



Unified Patent Court
Einheitliches Patentgericht
Jurisdiction unifiée du brevet

GUIDE FOR EXTERNAL USERS

How to lodge an opt-out related application

User guide for the new CMS

July 2025

Please note:

This guide will help you navigate the process of filing an opt-out related application within the new CMS.

Please note that this guide **may be subject to change** due to ongoing developments on the new CMS.

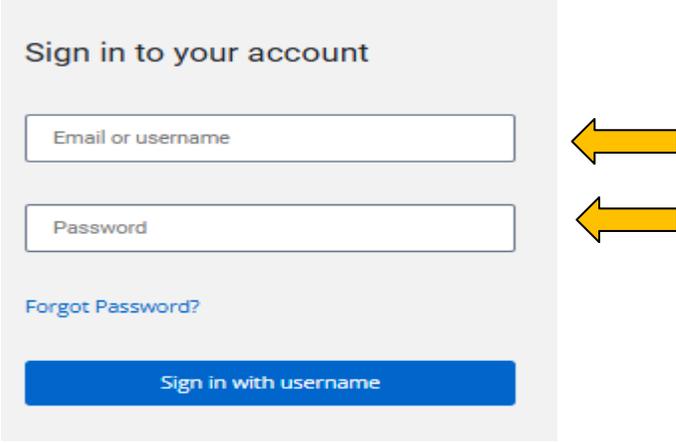
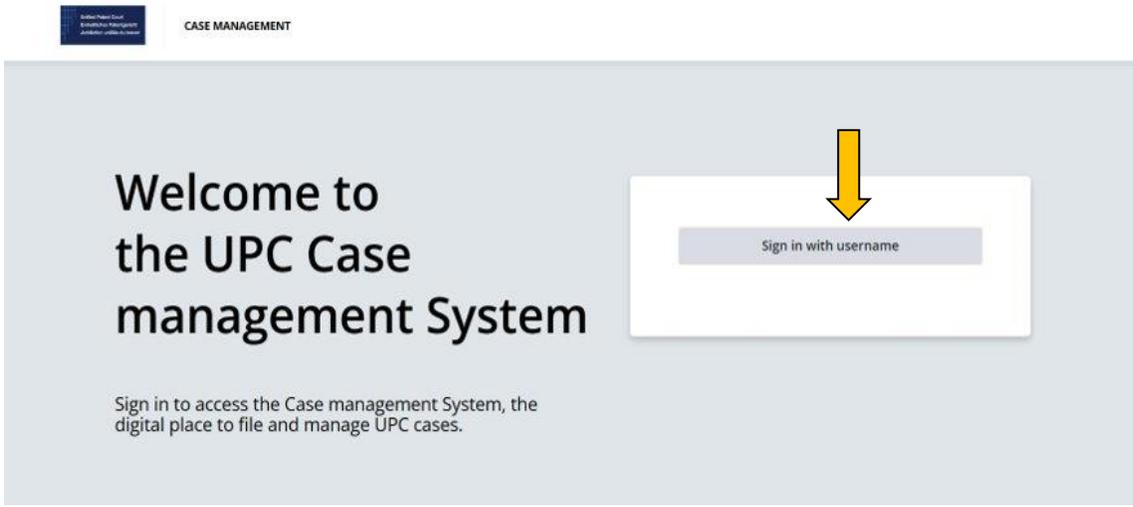
We thank you for your understanding.



How to access the UPC CMS?

Sign in by using your credentials for the CMS's Front Office platform.

This is the e-Filing portal from which you can start the filing of an application for an opt-out.



You now see the starting page (*dashboard*) which is subdivided into *Case Proceedings*, *Opt Outs*, *Protective letters* and *Other filings*.

To create an opt-out, you can, on the left sidebar of the screen, either use the icon looking like a “*Roman temple*” or the icon like a “*circle*”. Once you click on Opt Outs, you see the status of your opt-outs which are in the filing process subdivided in *Draft*, *Ready to sign* and *Ready to send*.

To start a new opt-out application, please click on the blue button “*+ Create new*”.

How to lodge an opt-out application

The screenshot displays the e-filing portal dashboard. The left sidebar contains navigation icons: a blue circle icon at the top, a Roman temple icon, a circle icon, and a document icon. Two yellow arrows point to the circle icon and the Roman temple icon. The main content area features a 'Welcome' message and a navigation bar with tabs for 'Case Proceedings', 'Opt Outs', 'Protective letters', and 'Other filings'. The 'Opt Outs' tab is active. Below the navigation bar, there is a large yellow circle icon. To its right, a summary table shows the status of opt-outs: 2 Draft, 0 Ready to sign, and 0 Ready to send. A yellow arrow points to the 'Opt Outs' tab, and another yellow arrow points to the '+ Create new' button at the bottom right of the summary table.

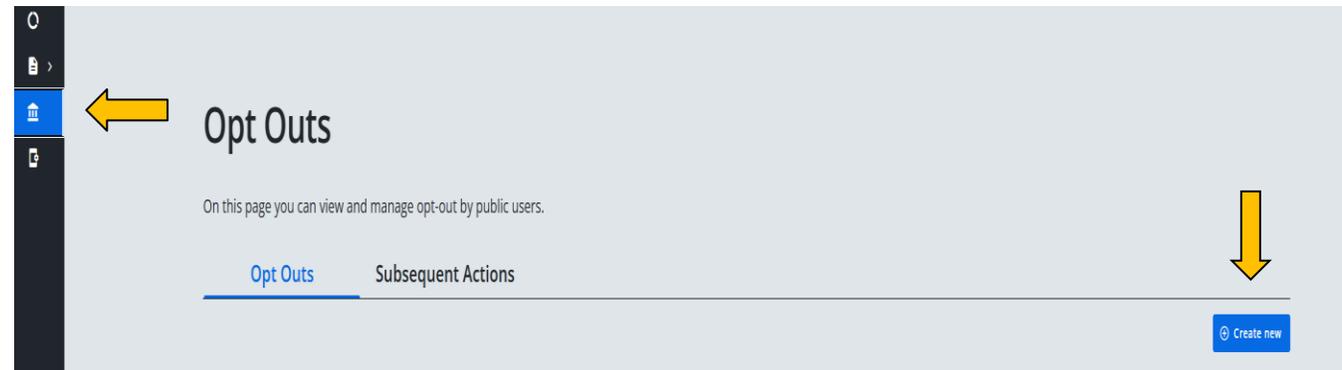
Status	Count
Draft	2
Ready to sign	0
Ready to send	0

How to lodge an opt-out application

Should you select the “*Roman temple*” symbol you will also find on the right side of the screen the blue button “+ *Create new*” to start the filing of an opt-out.

The status of ongoing/sent opt-outs and of “*Subsequent Actions*” (e.g. correction, withdrawal or removal requests) can be consulted here.

Should the user wish to get back to the previous view, he/she can always click on the circle at the top left sidebar.



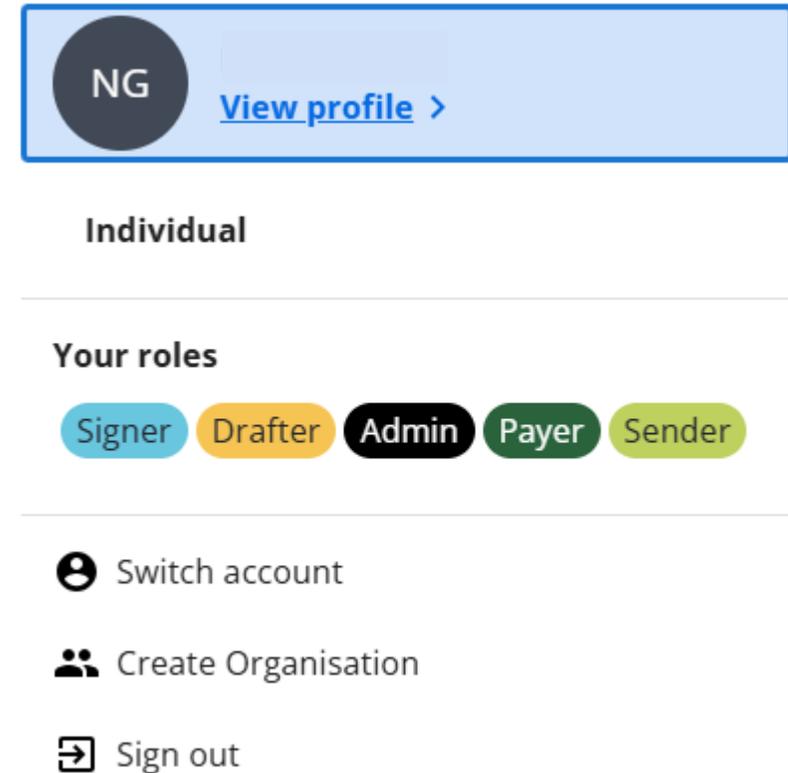
How to lodge an opt-out application

Using the right account

Before continuing, please make sure you are using the desired account. If you use an organisational account, please be aware that all members of that organisation can see the opt-out application.

You can see with which account you are using by verifying your profile on the top righthand side of the page. In the window that opens you can switch accounts if needed.

For more information on Organisation accounts and on how to create them, please see the presentation "How to create an organisation".



The image shows a user profile dropdown menu. At the top, there is a circular profile picture with the initials 'NG' and a 'View profile >' link. Below this, the text 'Individual' is displayed. Underneath, the section 'Your roles' lists five roles: Signer (light blue), Drafter (orange), Admin (black), Payer (dark green), and Sender (light green). At the bottom, there are three menu items: 'Switch account' with a person icon, 'Create Organisation' with a group of people icon, and 'Sign out' with a sign-out icon.

NG [View profile >](#)

Individual

Your roles

Signer Drafter Admin Payer Sender

Switch account

Create Organisation

Sign out

How to lodge an opt-out application

Once the blue button “+ Create new” has been clicked, the window on the right side of the screen will pop-up. Please fill in your own internal “User reference” for this OO. Please note that for the moment a maximum of 25 characters is allowed.

Please choose between “Opt-out request (initial filing)” and “Requests relating to opt-out filed by another user”.

Should you wish to file an opt-out, please click on the first option; should you wish to file a removal of an unauthorized opt-out/unauthorized withdrawal of an opt-out request, please select the second option.

After choosing the option “Opt-out request”, the button “Lodge request” becomes blue and can be selected to start the lodging of the opt-out.

The screenshot shows a web form titled "Create new request". At the top, there is a text input field labeled "User reference" with a question mark icon to its right. Below this, the section "Request type" contains two radio button options: "Opt-out request (initial filing)" and "Requests relating to opt-out filed by another user". At the bottom right of the form, there are two buttons: "Cancel" and "Lodge request". The "Lodge request" button is highlighted in blue, indicating it is the active or selected option.

You can now start drafting your submission.

The different sections of the filing tool for an opt-out request are subdivided as follows (as illustrated in the screenshots on this and following slides):

1. Basic lodging info;
2. Parties;
3. SPC Patent Data;
4. Attachments;
5. Declarations;
6. Additional information;
7. Summary.

How to lodge an opt-out application

Opt-out request (initial filing)

All fields are mandatory except if marked as optional.

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference
Olfiling19062025

Submission ID
0000009624

Enter the **patent number(s)**

Patent number(s)

In this field, you may upload a CSV file containing up to 30 patent numbers

Upload file or  Drag and drop to upload files

Confirm upload

How to lodge an opt-out application

Parties

Filing capacity

- Representative
- Patent applicant/proprietor
- By ways of a mandate

Patent Applicant/Proprietor (0)

[+ Add patent applicant/proprietor](#)

SPC Patent Data

Patent Data (0)

[+ Add SPC](#)

Attachments

Type of document

[Upload file](#) or [Drag and drop to upload files](#)

Declarations

I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5

Additional information

Notes (Optional)

Summary

Basic lodging info	Parties	Declarations
User reference: 00-EP1111112.23.03.20 	No data entered Go to section	No data entered Go to section
Submission ID: 0000002723		
SPC Patent Data	Attachments	
No data entered Go to section	User documents No data entered Go to section	

How to lodge an opt-out application

On the right upper side of the screen, you can follow at any moment the advancement of your application.

Once the system considers that you have included all the necessary data for a section, it will display a green sign  confirming that all the necessary data for that section is completed.

If you see the sign  this means that not all information in that section has been provided. If you go with your cursor on the section with this sign, the information about what is missing to complete the section will be displayed.

The sign  shows that no mandatory information has yet been included in the respective section.

In case no sign is visible, this means that the information is not mandatory (in this case “*SPC Patent data*”).

Preview submission		
	Basic lodging info	 
	Parties	
	SPC Patent Data	
	Attachments	
	Declarations	
	Additional information	
	Summary	

How to lodge an opt-out application

The field “*Basic lodging info*” will be enriched with the reference you provided in the previous step. The system will create automatically a submission-ID.

Afterwards, please insert the patent number (EP+7numbers) and click enter; the data linked to this patent will be automatically retrieved from the EPO database. You may include up to 30 patents in the same filing form.

In case of opting out multiple patents, you can also choose to upload a .csv-file with up to 30 patents, and the system will include the patents listed in this .csv-file in the “*Enter the patent number(s)*” field. To do this, please click on upload file, select it from your PC and confirm upload. You can also drag and drop into this area a .csv-file with the respective patents to be opted-out.

Opt-out request (initial filing)

All fields are mandatory except if marked as optional.

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference
Oifiling19062025

Submission ID
000009624

Enter the **patent number(s)**

Patent number(s)
EP0000333

In this field, you may upload a CSV file containing up to 30 patent numbers

Upload file or Drag and drop to upload files

Confirm upload

Patent data retrieved on 6/19/2025

EP0000333 Cyclic amine derivatives and fungicides containing them

How to lodge an opt-out application

If you click on the  icon on the right, you can see the information retrieved from the EPO database. (patent chosen here is only for illustrative purposes).

✓ Patent data retrieved on 6/19/2025

EP0000333 **Cyclic amine derivatives and fungicides containing them** 

Publication number	EP0000333
Application number	78100174
Title	Cyclic amine derivatives and fungicides containing them
Applicant	BASF Aktiengesellschaft
Filing date	1978-06-16
Priority claim date	1977-06-18
Date of publication of the grant	
Designated states	BE, CH, DE, FR, GB, LU, NL, SE
Classifications	C07D211/14, C07D211/22, C07D211/46, C07D217/04, C07D223/04, C07D279/12, C07D207/06

How to lodge an opt-out application

The section for the parties will require first of all the information about who will effectively file the opt-out (filing capacity).

An opt-out can be filed by

- A (UPC) representative (1.),
- The patent applicant/proprietor (2.), or
- By ways of a mandate (3.).

Parties

Filing capacity ?

Representative **1.**

Patent applicant/proprietor

By ways of a mandate

Patent Applicant/Proprietor (0)

Representatives (0) ?

Parties

Filing capacity ?

Representative

Patent applicant/proprietor **2.**

By ways of a mandate

Patent Applicant/Proprietor (0)

Parties

Filing capacity ?

Representative

Patent applicant/proprietor

By ways of a mandate **3.**

Patent Applicant/Proprietor (0)

By ways of mandate (0) ?

In this presentation, the option “*Representative*” will be selected.

Please click on the grey field “*Add patent applicant/proprietor*” and select between legal entity and a natural person.

Please note that on the filing form you can indicate only one patent applicant / proprietor. In case multiple applicants/proprietors need to be indicated, please do so in the opt-out application document you will upload.

It is important to mention here that the requested representative information is optional at this stage because this is the section where you can mention the details of the **corporate representative**.

How to lodge an opt-out application

Parties

Legal entity
 Natural person

Company information ⓘ

Company name
White AG

Principal place of business/Nationality (Optional) ▾

Contact information ⓘ

Postal Address
Whitestreet

Postal code
1234

P.O. box (Optional)

City
Whitecity

Country
Germany ▾

Telephone (Optional)

Email
generic@whiteAG.com

Representative information ⓘ

Representative name (Optional)
CEO White AG

Other representative information (Optional)

Cancel **Confirm patent applicant/proprietor**



After clicking on the blue button “*Confirm patent applicant/proprietor*”, the data provided will be visible in a small square (in this case White AG).

If you click on the three dots on the right side of the name of the entity (in this case White AG), you have the option to completely delete the data introduced, or to edit and correct some of the data initially provided.

How to lodge an opt-out application

The screenshot displays the interface for managing patent applicants. At the top, a card for '1. White AG' is shown with the following details:

Type	Legal entity
Company name	White AG
Email	generic@whiteAG...
Postal address	Whitestreet - 123...

Below this, the 'Patent Applicant/Proprietor (1)' section includes a button to 'Add patent applicant/proprietor'. A second card for '1. White AG' is shown with an 'Edit/Delete' menu open, indicating the available actions for this entity.

Now please click on *“Add representative”*.

When you start typing the name or email address of the desired representative in the white space called *“Type and select a registered name or email”*, the name of representatives on the list of registered representatives before the UPC will appear based on your input. Once the name of the registered representative is selected, his/her data linked to his/her registration will be automatically retrieved.

Should all the data be correct, please click on the blue button *“Confirm representative”*. Should you need to correct data linked to your registration as representative, you can do this via your profile.

How to lodge an opt-out application

Representatives (0) ?

⊕ Add representative

Representative

Type and select a registered name or email
| @unifiedpatentco... ▼

Personal information ?

First name
E

Last name
I

Contact information ?

Email
@unifiedpatentcourt.org

Postal Address
Evastrasse 2

Postal code
2222

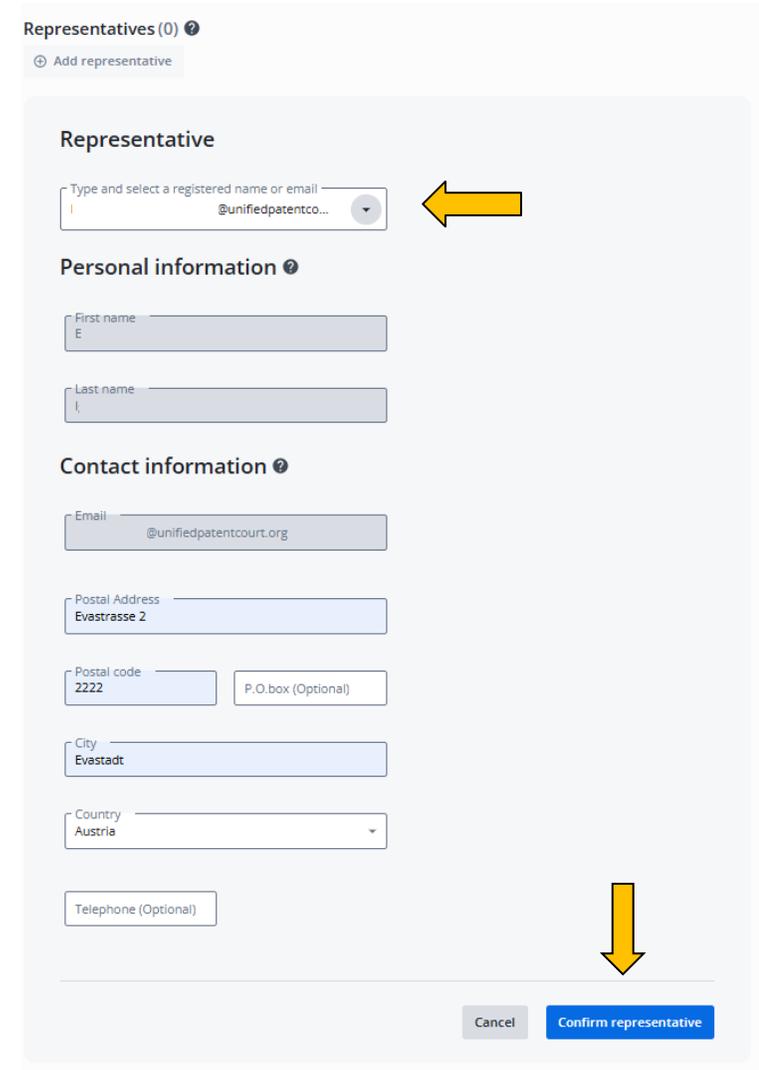
P.O. box (Optional)

City
Evastradt

Country
Austria

Telephone (Optional)

Cancel Confirm representative



How to lodge an opt-out application

Should any SPCs have been granted in relation to the patent(s) to be opted out, please click on “Add SPC” in the section “SPC Patent data”. If you have introduced more than one patent to be opted out, please make sure to select, in the first drop-down menu, the patent for which you wish to introduce the SPC(s).

Please introduce the state(s) where the SPC has effect, the SPC number and the SPC holder. The section on the SPC holder data is pre-filled with the information introduced in the field “Patent applicant/proprietor”. Should this not be the holder of the SPC(s), you can add another holder by ticking the box “Add a different holder”.

The screenshot shows a web form titled "SPC Patent Data". At the top, it says "Patent Data (0)" and has a button "Add SPC". The form is divided into two main sections: "Patent data details" and "SPC Holder data".

Patent data details:

- Patent number: EP1111112 (dropdown menu)
- State where the SPC has effect: Germany (dropdown menu)
- SPC number: 123456 (text input)

SPC Holder data:

- Select a Holder: White AG (dropdown menu)
- Add a different holder
- Postal Address: Whitestreet, 1234, Whitecity (text input)
- Email: generic@whiteAG.com (text input)

At the bottom right, there are two buttons: "Cancel" and "Confirm patent data".

How to lodge an opt-out application

In the “*Attachments*” section, you have a scroll down menu where you can see the type of documents you can upload. At least one of the documents must be of the type “*Opt-out application*”.

Please click on “*Upload file*” to upload your opt-out application by selecting a file from your PC and make sure that the button “*Confirm upload*” has been also clicked afterwards.

Sometimes you need to pay attention to the name of certain files. In case you are using the same name of a file twice, the system will not allow you to upload it.

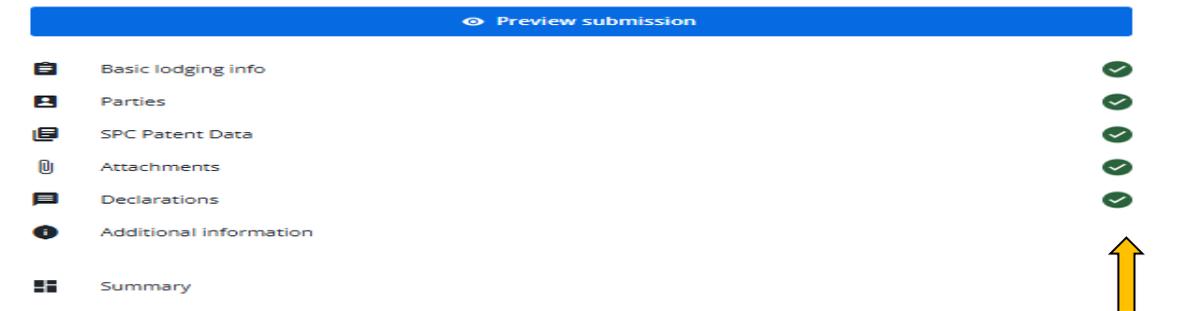
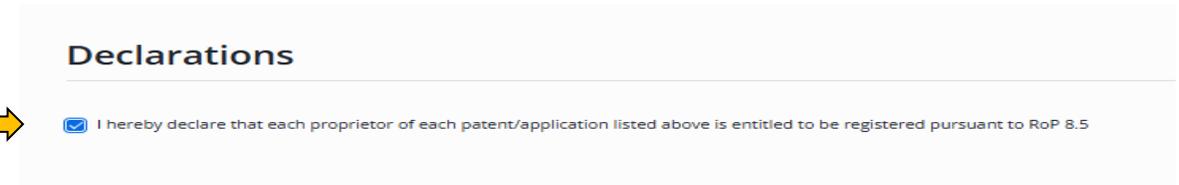
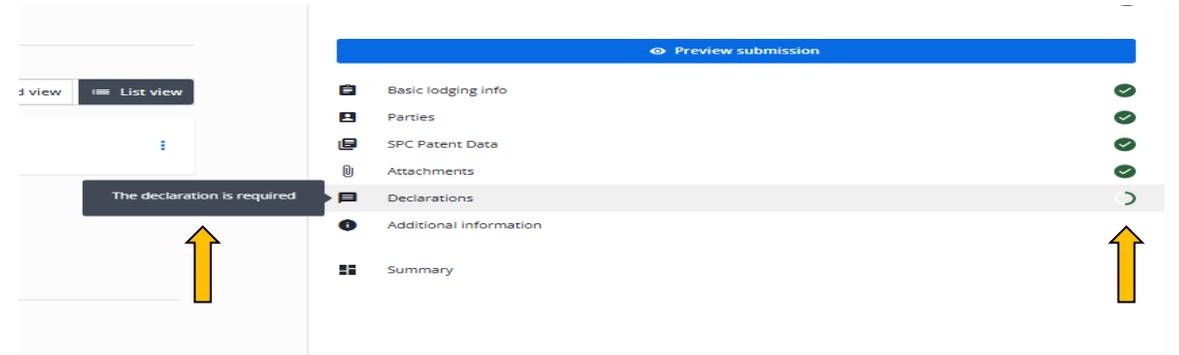
The screenshot displays the 'Attachments' section of the Unified Patent Court portal. It features a dropdown menu for 'Type of document' with 'Opt-out application' selected, highlighted by a yellow arrow. Below this is a 'Declarations' section with a checkbox and the text 'I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5'. The bottom part of the screenshot shows the 'Attachments' section with a file upload area containing 'OPT-OutSIGNED.pdf 56.32 KB' and a 'Confirm upload' button, also highlighted by a yellow arrow.

How to lodge an opt-out application

In the box on the right side of the screen it is possible to see 4 green symbols and one circle which is not completely closed. The “Declarations” section is not completed yet. By moving the cursor to the word “Declarations” a message is displayed saying that “The declaration is required”. This message tells you which information is exactly missing in order to complete this section.

Please tick the box in the Declarations section to validate it.

After ticking this box, all sections become green:



Once all mandatory fields have been filled out, the button “*Sign*” can be selected, and you may proceed by clicking on it.

Alternatively, you can also click on “*Save*” or “*Save and close*”, if you want to further work on this application later. If you do this at this stage, the opt-out application will be stored in the opt-out section of your dashboard under “*Draft*”.

How to lodge an opt-out application



Opt Outs

On this page you can view and manage opt-out by public users.

Opt Outs Subsequent Actions

Create new

Filters

User reference	Request Type	Submission ID	Applicant	Last modif.	Status	Actions	More
OO-EP1111112-23.03.2025	Opt-out request	0000002723	White AG	23/04/2025	Draft		

In the row with the mention “Draft” you can find three symbols:

 “Edit this row”,

 “Delete this row”,

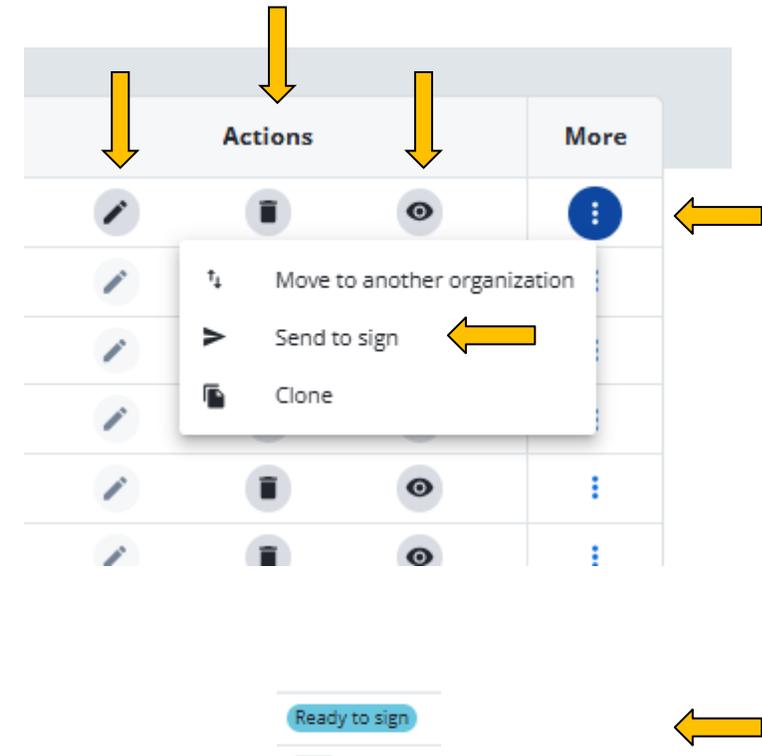
 “View this row”.

If you click on “Edit this row” you will be again on the same page where you were before clicking on “Save and close”.

By clicking on the three dots at the end of the row you can also directly move to the step “Sign” by clicking on “Send to sign”.

If you click on “Send to sign”, the status of the opt-out application changes to “Ready to sign”.

How to lodge an opt-out application



Once arrived at the status *“Ready to sign”*, you should go to the three dots under the section *“More”* in order to see which are the further actions that you can perform.

You can either

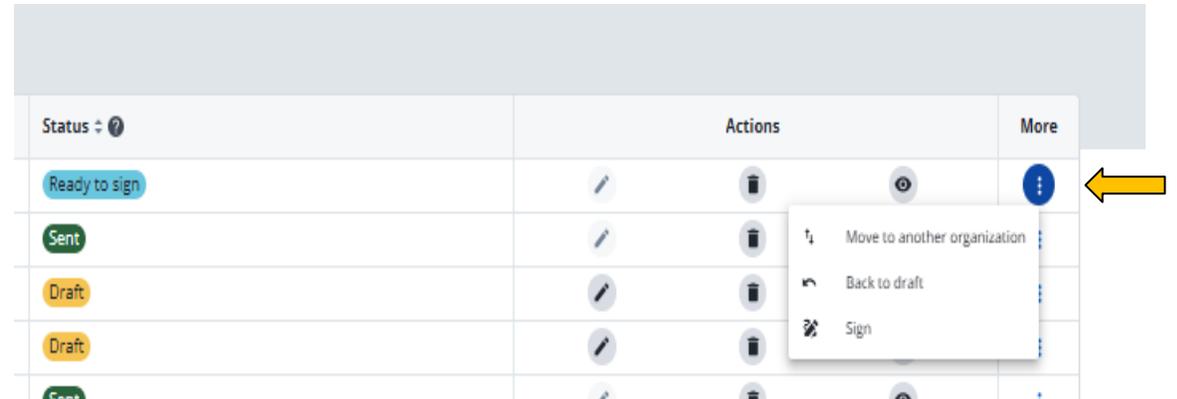
“Move to another organization”,

go *“Back to draft”*, or

“Sign”.

Please click on *“Sign”* to further proceed with the application.

How to lodge an opt-out application



Status	Actions	More
Ready to sign		
Sent		
Draft		
Draft		
Sent		

More menu options:

- Move to another organization
- Back to draft
- Sign

Opt Outs

On this page you can view and manage opt-out by public users.

[Opt Outs](#) [Subsequent Actions](#) [Create new](#)

Filters

User reference	Request Type	Submission ID	Applicant	Last modif.	Status	Actions	More
00-EP1111112-23.03.2025	Opt-out request	0000002723	White AG	23/04/2025	Ready to sign		

How to lodge an opt-out application

After clicking on "Sign", a "Preview submission" is displayed where you can see your request for submission (cover sheet) including the information you provided, the documents you uploaded, as well as the documents automatically generated by the CMS.

Please note that you would have directly arrived on this page if you had clicked on "Sign" (see slide 20).

On the same left side of the screen, you can click under the section "Attachments" on your uploaded document, and the document will be displayed in the viewer in the middle of the page.

On the right side of your screen, you have now the possibility to click on "Sign submission".

Please click on "Add signatures".

The screenshot displays the 'Preview submission' interface for application OO-EP1111112-23.03.2025. The top navigation bar includes 'Opt-Outs > Preview > Sign submission'. The main content area shows a 'Request for submission' button, an 'Attachments' section with 'User documents' and 'Opt-out application' files, and a document viewer displaying a 'Cover sheet' with 'Lodging info' (User reference, Applicant ID, Patent number(s), Title). A yellow arrow points to the 'Sign submission' button in the top right corner. Below the preview, the 'Sign submission' screen is shown, featuring a 'Signer Information' form and a 'Signatures' section with an 'Add signatures' button. A second yellow arrow points to this button.

How to lodge an opt-out application

You can enter the capacity of the signer and the place of signature. The type of signature is mandatory and is meant to confirm the entirety of your submission. Please note you would still need to sign your opt-out application with a digital qualified signature.

Choose between Alphabetical and Facsimile. Should you select Alphabetical, please write your name in the signature field.

After introducing the signature in the last field, a blue button “*Confirm signature*” is displayed.

Please click on it to move forward.

Opt Outs > Preview > Sign submission

Sign submission

OO-EP1111112-23.03.2025 Ready to sign

Please select the party signing the submission and identify the capacity in which they are signing. Provide any additional details required, then select the type of signature to be applied

Signer Information

Name of the signer
Email

Signatures

Signatures (0)
Add signatures

Signature information

Capacity
Capacity (Optional)

Signature
Place of signature (Country/City)

Select type of signature
 Alphabetical
 Facsimile

Signature

Cancel Confirm signatures

How to lodge an opt-out application

Please click on “*Submit signatures and send*”.

And click on “*Confirm*”.

Opt-Out > Preview > Sign submission

Sign submission

OO-EP1111112-23.03.2025 Ready to sign

Please select the party signing the submission and identify the capacity in which they are signing. Provide any additional details required, then select the type of signature to be applied

Signer Information

B

Name of the signer
Email

Signatures

Signatures (1)

1. Signature ⋮

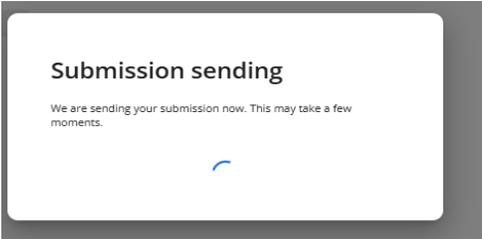
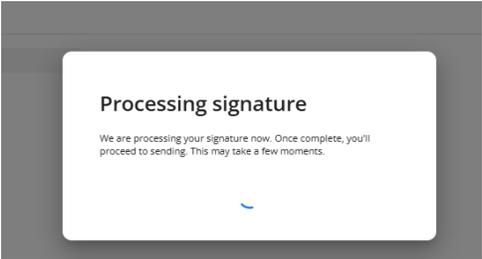
Signer
Type of signature: Alphabetical
Signature

Send Submission?

You are going to send this submission by changing the status from "Ready to send" to "Sent". This process cannot be undone.

Office

How to lodge an opt-out application



The opt-out application is now being sent to the Registry of the Court.

You can see the number of the opt-out on the acknowledgment of receipt in the “Documents” section.

Opt Outs

On this page you can view and manage opt-out by public users.

Opt Outs Subsequent Actions

Filters

User reference	Request Type	Submission ID	Applicant	Last modif.	Status	Actions	More
OO-EP111112-23.03.2025	Opt-out request	000002723	White AG	23/04/2025	Sent	[edit] [delete] [refresh] [more]	[Create new]


Acknowledgement of receipt

We hereby acknowledge receipt of your request to file an Opt Out request as follows

Submission number
6808af6f84e87b2df32d6063

Opt-out number
UPC_APP_0023/2025

Submission ID
000002723

Date of receipt
2025-04-23

Your reference
OO-EP111112-23.03.2025

How to lodge an opt-out application

In the Front Office (portfolio) view of an external user, it is possible to consult the status of the lodged opt-outs. The status is now *“Filed”*.

If you click on the *“Roman temple”* symbol (opt-outs) on the left sidebar of the screen, you can access the status.

The first opt-out of this list is the opt-out lodged concerning the EP1111112. Please click on the *“eye”* symbol at the end of the first row. You will arrive at the view you see on the next slide.

Opt-outs

This is your portfolio portal. Here you can manage all your cases and filings.

Lodge new opt-out

Cases (20)

Delete

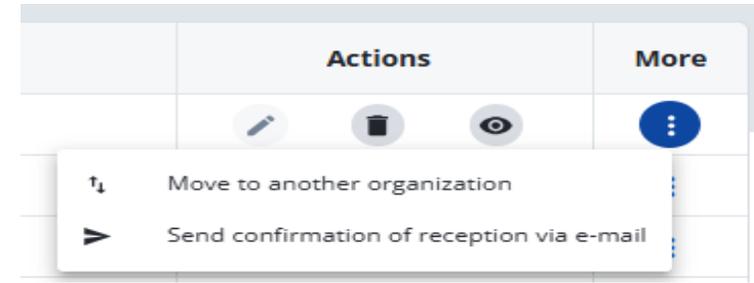
Change

	EP number	Applicant	Representative	Lodged at	Modified at	Status	
<input type="checkbox"/>	Filter...	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Filter...	
<input type="checkbox"/>	EP1111112	White AG		23-04-2025	23-04-2025	Filed	
<input type="checkbox"/>	EP1223334	Delphi Technologies, Inc.		23-04-2025	23-04-2025	Filed	
<input type="checkbox"/>	EP1234567	Adam AG		08-04-2025	08-04-2025	Opt-out pending removal	
<input type="checkbox"/>	EP1234567	XYZ		22-01-2025	08-04-2025	Opt-out pending removal	
<input type="checkbox"/>	EP1234567	Adam AG		23-01-2025	08-04-2025	Opt-out pending removal	
<input type="checkbox"/>	EP0655994	BGL		03-04-2025	03-04-2025	Withdrawal pending removal	
<input type="checkbox"/>	EP0000123	ABC		03-04-2025	03-04-2025	Filed	
<input type="checkbox"/>	EP1246797	XYZ		13-03-2025	25-03-2025	Filed	
<input type="checkbox"/>	EP2324256	Adam AG		25-03-2025	25-03-2025	Filed	

If you click on the three dots on the right and then on "Send confirmation of reception via e-mail", you can send to your e-mail address and/or other e-mail addresses a confirmation e-mail with the receipt.

In order to do so, please insert the corresponding e-mail address in the white box.

How to lodge an opt-out application



Request - confirmation of reception

Oifiling19062025 Sent

You can use this page to download and/or send confirmation of reception to your email.

[Download confirmation](#)

Do you want to send a confirmation that we have received your application via email?

Please note that the document we will send you as confirmation of reception will not have the same amount of information as a receipt, which you can download above.

Please consult the [UPC Privacy Policy](#)

How to lodge a correction of an opt-out

This is your "Portfolio" view, from which you can file subsequent actions, including a correction request.

Opt-out UPC_APP_0023_111112/2025

Filed

On this page you can view and manage case details.

Activities



Lodge withdrawal request



Lodge correction request

Latest activities (1)

1 [View all activities >](#)

Case overview

Proceeding	Opt Out	Status	Filed
Title of invention	Medico-technical product and method of its production	Filing capacity	Representative
Patent number	EP1111112	Lodging date	23-04-2025
Applicant	DEUTSCHE INSTITUT FÜR TEXTIL- UND FASERFORSCHUNG STUTTGART Stiftung des öffentlichen Rechts	Application number	00125543

Parties

Applicants (1)

Type	Name	Email	Address	Represented by
Legal entity	White AG	generic@whiteAG.com	Whitestreet, 1234, Whitecity, DE	CEO White AG

Representatives (1)

Name	Email	Address
Eurico Igreja	eurico.igreja@unifiedpatentcourt.org	Evastrasse 2, 2222, Evastadt, AT

SPC patent data

Supplementary protection certificates (1)

No.	SPC number	Country	Holder
1	123456	DE	White AG

Declaration

I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5

Activities

Activities (1)

Group	Type	User	Date	Status
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Initial filing	Opt Outs	Ei Eurico Igreja	23-04-2025	Received

Rows per page: 10 | Showing 1-1 of 1 results | 1 of 1

Documents

Case Documents (3)

Document type	File name	User	Date	Confidentiality code
Request	Cover sheet.pdf	Ei Eurico Igreja	23-04-2025	M
Opt-out application	OPT-OutSIGNED.pdf	Ei Eurico Igreja	23-04-2025	M
Receipt	receipt.pdf	Ei Eurico Igreja	23-04-2025	M

Rows per page: 10 | Showing 1-3 of 3 results | 1 of 1

How to lodge a correction of an opt-out

In the "Activities" tab at the top of the page, you can see two blue buttons. One is to file a withdrawal request and the other one to file a correction request.

To start a correction, please click on the button "Lodge correction request".

Please click on "Confirm".

Opt-out UPC_APP_0023_111112/2025

Filed

On this page you can view and manage case details.

Activities



Lodge withdrawal request



Lodge correction request

Latest activities (1)

1 [View all activities >](#)

Lodge correction request

UPC_APP_0023_111112/2025

This action will lodge a correction request for this opt out

Cancel

Confirm

How to lodge a correction of an opt-out

Once you have clicked on confirm, all the details that you have introduced for the opt-out will be displayed and only one section of the application will not be green.

The Attachments button shows that you have to upload your "*Opt-out correction request*" in order to complete your request for correction.

Please upload an "*Opt-out correction request*" and, if needed, another document (document type = other).

One of the documents must be of the document type "*Opt-out correction request*". Finally, confirm the upload by clicking on the blue button.

The screenshot shows the 'Preview submission' interface. At the top, a blue bar contains the text 'Preview submission'. Below this is a list of sections with status indicators (green checkmarks or a white circle):

- Basic lodging info: ✓
- Parties: ✓
- SPC Patent Data: ✓
- Attachments: ○ (highlighted with a yellow arrow)
- Declarations: ✓
- Additional information: ✓
- Summary: ✓

The 'Attachments' section is expanded, showing a dropdown menu for 'Type of document' with options: '-Select an option-', 'Opt-out correction request', and 'Other'. A yellow arrow points to the 'Opt-out correction request' option. Below the dropdown is a 'to upload files' area. At the bottom of the attachments section, there is a blue 'Confirm upload' button (highlighted with a yellow arrow) and a 'Delete all' button. A file named 'OPT-OutSIGNED.pdf' (66.32 KB) is listed below the upload area.

How to lodge a correction of an opt-out

After selecting and uploading at least one document of the type “*Opt-out correction request*”, the blue “*Sign*” button becomes selectable.

Afterwards, on the right side of the screen you will have to click on the blue button at the bottom “*Submit signatures and send*”.

Please click afterwards on “*Confirm*”.

The correction request has been submitted to the Court.

Summary

Basic lodging info	
User reference	OO-EP1111112-23.03.20...
Submission ID	0000002724
Patent number	EP1111112

SPC Patent Data	
SPC Patent number	EP1111112

Parties	
Patent applicants/proprietors	White AG
Representatives	Eurico Igreja

Declarations	
I hereby declare that e...	

Attachments	
User documents	
Opt-out correction request	OPT-OutSIGNED.pdf

Save Save & close **Sign**

Save & close Sign and close **Submit signatures and send**

Send Submission?

You are going to send this submission by changing the status from “**Ready to send**” to “**Sent**”. This process cannot be undone.

Cancel **Confirm**

How to lodge a correction of an opt-out

This is the view in the e-filing (Front Office) portal under “Subsequent actions”:

Opt Outs

On this page you can view and manage opt-out by public users.

Opt Outs [Subsequent Actions](#)

Filters

User reference	Submission ID	Case number	Application type	Activity/Filing	Last modif.	Status	Actions	More
OO-EP1111112-23.03.2025	0000002724	UPC_APP_0023_1111112/2025		Opt-out correction	23/04/2025	Sent	   	

Activities (2)

Group	Type	User	Date	Status
Lodge correction request	Opt-out correction	EI	23-04-2025	Received
Initial filing	Opt Outs	EI	23-04-2025	Received

Rows per page 10 Showing 1-2 of 2 results

Documents (6)

Document type	File name	User	Date	Confidentiality code
Request	Cover sheet.pdf	EI	23-04-2025	M
Opt-out correction request	OPT-OutSIGNED.pdf	EI	23-04-2025	M
Receipt	receipt.pdf	EI	23-04-2025	M
Request	Cover sheet.pdf	EI	23-04-2025	M
Opt-out application	OPT-OutSIGNED.pdf	EI	23-04-2025	M
Receipt	receipt.pdf	EI	23-04-2025	M

This is the view in the Portfolio portal; it is possible to see the latest activities and documents related to the opt-out of the patent EP1111112:

How to lodge a withdrawal of an opt-out

From this portfolio view, you have the possibility to file a withdrawal of your opt-out application.

Should you wish to do so, please click on “Lodge withdrawal request”.

A window will pop-up asking you to confirm that a withdrawal will be lodged. Please click on “Confirm” if you wish to move forward.

Opt-out UPC_APP_0023_111112/2025

Filed

On this page you can view and manage case details.

Activities

Lodge withdrawal request

Lodge correction request

Latest activities (2)

2 [View all activities >](#)

Case overview

Proceeding	Opt Out	Status	Filed
Title of invention	Medico-technical product and method of its production	Filing capacity	Representative
Patent number	EP1111112	Lodging date	23-04-2025
Applicant	DEUTSCHE INSTITUTE FÜR TEXTIL- UND FASERFORSCHUNG STUTTGART Stiftung des öffentlichen Rechts	Application number	00125543

Lodge withdrawal request

UPC_APP_0023_111112/2025

This action will lodge a withdrawal request for the opt out

Cancel Confirm

How to lodge a withdrawal of an opt-out

All data is already prefilled, and you will only need to upload a document (attachment). You can see on the right side of your screen that only the section “Attachments” is not green.

In order to complete your application, you need to at least upload a document with the type “Opt-out withdrawal request”.

Please click on “Upload file” and select from your PC the document you want to upload.

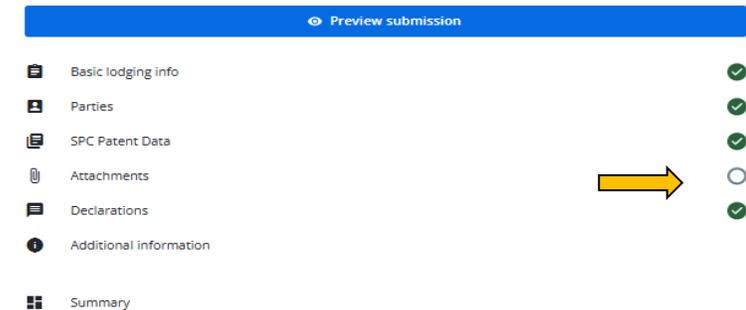
Please click on “Confirm upload”.

At the bottom of the page, you can now click on the blue button “Sign”. The status of the application is now “Ready to sign”.

The preview submission page will pop-up, and you can review your documents and click on the blue button “Sign submission”.

Please add your signature and click at the bottom of the page on the blue button “Submit signature and send”.

The same steps are performed when completing other applications.



Attachments

Type of document

--Select an option--

Opt-out withdrawal request

Other

to upload files

Front Office e-Filing portal view

After these three applications have been lodged, this is the view in the e-Filing portal:

1. Opt-out lodged (status “sent”)

(the opt-out can be found in the opt-out section)

2. Correction and withdrawal lodged (status “sent”)

(the correction/withdrawal request can be found in the “Subsequent actions” section)

Opt Outs

On this page you can view and manage opt-out by public users.

Opt Outs Subsequent Actions

Filters

Create new

User reference	Request Type	Submission ID	Applicant	Last modif.	Status	Actions	More
OO-EP1111112-23.03.2025	Opt-out request	0000002723	White AG	23/04/2025	Sent		

Opt Outs

On this page you can view and manage opt-out by public users.

Opt Outs Subsequent Actions

Filters

User reference	Submission ID	Case number	Application type	Activity/Filing	Last modif.	Status	Actions	More
OO-EP1111112-23.03.2025	0000002725	UPC_APP_0023_1111112/2025		Opt-out withdrawal	23/04/2025	Sent		
OO-EP1111112-23.03.2025	0000002724	UPC_APP_0023_1111112/2025		Opt-out correction	23/04/2025	Sent		

In the Front Office e-Filing portal view it was possible to see the requests separated from each other.

In the Portfolio view if you search by the patent number, you can see that the status of the patent has changed to "Withdrawn". More details can be seen when clicking on the "eye" icon.

Opt-outs

This is your portfolio portal. Here you can manage all your cases and filings.

[Lodge new opt-out](#)

Cases (20)

Delete Change

	EP number	Applicant	Representative	Lodged at	Modified at	Status	
<input type="checkbox"/>	Filter...	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Filter...	
<input type="checkbox"/>	EP1111112	White AG		23-04-2025	23-04-2025	Withdrawn	

Opt-out UPC_APP_0023_111112/2025

Withdrawn

On this page you can view and manage case details.

Latest activities (3)

[View all activities >](#)

Case overview

Proceeding	Opt Out	Status	Withdrawn
Title of invention	Medico-technical product and method of its production	Filing capacity	Representative
Patent number	EP1111112	Lodging date	23-04-2025
Applicant	DEUTSCHE INSTITUTE FÜR TEXTIL- UND FASERFORSCHUNG STUTTGART Stiftung des öffentlichen Rechts	Application number	00125543

Parties

Applicants (1)

Type	Name	Email	Address	Represented by
Legal entity	White AG	generic@whiteAG.com	Whitestreet, 1234, Whitecity, DE	CEO White AG

Representatives (1)

Name	Email	Address
		Evastrasse 2, 2222, Evastadt, AT

SPC patent data

Supplementary protection certificates (1)

No.	SPC number	Country	Holder
1	123456	DE	White AG

Declaration

I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5

Activities

Activities (3)

Group	Type	User	Date	Status
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Lodge withdrawal request	Opt-out withdrawal	EI	23-04-2025	Received
Lodge correction request	Opt-out correction	EI	23-04-2025	Received
Initial filing	Opt Outs	EI	23-04-2025	Received

Rows per page: 10 Showing 1-3 of 3 results

<< 1 of 1 >>

How to lodge a removal of an unauthorized withdrawal of an opt-out

To file your removal application, start by logging in to your **Front Office e-Filing portal**, and then click on “*Opt-outs*”.

Click on “*Create new*”.

Please click on “*Requests relating to opt-out filed by another user*”.

As request types you will find 3 options in the scroll down menu:

1. Opt-out withdrawal;
2. Removal of unauthorized opt-out;
3. Removal of unauthorized withdrawal.

Create new request

User reference

Request type

Opt-out request (initial filing)

Requests relating to opt-out filed by another user

Type

Opt-out withdrawal

Removal of unauthorized opt-out

Removal of unauthorised withdrawal

How to lodge a removal of an unauthorized withdrawal of an opt-out

Please click on “*Removal of unauthorized withdrawal*” and provide a “*User reference*”.

The blue button “*Lodge request*” becomes selectable. Please click on it to proceed.

Create new request

User reference ?

Request type

- Opt-out request (initial filing)
- Requests relating to opt-out filed by another user ←

Type ←

Cancel

Lodge request

How to lodge a removal of an unauthorized withdrawal of an opt-out

After having clicked on "Lodge request", the view you get is the one shown in the screenshot on the right (see also next slide).

The basic lodging info is filled out with the previous "User reference" and a submission ID is generated.

Add the patent number; the system will automatically retrieve the patent data from the database.

Removal of unauthorised withdrawal

All fields are mandatory except if marked as optional.

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference
RLWDD-19062025

Submission ID
000009629

Enter the **patent number(s)**

Patent number(s)
EP0000333

In this field, you may upload a CSV file containing up to 30 patent numbers

Upload file or Drag and drop to upload files

Confirm upload

Patent data retrieved on 6/19/2025

EP0000333 Cyclic amine derivatives and fungicides containing them

How to lodge a removal of an unauthorized withdrawal of an opt-out

In the Parties' section, please choose the filing capacity of the person who is lodging the removal application and fill out all mandatory fields.

Then, in the scroll down menu of the "Attachments" section, you will be asked to upload a document of the type "Application - reasons for unauthorized action".

Confirm the upload and tick the box "Declaration".

Once you have completed all sections, you will see that all circles on the right side of your screen are green, and you can therefore proceed by signing and sending the removal application as described in the previous sections of this presentation.

The screenshot shows a web form with the following sections:

- Parties**
 - Filing capacity** (with a help icon):
 - Representative
 - Patent applicant/proprietor
 - By ways of a mandate
 - Patent Applicant/Proprietor (1)**
 -
 - 1. BCD GmbH** (with a dropdown menu icon)
 - Type: **Legal entity**
 - Company name: **BCD GmbH**
 - Email: **abc@generic.com**
 - Postal address: **BCD street - 1234 ...**
- Attachments**
 - Type of document: [dropdown menu]
 - or
- Declaration**
 - I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5

This is the Front Office e-Filing portal view after the removal application has been sent to the Court:

Filters

User reference ↕	Request Type ↕	Submission ID ↕	Opt-out number ↕	Applicant	Last modif. ↕	Status ↕ ?	Actions	More
<input type="checkbox"/> RUWOO-19062025	Removal of unauthorised withdr...	0000009629	UPC_APP_2197/2025	BCD GmbH	19/06/2025	Sent ←	  	
<input type="checkbox"/> Oifiling19062025	Opt-out request (initial filing)	0000009624	UPC_APP_2194/2025	a	19/06/2025	Sent ←	  	



Portfolio portal view

This is the Portfolio view of the initiator of the opt-out application, after the removal application has been sent to the Court:

Opt-out UPC_APP_0023_111112/2025

Withdrawal pending removal
On this page you can view and manage case details.

Activities

Lodge withdrawal request

Lodge correction request

Latest activities (4)

[4 View all activities >](#)

Case overview

Proceeding	Opt Out	Status	Withdrawal pending removal
Title of invention	Medico-technical product and method of its production	Filing capacity	Representative
Patent number	EP1111112	Lodging date	23-04-2025
Applicant	DEUTSCHE INSTITUTE FÜR TEXTIL- UND FASERFORSCHUNG STUTTGART Stiftung des öffentlichen Rechts	Application number	00125543

Parties

Applicants (1)

Type	Name	Email	Address	Represented by
Legal entity	White AG	generic@whiteAG.com	Whitestreet, 1234, Whitecity, DE	CEO White AG

Representatives (1)

Name	Email	Address
		Evastrasse 2, 2222, Evastadt, AT

SPC patent data

Supplementary protection certificates (1)

No.	SPC number	Country	Holder
1	123456	DE	White AG

Declaration

I hereby declare that each proprietor of each patent/application listed above is entitled to be registered pursuant to RoP 8.5

Activities

Group	Type	User	Date	Status
Third-party filing	Removal of an unauthorised withdrawal request	EI	23-04-2025	Received
Lodge withdrawal request	Opt-out withdrawal	EI	23-04-2025	Received
Lodge correction request	Opt-out correction	EI	23-04-2025	Received
Initial filing	Opt Outs	EI	23-04-2025	Received

Rows per page: 10 | Showing 1-4 of 4 results | Page 1 of 1

Portfolio portal view of the initiator of the opt-out application

Documents

Case Documents (12)

Document type	File name	User	Date	Confidentiality code
SUPPORTING_EVIDENCE_OF_UNAUT...	OPT-OutSIGNED.pdf	EI	23-04-2025	M
Receipt	receipt.pdf	EI	23-04-2025	M
Request	Cover sheet.pdf	EI	23-04-2025	M
Receipt	receipt.pdf	EI	23-04-2025	M
Opt-out withdrawal request	OPT-OutSIGNED.pdf	EI	23-04-2025	M
Request	Cover sheet.pdf	EI	23-04-2025	M
Request	Cover sheet.pdf	EI	23-04-2025	M
Opt-out correction request	OPT-OutSIGNED.pdf	EI	23-04-2025	M
Receipt	receipt.pdf	EI	23-04-2025	M
Opt-out application	OPT-OutSIGNED.pdf	EI	23-04-2025	M

Rows per page: 10 Showing 1-10 of 12 results

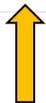
Opt-outs

This is your portfolio portal. Here you can manage all your cases and filings.

Lodge new opt-out

Cases (20)

EP number	Applicant	Representative	Lodged at	Modified at	Status
EP1111112	White AG		23-04-2025	23-04-2025	Withdrawal pending removal



Once the application for removal is filed, the status of the opt-out application will change to *"Withdrawal pending removal"*.

After the *"Removal check"* task has been processed by the Registry, the status of the opt-out application will change to *"Withdrawal subject to Application for removal"* (please see screenshot on next page).

Decision of the Registrar on the Application for removal of an unauthorized withdrawal of an opt-out

It is at this stage that the Registrar will need to issue a decision on this removal request and upload it in the system via the back-office access to CMS.

If a request for comments is issued, the initiator of the opt-out application can file the comments on the removal request by logging into the Portfolio view and uploading the comments in the "Activities" section as shown in the screenshot on the right.

After receiving the comments, the Registrar will issue a decision.

Depending on the outcome of the Registrar's decision, the status of the opt-out will be changed accordingly. On the screenshot on the right you can see a list of the statuses of the opt-outs in the system.

The screenshot displays the 'CASE MANAGEMENT (FRONTOFFICE)' interface for a specific case. The case title is 'Opt-out UPC_APP_2194_0000333/2025', with a subtitle 'Withdrawal subject to Application for removal'. Below the title, it states 'On this page you can view and manage case details.' The interface is divided into two main sections: 'Activities' and 'Latest activities (6)'. The 'Activities' section shows a single activity: 'Comment on removal request'. The 'Latest activities (6)' section shows a link to 'View all activities >'. Below these sections, there is a 'Status' dropdown menu. The current status is 'Withdrawal subject to Application for removal'. The dropdown list includes the following options: 'Filed', 'Withdrawn', 'Opt-out removed', 'Opt-out pending removal', 'Opt-out subject to Application for removal', 'Withdrawal pending removal', and 'Withdrawal subject to Application for removal'. A yellow arrow points from the text on the left to the 'Activities' section, and another yellow arrow points from the text on the left to the 'Status' dropdown menu.

How to lodge an application to remove an unauthorized opt-out

Should you wish to lodge an application to remove an unauthorized opt-out, you can repeat the same procedure, the only difference being that from the scroll down menu of “Requests relating to opt-out filed by another user” you just need to select the option “Removal of unauthorized opt-out”.

Create new request

User reference ?

▲ User reference is a required field

Request type

Opt-out request (initial filing)

Requests relating to opt-out filed by another user

Type

--Select an option--

Opt-out withdrawal

Removal of unauthorized opt-out

Removal of unauthorised withdrawal

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 : <https://www.unified-patent-court.org/en/registry/opt-out>
 - New CMS Filing platform : [Coming Soon](#)
 - New CMS Portfolio : [Coming Soon](#)
-