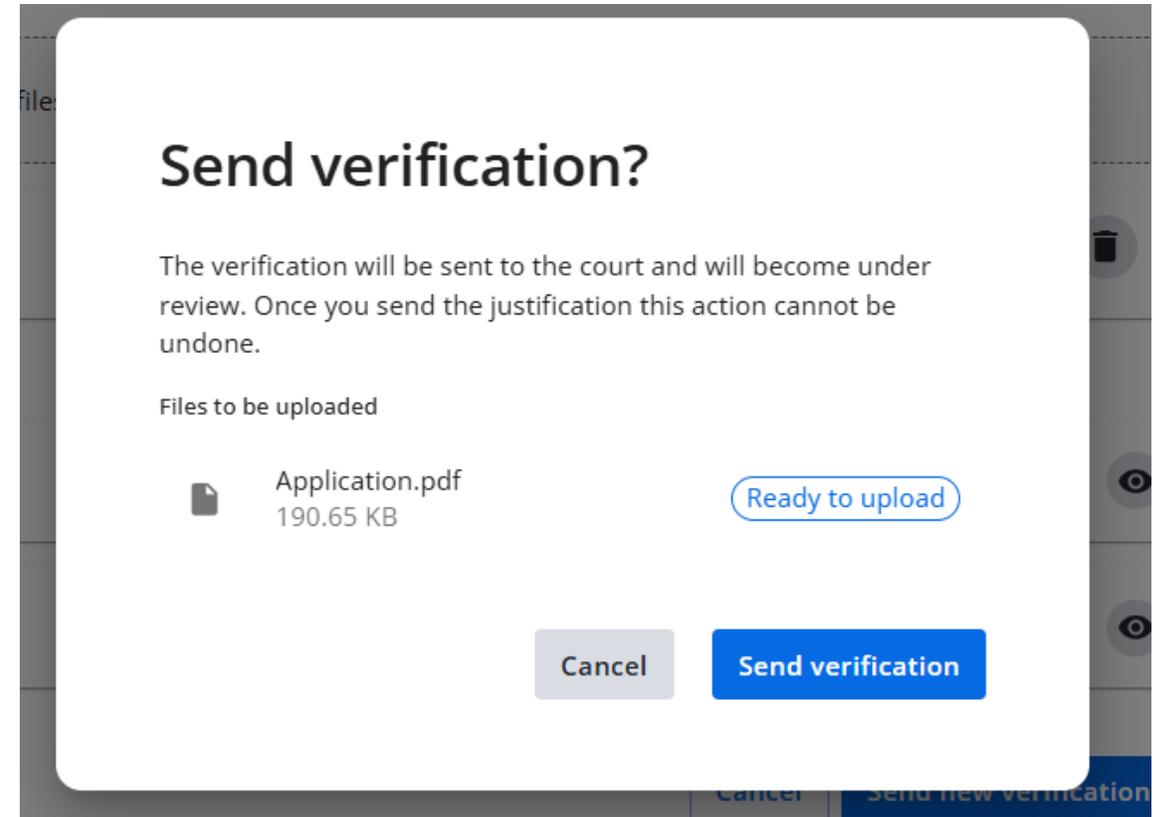
 Certificate.pdf 190.65 KB  



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

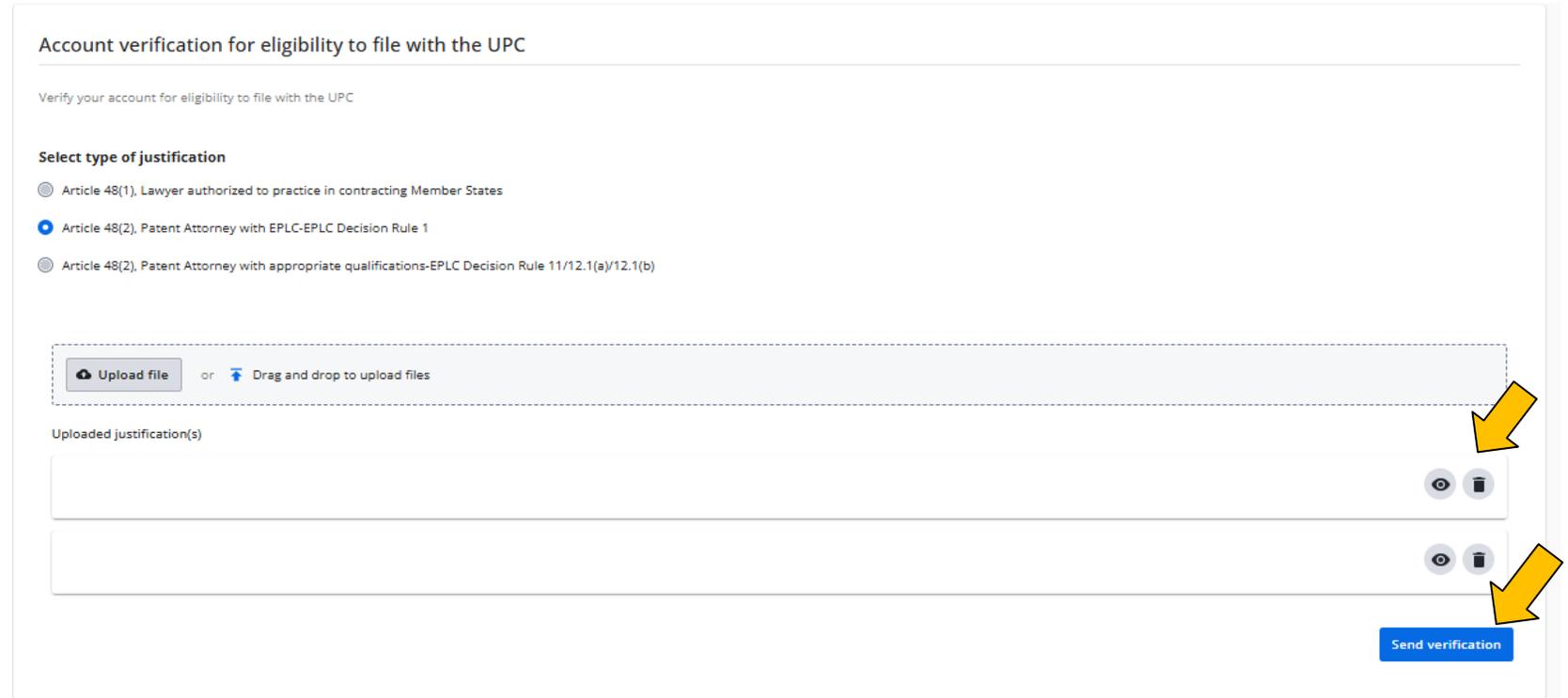
**Select type of justification**

- 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)

or

Uploaded justification(s)

	<input type="button" value="eye"/>	<input type="button" value="bin"/>
	<input type="button" value="eye"/>	<input type="button" value="bin"/>



## 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 registration process. It features a list of radio buttons for different justification types, with 'Article 48(2), Patent Attorney with EPLC-EPLC Decision Rule 1' selected. Below this is an 'Upload file' section with a dashed border and a file list containing 'Application\_New CMS.pdf' (265.09 KB) and 'Certificate\_New CMS\_.pdf' (1.87 MB). A white pop-up dialog titled 'Send verification?' is centered on the screen, containing 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.' The dialog has 'Cancel' and 'Send verification' buttons. A 'Send verification' button is also visible at the bottom right of the main interface.

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

FT Frontoffice Test  
[View profile >](#)

Individual

Your roles

Admin Drafter Sender Signer Payer

Switch account

Create Organisation

Sign out

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.

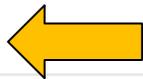
## VII. Approval of your application

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.

Account validated ✓



Uploaded justification(s)

Test file 3 - Grounds to support confidentiality request.pdf  
26/05/2025, 15:53 • 1.87 MB

## 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 notification bar at the top with the text "Account deficiency found" followed by a red triangle warning icon. A yellow arrow points to this notification. Below the notification, a yellow highlighted message states: "Your petition has been rejected due to a deficiency. Please correct the deficiency and resubmit your petition." Underneath, there is a section titled "Uploaded justification(s)" containing a list of 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

## 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.



Account deficiency found 

Your petition has been rejected due to a deficiency. Please correct the deficiency and resubmit your petition.

Uploaded justification(s)

 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	

A yellow arrow points to a blue cloud icon in the top right corner of the interface, indicating the upload button.

## 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

- 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)

or

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		



or

Uploaded justification(s)

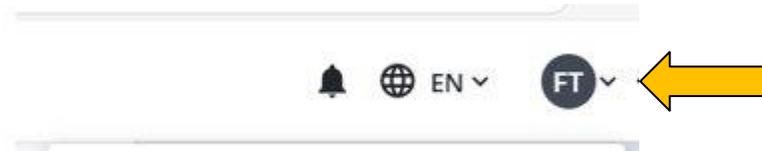
Test file 1.pdf 265.09 KB		
Test file 2.pdf 265.09 KB		
Test file 3.pdf 1.87 MB		
Test file 3.pdf 1.87 MB		
Test file 3 - Grounds to support confidentiality request.pdf 1.87 MB		

**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.

## IX. Correction of your application

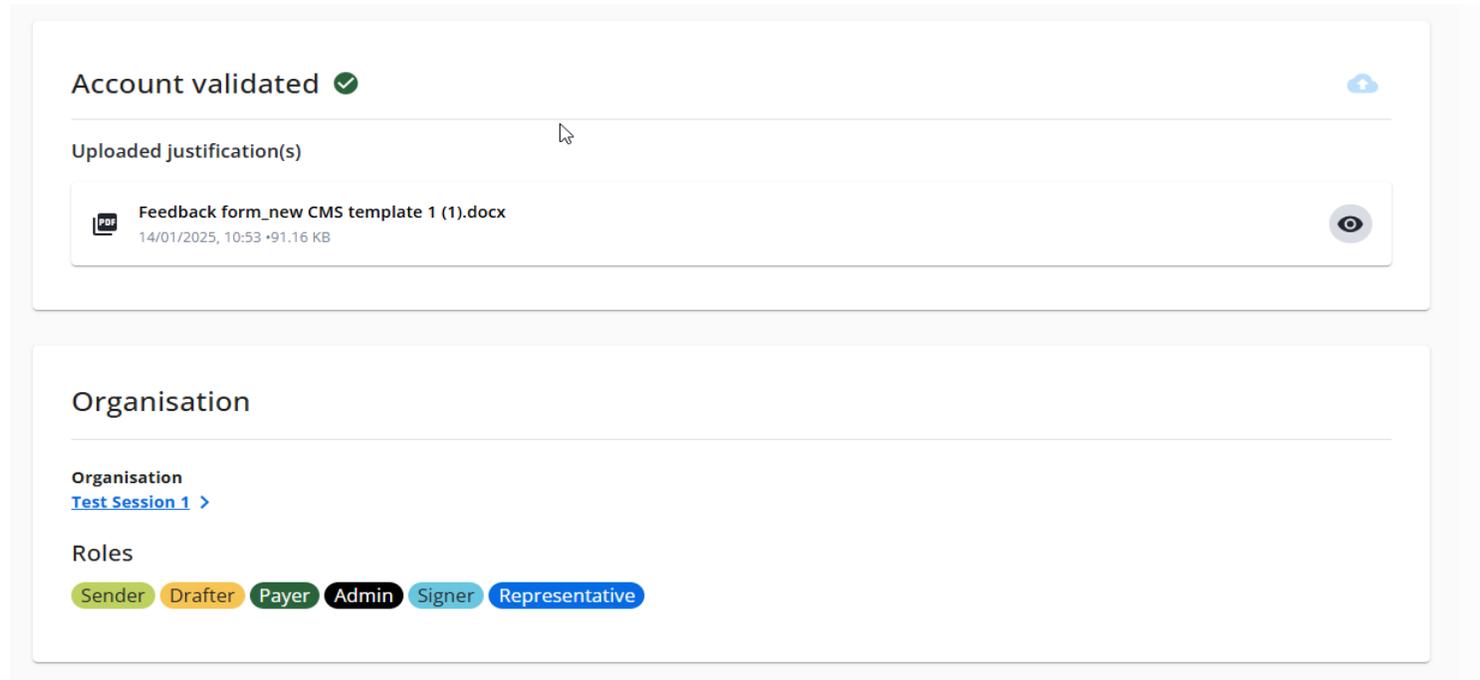
- Provided deficiencies have been corrected, your application will be accepted. This will be visible in your user profile as explained in previous slides.



- 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".



The screenshot displays a user profile interface. At the top, it shows "Account validated" with a green checkmark and a share icon. Below this, there is a section titled "Uploaded justification(s)" containing a file entry: "Feedback form\_new CMS template 1 (1).docx" with a PDF icon, a timestamp of "14/01/2025, 10:53", and a size of "91.16 KB". A mouse cursor is visible over the file entry. The bottom section is titled "Organisation" and includes a link for "Test Session 1" and a list of roles: "Sender", "Drafter", "Payer", "Admin", "Signer", and "Representative", each represented by a colored pill-shaped button.

## 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  
Einheitliches Patentgericht  
Jurisdiction unifiée du brevet

Thank you for your attention!

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