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PRACTICE AREAS

Intellectual Property
Patents

EDUCATION

Burdett College, Legal
Administrative Assistant/
Secretarial Certificate Program,
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Sandra M. Wall

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Sandra Wall has over 20 years of law firm experience and focuses on foreign patent prosecution. She works with the firm's Intellectual Property patent attorneys from our Boston office, providing support in areas including:

- Preparing and filing PCT, National Phase and Paris Convention filings, along with all formality documents required from various jurisdictions
- Preparing and filing responses to any PCT invitations
- Providing cost estimates for translations, EP validations and National Phase filings
- Coordinating filings and ongoing prosecution with foreign associates
- Reporting correspondences to clients regarding their foreign cases
- Updating all client information files
- Proactively working off a docket to ensure all deadlines are met
- Sending docket reminders to attorneys, patent agents and technical specialists

Sandra is proficient with a wide range of patent docketing systems, form libraries and file history databases, including PAIR, EPONLINE/espacenet, WIPO, Patentscope, and ePCT.