



December 2019

Staas & Halsey LLP Notice of Discontinuing Use and Disposal of Internal Client PAPER Files

Since about the year 2010, our firm has maintained duplicative paper and electronic “official” files for each of our client’s matters. **Effective January 1, 2020**, our firm will discontinue maintenance and use of our “official” paper client files, and instead rely only on our electronic official client files.

This change in procedure is based on the following considerations:

1. reducing duplication;
2. improving efficiency in producing and managing client documents, which includes interfacing with document management, docketing and accounting software;
3. reducing the costs associated with on- and off-site storage of paper files for decades;
4. relying upon more reliable computer storage back-up systems; and
5. relying on the fact that all papers received from or filed in the U.S. Patent and Trademark Office are separately available, as a backup, if necessary.

The foregoing client paper files will be disposed of, starting January 15, 2020, in a secure manner, such as shredding.

These soon-to-be disposed client paper files will include, but are not limited to, legacy client paper files produced prior to 2010, such as original patents and trademark registrations, abandoned patent applications and expired patent files, opinions, patent litigation-type documents (including trademark oppositions and cancellations), abandoned trademark applications and canceled/expired registered trademark files, etc.

Our clients have the right to maintain their own paper files in a storage facility or have the paper files returned to them, either at their cost. If you are interested in either of these options, **please reply no later than January 1, 2020 and identify your files that you would like to have sent to storage or returned and we will provide a cost estimate**. Otherwise, the paper files will be disposed of starting January 15, 2020, as noted above.