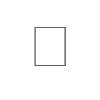
**Transcript**

July 18, 2025, 6:06PM

 **Ramirez, Sonia Alvarado** started transcription

 **Ramirez, Sonia Alvarado** 0:04  
You good? Okay.

 **Dr. Megan Ma** 0:04  
All right. Well, hello, Sonya. Thank you so much for taking time out today. I'm just about to turn the mic over to you to share a little bit about yourself, your role at Foury's, as well as kind of your journey of how you got here and what, you know, inspired you to kind of take this route.

 **Ramirez, Sonia Alvarado** 0:05  
OK.  
OK, um, so I've been doing well first I started.  
I I went to school for paralegal two years and then I went, I got my associates and then after that I went to school again to get my certificate, my paralegal certificate. So I do have that and then the school that I went that I, you know, the school.  
That I went to actually found me a job and it was in house and that was like maybe oh.  
Over 15 years ago, maybe. Yeah, yeah, it's been a while. So they found me an in-house job and whenever I started, it was a legal clerk position.  
So I would be helping with as far as like the the, you know, the patents filing like physical files. That was all. I would help the paralegals whenever they would hand me documents I would have to.  
Make cover sheets, put them in order whenever in this whenever they needed litigation. I would help with that too sometimes, but not not all the time. It was just mostly trademarks that I would I would have to handle and the in-house that I used to work for was.  
Fruit Systems, which was like the best job that I could ever have because it was the, you know, the makers of chi, the hair straightener. And so it was like we got, you know, we got sales and stuff. But anyway, that's beside the point.  
So I did that for like maybe nine years I was there. So it was, it was good, you know, pretty good amount of times for me to like get my feet what what what it was and what it was entailed. So then after that I.  
God, I found it. I found the job at another law firm.  
And I went in not knowing nothing about patents. I'm going to be like, I knew nothing about patents. So I self-taught myself. I I'm like self-taught. And the other paralegal that was with me during that time, she, you know, she showed me the way and she actually taught me how to do.  
You know, patent work, and I left the trademarks. I never did trademarks, get trademarks again. I mostly stuck with patents in whenever it's basically the same thing that I do here at Morty's.  
The same kind of work. We would file patents. We would have to file office actions. We would call the USPTO whenever say there's something wrong with.  
A response or say there's something like a notification that we received and I'm like, well, this was filed, why did they send this to us? Or what can I do to have an answer for the attorney? So we received a notice. I need to know why, so I have to let the attorney know how we can fix it.  
What else? We got formals, assignments, declarations. We have to contact inventors to get those.  
Applications. And so basically it's it was it was kind of hard because I didn't know what to do in the beginning. I didn't know how, what, what, what application was, how to fill out an application data sheet.  
I didn't know nothing. So it's like I learned with one of the other girls and she taught me really well. Like, I really, I thank God for her, because if not, I wouldn't have known what to do. But um, so yeah, that's.  
Basically it. And then whenever I left Polsinelli, I was there for like maybe five years. So I came to Worry's and then whenever I was here at Worry's, they didn't have anybody. They, I don't know. I don't know how they were doing it.  
They, um, so they they didn't have nobody. And so then that's whenever I came in and started helping them with.  
With their patent prosecution, so with patent filings, you know, the the usual responses and dockets. Yeah, cause their dockets, I don't know how they kept up with those. That's like another thing that they need to like.  
I would really, really like help on because it's hard to like I have 16 attorneys under me. It's like 16. I have like 16 dockets every morning. I can't go to those dockets with for each attorney. So because that would be like most of my day.  
And then most of my day I I'm like, no, I need to like put or I have to prioritize my work. You know, I have to go from what needs to be done 1st and then I just go down the line, you know?  
So yeah, I, you know, thank God Iona has a a secondary docket, which I look at on the days whenever it's like I go out like maybe a week or two and see what we got coming up, see what all the factions need to be done.  
Issue fees need to be paid, applications that need to be filed. Then I send reminders to the attorneys regarding when like, OK, it's a doctor reminder when are we gonna file this now or gonna wait?  
And then something you know or I'll e-mail the client. Sometimes it depends on the client. I will e-mail e-mail them asking if they are, you know, order your instructions.  
Are you gonna can we start working on it? Can we pay the fees? You know, what is it? So, so you know, there's like, luckily you have that secondary docket because it's the main docket. Sometimes it's it's kind of like hard to read sometimes.  
Even the attorneys agree that it's hard for them to read what they're looking at. So the secondary docket is, you know, Iona's created it, which is awesome.  
So yeah, so it's basically I have to keep, I have to keep my attorneys on their toes sometimes. It's like I'm the last, you know, I'm the last set of eyes that look over everything before I file it because what I do is if they prepare.  
OK, so we prepare an application. Did you want me to start like go from there? Like how how I go about it? Do you want to know like, OK, OK, so whenever I prepare an application, it's usually the attorneys draft the application.

 **Dr. Megan Ma** 7:32  
Yeah, that would be great.

 **Ramirez, Sonia Alvarado** 7:43  
You know, they work with inventors, clients, get that finalized. OK, so then they send me the, you know, and they formalize the drawings. Of course we need to get those finalized. We can't have informals unless it's a provisional application.  
Because a provisional application just like.  
Basically I would say that it just kind of like holds like a whole placeholder for your patent until you could like convert it to a non provisional or a PCT.  
Which you know that's basically like a big that one right there would get your patent issued. OK. So if it's if it's a provisional, we don't need formal drawings, we need you could just file with informal and it's basically just.  
The application itself, the drawings, the application data sheet and a power of attorney.  
Um.  
Because sometimes if you don't file a power of attorney in some lease cases, sometimes whenever the client wants to change their name or needs to change an inventor, sometimes that could get tricky like you know with all the like rules and NP, you know, NP PS.  
And things like that. So I it's not necessary, but in provisionals I did. I always file a power attorney. That's just because I wanted to like make sure if it were to come back for any reason that needed to be done because it it did happen, you know, one time.  
But it was like a client that had transferred that had theft back and they left again and came back. So it was like something like that happened. So we didn't have the power of attorney in the provisional, so they couldn't change it. And then when it came time to file the non-provisional, we weren't going to have.  
We weren't going to have like the same kind, the same information. It was going to be like not, you know, not the same. So and then they told us, well, you can't file it without a power of attorney. So. So ever since then, I'm like, no, we're going to file POA. We're going to file POA.  
Um, so after, but that's for a provisional and then for not provisional.  
Call.  
I'll, I'll use, um, Jeremy, for instance. Um, sometimes he'll send me, he'll send me the, uh, like a link to the application and drawings and he'll be like, Sonia, can you file this? And he'll tell me if if it's a continuation, if it's gonna be a divisional or if it's gonna be a straight.  
It's gonna be a straight application and sometimes a continuation is just when a application, when one of the applications is already gonna issue and we already pay the fee, we file like a continuation of that same application because they wanna keep the claims.  
The same, but they want to keep some of the claims, but some of them change. OK. And so then the divisional is like just like a continuation. It's just division, a divisional of the application sometimes whenever that's going to issue the same thing.  
Um.  
And so then, if it's a straight application, Jeremy will send it to me. He'll be like, he'll send me the application and the drawings, and then he'll list, um, the inventors. He'll give me a list of inventors and he'll be like, and I'll be like, OK, so.  
Whenever I get that information, I create a folder on my desktop and I.  
Download the PDF version of the drawings and the Word version of the application.  
And after I download those, I'll put them in the folder, I go and and because some of the clients already like have application data sheets with their information already in it. So all I have to do is just go and change the inventor information and just leave.  
The assignee and the applicant just the same, you know, it's just like to me, it's like.  
Sometimes this work is like, it doesn't change. It's, you know, it's one of those things where you just know it's just like a routine, you know? For me, it's just like, that's what it is. So it's like I I know what I need to do and how it needs to be done.  
So then whenever he sends that I go and sometimes we don't have inventor information, so sometimes I have to go back into the file, look at the invention disclosure and see if they provided their address.  
To put into the application data sheet or if I need to use the company as the mailing address for the for the inventor. So if we don't have that information, I asked Jeremy, I was like Jeremy, you know we don't have the inventor information for this one.  
Can you reach out? So he'll reach out to the inventor and ask for their inventor, you know, their information. Like we need their name, first name, middle initial, cause some of the clients like to have a middle initial.  
And last name, well, first name, middle initial and last name. Everybody's different. Not everybody provides their middle name or some of them don't want it on there and some of them want us to use the company address instead of their mailing address because they don't want it to be published.  
You know, on the USPTO. So he'll if I don't have that information, either I'll use the company or he'll reach out, I get that and they'll send it back.  
And then I'll input all the inventor information into the application data sheet. And you know, I had to put in the title. I had to put the client matter number, how many drawings we're filing.  
Add.  
And basically the like I said the the assignee and applicant are already filled out because it's just a like a repetitive you know same client. I have you know templates it's you know that it's basically like a plug in.  
You know, plug in information and you're good. Sometimes we do have.  
An IDs, an information disclosure, you know form and whenever we do IDs is either the client had a search report done.  
And they have references that they want to cite like other patents. Um.  
Non uh, non patent literature. Basically like your articles. Um.  
The paper, like research papers that people have written, you know, they just want to cite them so they could. During the patent prosecution, the examiner could be like, you know, use that like as extra information for them to.  
To use to figure out if you know whenever office actions and things like that so.  
Um.  
So information disclosures is sometimes it we do do them for certain clients and then for some of them we don't. So it just depends like for Saudi Aramco.  
I'm gonna go through their process. Um.  
Whenever I get a Saudi Aramco application, so whenever we get those.  
The attorneys and patent agents and associates, whoever works on them.  
They get it finalized.  
And the drawings are formal, formalized. They send it to Saudi Aramco attorney, whatever attorney's working on that specific one. So whenever they send it to them, whenever I see that e-mail go out, I'm like, OK.  
The e-mail went out. I need to get. I need to contact the inventors. So then that's whenever I prepare the assignment and declaration formal documents to send out to the the inventors and the forms are the same. I just have to change the information.  
It's just, you know, like I said, plug in information and it's just repetitive. And then you just change names, put the venture names that are associated with this application and then.  
Oh well, but I I create a folder specifically, you know, for each matter. Each matter is, you know, I have a main folder for Saudi applications and each matter you know each folder it has the the application, the drawings and then I have to for them they do search reports. So then I have to go into.  
I manage, which is our file site like where we keep our since we're paperless, it's you know, the electronic version where we keep our files. So I have to go into iManage and download the information disclosure.  
Um.  
And then if their search report, which we send out whenever we get it, we send out to get to have a search report done and then.  
And then if there's any MP OS that the that the inventors have provided or if there's anything that the attorneys have put in there, I I download, I download everything, put it into the folder as well.  
And then, like I said, I prepare the assignment declaration. Then I create an e-mail, send it to the inventors, and I make sure to CC the attorneys that worked on it.  
And of course our docket, of course Saudi Aramco's docket. And then whenever we get that, sometimes it it takes a while for the inventors to get it back to us. It doesn't take like a long time. Sometimes it can be like a week or two for the ones that are like really quick.  
And then sometimes there's there's times where it's like I have to keep on sending reminders, send another reminder, send another reminder. And then that's whenever we ask the Aramco attorney, hey, we need help contacting these inventors. We need to get this.  
Assignment declaration before we can even file your application.  
You know, so and so whenever they provide that, that's whenever that it's ready and the the Saudi Aramco has said, OK, it's approved to file, OK, we're good. That's whenever I start preparing everything again, I start with the.  
Application data sheet. I will look for the first audio Michael. We have a checklist and for their checklist we have. Let me pull it up really quick.  
So I know so I can like really tell you in detail like what we do for our application checklist. But we have an application checklist, we have the application data sheet, we have the application in Word and I have to create a PDF.  
We have the formal drawings PDF version. We have the executed declaration and assignment. Of course we have our PDPOA because we you know we we file that an IDs form which is the information disclosure statement form.  
Which lists all the references that were either cited in the invention disclosure, the search report or any MP like long non patent literature that the inventors have provided or the attorneys want cited. So in our.  
In our application checklist, we have like the Saudi Aramco reference number, our docket number, the title, the name of the inventors, the applicant, which is gonna be Saudi, you know, Saudi Aramco.  
And then we have the ADS and then I have to put how many pages the ADS is and the fees because either the fees stay the same or they change because we have extra claims. When we have extra, if the claims are over 20, we have to add extra fees for that.  
So I put in like either the fees stay like stay the same, it's always 2000, $2000 or if it changes because there's extra claims, then I'll put it in there. So we know so that you know whenever the attorney reviews it, they know that oh.  
OK, well these are gonna be extra fees. These these are the fees I'm gonna be including and then I have a box for the Word version of the application. I have a box for the PDF and within when that one it's I have to put the specification.  
How many pages there is and then I put the claims, how many pages are in the claim with claims and then the abstract. You know the page number. It's like the page numbers I have to put and then for formal drawings I have to put the number of sheets.  
Like if it's like 8 or 9, I'll put that that 8 or 9 pages long, I'll put like 9 and the number of figures cause sometimes the figures will have two figures on one page, so it'll be like 1A1B.  
The next one will be like 2A2B. So it could be like you could have 9 pages, but then you could have like maybe 11 figures. So it just, you know, it depends and then.  
I have a I have it where I have to do the number of drawings match the description of the drawings in the application. So I have to look at the drawings. Do they match up with the description that is given in the application? Like do the figures match?  
Because if they they don't, then whenever we'll get like maybe some kind of notice of missing parts saying that something was not right, the drawings don't match. And so that creates, you know, it's not a problem, it's just something we we have to just respond to.  
And then of course the executed declaration assignment, the power of attorney and the IDs. So I make sure I have everything in that folder and then whenever I fill out all that information.  
I send it off to Iona. She is she.  
The main one that reviews reviews applications. Even if another attorney worked on it, she reviews it. And so after she reviews it, either she'll tell, she'll tell me, can you change this? We need to have it match.  
Or can you this needs to be changed. Can you use this form? You know so it's like you know she had she's like my eyes if I like make like a a small mistake but then sometimes it like one of the attorneys will if they they approve it I'm like.  
Let me look over it again. I I like do it like it. I do a check and then when I send it to them, they do a check. But then whenever I get it back, I do another check. So it's like, you know, like I said, I'm the final eyes and I don't want, you know, we've, I've had mistakes. You know, nobody's perfect.  
There's times wherever something gets missed or I didn't count something or one of the inventor's names may be off by a letter or the last name was misspelled or it's just it just depends. It's like little things like that.  
So, so I send it to Iona. Iona reviews it for me and then whenever she sends it back, if everything's fine, she says looks good, then I know I'm ready to file. So I pull up the USPTO.  
Um, we each have a login and the attorneys, they sponsor us.  
I they have because it's their registration number that we're using to file under their name.  
And so whenever she signs off on it, like I said, she sends it to me. I can log into USPTO and then.  
You know either it has to where you it like you're gonna do new filing and then whenever you do that either you're gonna do a non provisional provisional PCT reissue.  
It you have to like it gives you what kind of application you're filing. OK, so I mostly file non-provisionals for Saudia for Aramco. I file a lot of non-provisionals. It's very rare that we file provisionals sometimes.  
And then PCTS we that's converted whenever like within a year of filing of the US application. So we start off with the US application then we convert within a year to either we get instructions from Iraq go either we're going to file in Saudi Arabia are we going to do a PCT.  
They've been filing in Canada and Europe, so we get instructions from them how we're gonna file. But with this one like I, you know, click nonprovisional, I upload my application data sheet first because that populates.  
The first name of the inventor, the attorney docking number, the title and the attorney that's that I'm working under. OK, so then after I populate that, then I have to continue.  
And then after I continue with the USPTO, you have to file a Word document with your application, because if you do not you, they charge you. There's a fee for not filing a Word document in the application. So that's.  
That's just that's that's the rule. So I upload the Word document and then it'll it'll give me the option to upload the PDF version of the of the application, which I always do. And then I just go down the my checklist, I go down my checklist and start.  
Uploading as I go. Like I did my ADS first. That's number one on my checklist. The Word document, that's second PDF, that's my, you know, the second one. And then my third one is my drawings. I do that. Then I do my declaration assignment.  
And then I do my power of attorney and then I do my ideas and then I also upload whatever, like I said, foreign references or non patent literature that needs to be uploaded. OK, so.  
So once I do all that, I go on to the next screen and then that's whenever it'll ask me how many pages are in the specification.  
And if it's 35 pages long like.  
Then I'll put 35 and then they'll ask me how many claims. Either it's 20 or 22 or whatever, because it'll the fees will be calculated within the next screen.  
And then and then of course an independent claims as well, which if it's over 3 then you'll get an extra, you have to pay an extra fee for anything over 3 for that. So I have to go in and make sure I count.  
The claims make sure there's 20 or more or however many and independent claims it's it's it's just a claim that doesn't.  
That that doesn't have a claim. It's just a claim that just stands alone and it's not like or like whenever it says this claim is for this, this, this, this, it doesn't it.  
It's like just stand alone and I have to make sure I go through each, you know, through each of the claims, make sure and count that there's only three. Sometimes they only have two, sometimes it's only three. And then if there's more than, you know, I'll be like, hey, there's an extra one. Are we going to pay the fee?  
I mean, they'll be like, OK, yeah, we're going to pay the fees or no, don't pay the fee now. We'll just pay it whenever we have to file like a preliminary amendment, an amendment for the claims. I was like, OK, so then after that I go to the next screen.  
And then the next screen I calculate the fees like an examination fee, processing fee.  
And the the filing fee. And then if I don't have, if I don't have a declaration, then I have to put that fee in.  
And so that's an extra, that's an extra fee. And then if they're in the previous, like I said in the previous screen that I put the claims in, if it's more than 20.  
Like say I had 22 within the whenever I get to the fees, it'll have a box that says more than 20 claims and they'll have two. So then they'll calculate the the amount that needs to be paid.  
So after that I calculate the fees, make sure that I everything's checked, every box is checked for the fees, and then I'm like, OK, next screen. That's whenever I submit and I download the receipt of the filing.  
I save it into the folder that I'm working in and then after that it will go to the next screen to pay the fees, to pay the fees. And after I pay the fees, I save the receipt. I PDF it and attach it to the acknowledgment filing receipt.  
So the fees will be attached to the fee to the to the receipt that I had just did. After I pay the fees, I go and file the assignment and that that assigns the rights from the applicant, from the inventors to the applicant.  
OK, um, so then I have to go in and.  
It's a different, it's within it's USPTO, but just a different, a different tab that I have to open for them. So then I go and file the assignment. I have to state it's an assignment.  
And then after that, it'll take me to another screen asking for the attorney's information, the docket number again. And so usually that's like my auto fills already like, you know, already plugs it in. The only thing I have to change is just my attorney docket number, which I.  
I have to make sure that that's right because it has to match. Because if if it doesn't match then I if I say if I if I it was wrong then I have to go back and just for that I have to correct it. If it's wrong just for that docket number I have to correct it. It's just like a number off or whatever.  
So um.  
After I put that information in, I go and enter the inventor's information first, like I said, first name, middle name, middle initial, last name and the date that they signed the the sign it. So I had to like.  
List each one. There's like 5-10 however many inventers there is. I have to enter each one. OK, then the next screen I go and I enter who the.  
The entity that they're assigning to or the individual that they're they're assigning to, well, like, you know, in this case it's the applicant, the RAPCO. So that information, like I said, it's already populated for me because I it's like repetitive for me. So it's.  
You know, so I but I do still check it though, just to make sure that that information is right. I do like I always do have a double check, triple check and then.  
The next screen you go and you put in the application that you just filed. The application that you just filed, you put the application number that it that is specifically is assigning to.  
Um. And then after that you go and you upload the assignment.  
And then and you have to, it makes you view the assignment before you could go to the next step. You cannot just go to the next step without reviewing it. So I, you know, I open it the and so I they hit view and I open it. I'm like, OK, everything's here, everything's here, everything's here.  
OK, so then I'm like everything looks good. Go to the next step. That's whenever you have another screen with everything populated in there with the with the attorney's information on the top.  
The inventor's information, their name, date, when they signed, then the applicant's information and then the person that is submitting the assignment, which is my name, the date.  
My signature. OK, so then I have to.  
It'll ask. Then the next screen, it'll ask me like, is this a true? It's like a declaration that I have to say that everything that I put in here is is correct and it's, you know, and then after that I hit submit.  
And then I print out the receipt.  
So it'll show that I filed the assignment and I save that into the folder as well because I also have to report it whenever I report everything that I file.  
OK, so whenever I'm done with the assignment, I create my e-mail that I'm going to send to to Aramco to Aramco's docket team. OK, so I create the e-mail I have to put in. I put in law IP docket.  
The very to that's who it's to. Then I have to CC our docket. I have to CC the attorney. Well, of course I always CC Iona. Iona is always on that e-mail. I put Iona and the the attorney and associates, whoever worked on this application.  
I put their, I put their, I have to CC them and then I CC the attorney that that is assigned to that application at Orenco. So then I I create my e-mail and it's always the same.  
The emails never change unless the client changes the way we have to report. I I still I do it the same, same header, same body of e-mail. The only thing I have to do is just change the information of what I just filed.  
And then you could get and of course I had to change the Saudi reference number. I had to change our our docket number in the the header and then in the body of the e-mail I had to change.  
Like of course our reference number, Vori's reference number. Then I have to put the title of the application that we just filed. I have to list the inventors next and then I list the application number that was given and then I have to put the date.  
That it was filed and then I just, you know, let them know here's all this, here's the supporting documents of the application that was filed today with the USPTO. Then I attach the I catch the application data sheet, the application in Word and PDF.  
I attach the drawings, I attach the assignment, then I attach the the receipt where I filed the assignment, which is called an E pass. It's electronic. Well, I just call it an E pass. It's just.  
Um, so I attach that receipt, I attach the power of attorney and I attach the IDs. I don't. I don't put the references because then the email's too long, too big or it need and then I'll get bounce back that it's too big or.  
You know, so it's just the IDS that file. But I do say like I I have all the references saved in that folder. So it's not like it they're they're not there in case you know the attorneys need it for any reason but.  
So after I'm done filing and I send it off, that's it for that one and I just the folder that I had created on my desktop I.  
I I drag and drop it to a to a like a a drive that we all share. It's like a shared drive so we so everybody could see if they ever needed to get in there. So you know Saudi or Echo has their own folder. So I just drag and drop everything that I just file that folder into there.  
OK, so yeah, so there's that one. And then like I said, every client is different, but it's just the same thing that I do for Ramco. I don't. Some of them don't require the checklist. I don't have to do a checklist.  
Sometimes it's straight like application data sheet drawings, POA ideas. That's it. And if if it's and if it's one of those like one of those clients, if I just do application data sheet.  
Drawings, the POA and the IDs. Then like I said, I have to just add the fee for like missing declaration whenever I file, but it's just basically the same thing.  
Go through the steps, make sure that you file everything correctly and sometimes if I don't have an assignment for the for the clients that are like straight like that and I don't have an assignment, I have to contact the inventors after I file. So then that's whenever I get.  
Either create and sometimes we have a combined assignment and declaration, so it's like just one form or sometimes it's either the client's assignment that they have provided like their template and like I said, I just plug in the information.  
That with everything that I just filed.  
And the declaration, it's a it's it's a separate form from that. And so like I said, it's just another another form. I'm just plugging in information.  
And so so I create those documents for them and I have to e-mail the inventors and of course I CC whoever the client is for that one. And sometimes they have a paralegal that I have to CC as well so they know that if this was sent to the inventors.  
Um.  
So yeah, so there's that, but the only the only problem I do have.  
Whenever I am filing is just my IDs's and but and that's because sometimes not everybody provides a non patent literature like they don't provide the article, they don't provide the research paper, they don't provide.  
So it's like it's kind of hard for me to find anything, so I have to take my time. It takes extra time for me. Whenever I'm preparing an ideas, it takes like maybe an extra hour.  
Just to find the NPLS like I have to research, I have to Google it and research online to make sure like if it's a free sometimes you can you're able to download it, but sometimes these NPLS they require you to purchase it. These papers you have to purchase them.  
So either we have to, I have to ask Iona, hey, do you want, you know, do we need purchases? So then I have to contact the library. We need this purchased or can you help me find this article? Cause I mean they're able to find it more than what probably I could.  
But that's my last resort whenever I need something. But sometimes, you know, I'm able to find some of the papers and after digging and going through the Internet and everything, trying to find it, I you know.  
Sometimes I do and I get lucky and I find them all. But like I said, it's it's extra time. Like I said, this can be an hour. Sometimes it takes more than that, depending on how many there is. Cause I mean sometimes they list like maybe 15 of them.  
And so it's it's hard, but I mean it's extra time that that I do that I that's like the main thing that takes time. And so whenever I see, I look they have the invention disclosure, the search report and I see NPL, I'm like, oh man, how many is there?  
I was like, Oh no. And so whenever I see like, OK, it's only 2-3, I'm, I'm good. I could, I could find that for you. But if it's, if it's a lot, it's gonna take more, more time.  
So yeah, there's that. But um.  
So like I said, every client is different and it's just like a routine of me just plugging information, fillable forms, uploading, double checking what what the attorneys have. Like I said, they review it, I review it again.  
Or so. So that's what the applications. Whenever we file responses, they will send it to me and they'll be like Sonia, file this, it's due today, file this, it's due like next week.  
And sometimes whenever I don't know how other IP specialists or anybody does does their stuff. But with me, whenever I if I see something come in and needs to be done, I do it that same day. I don't put it off. I I that's one thing I cannot do.  
I cannot put it off. If an attorney tells me that needs to be done, it needs to be done that day. If I have to stay late, I'll stay late to get it done. If you need it prepared, I will stay late to get it prepared to have, you know, so we can meet. I I just don't like to have anything late.  
I don't have, I like I said.  
I've been told like, it's like that I'm like the fastest one, like more efficient because I don't like to put anything off. I just get it. I get it done right then and there. And sometimes they're like, well, you didn't have to file it today. I wasn't expecting. I was like, no.  
If you're going to give it to me, I'm going to get it done for you, you know, point blank. So if a response comes in that needs to be done, I'll look through it because sometimes the the either they'll change the claims.  
And then there's claim identifiers, and the claim identifiers are currently amended. So that means that they change something in the in the claims cancelled. That means they cancelled the claim and it's no longer there or.  
Withdraw.  
Um.  
And what else? I think those are it. So sometimes whenever.  
I guess the attorney uses a a shill from a previous office action. Sometimes they they don't change the claim identifiers. So I have to let them know and be like, hey, there's this one says currently amended, but I don't see any markings on there that you're amending something like you're crossing out or you're underlining adding something new and they're like, oh.  
OK, good catch. Thank you for letting me know because I need, you know, they they they go back in, they change it and then they send it back again. They're like, OK, it's, you know, I updated the full, I updated the document. You can file it now. So then I'll go and check again and make sure everything like is.  
Is like, you know, looks looks good. So then after that I PDF it, save it on my desktop. After I after I PDF it opened USPTO I and and for this is the and this one we're not finding nothing new. So there's also a there's also.  
Something you could click for like existing application existing.  
I think it's existing applications and then and they will describe like responses, issue fees, everything that needs that's already that needs to be filed for an existing application. So I click on that and then I and then I do I can I do it once over again just to like make sure so then after that.  
I drag and drop it and then I have to after I drag and drop it, there is drop down menus.  
Uh, for each section of what the response is. So if it's like a non final office section, I have to.  
So it like I have to break it down.  
So I have to like do different different drop downs for each section. So basically for the section it's if I were to file like it's a non final office action response then I do the drop down. There's a drop down that says amendment after non final.  
That's the one I click. So then I do another I have I add another tab like I add another another line and then I count that how many pages the claims are and then I label and I have to like label what it is.  
The claims and then I have to put from page two to five. OK and then I have to do another another like another little section and then I have to put in there applicant argument.  
Applicant arguments and and response and in that one I have to do for like like I said, page two to six for the claims and then page 7 to 11.  
And that's just the basically the attorney arguing what you know.  
Against the office action that we that we just received or they're fine in response to and so I put it, you know I have to do that and then I hit save. So then I look at and make sure that everything is correctly even even in the USPTO it counts the pages for you.  
So if the pages don't match, it'll tell you you know like wrong number of pages. So then you go back and you you can change it. But I mean that's it won't let you continue if you don't, if you don't have the right amount of pages.  
Because sometimes whenever the responses sometimes.  
Whenever I guess, like I said, they use templates the attorneys do from previous and so they don't number them correctly or it gets misnumbered by accident. So whenever I'm looking at the page numbers, it's off like you know, by maybe a page or two, so it doesn't match them like wait a second.  
So then I have to go back and fix it and then fix the number of pages as well on the on the site. So then I hit save and after I hit save I go to the next screen and.  
That one, it goes straight to the fees. If say that we have to pay like if we're adding new claims, we can either, like I said, pay extra fees or extra claims or or say that there's this response was not given to us on time.  
'Cause we have three months to respond free of charge.  
And after the third month.  
We have three more months, but it's you have fees.  
After that and so, so if it's late, we'll maybe by a month I have to add the one month fee. If it's late by two, I have to add the two-month fee. If it's late by the third, I have, you know what I mean? So it's like I have to add fees on top of whatever.  
You know the late fees, but if there's no late fees, it's just straight to the next screen, hit submit, save the receipt, and after I save the receipt I I then create another e-mail.  
And basically I I use the same emails that are in in our file site because it's going to the same client. If it's for the same client I use the same, I just you know, copy, paste, copy, paste and then.  
And I just change and then and sometimes the the who it's going to and who gets CC. Sometimes it does change, but mostly it's it's usually just about the same. It's never, it never changes unless like I said, somebody.  
Says something other wise. So I did and I report that saying that it was filed and then and then that's it.  
And then some clients, I don't report the filing. Some of them just like for me to like just include like a their reference number, our reference number, the application number, the filing date, the title, the inventors and then.  
What we filed and the date and then that's it. That's all I send. But in the but in that header, I just put, you know, all their information and outgoing prosecution for that header. And then I just, you know, that's just letting them know.  
That we filed that that response.  
So, so there's that. Then I deal with foreign prosecution as well.  
Warn prosecution. Sometimes the attorneys like to respond to their own because whenever like some of it needs to get reported, they like to report it with an explanation.  
To the client of you know what what's going on and you know what why is the office action and we need their we need their approval to change this or we need their approval to file the response you know for the foreign associate to file.  
But usually whenever I deal with foreign associates, if it's like a renewal fee, a maintenance annuity fee, just to keep the patent alive in that country, I have to e-mail the client.  
Asking.  
Asking them for their instructions to pay the fees, because I'm not gonna just automatically just tell tell the foreign associate pay these fees. No, no, no, that's not the way it works. So I have to create an e-mail and create an e-mail.  
And send it to the client, letting them know, hey, we have this renewal fee coming up. Can you provide your instructions? It needs to be done by this date. We there's a due date. Some of them come back like really fast and tell us pay the fee. Or some of them come back, say don't pay the fee, we're no longer interested.  
In that country or something for for some reason. So then it, you know, we abandon it and let the let the foreign associate know we're not going to pay the fees. They're going to just let the application go. Do not take any further action, but if they do.  
If they do give us a give us permission, we have us somewhat. We have a service that handles our annuities and renewals and that's another thing that I have to monitor as well.  
So Sun IP, that's an that's another website that I have to monitor. I pull it up on Monday when I come in and it stays open all week. So cause I check it every day cause I check to see.  
What's coming up, what renewals are coming up and then even. So I will go off of that too to send renewal reminders, annuity reminders to the client as well. So I have to send reminders off of that.  
Office Sun IP as well cause sometimes some of the force of foreign associates don't e-mail us to like maybe after the fact but and so Sun IP catches it before cause it's like it's like basically docketing and Sun IP.  
You know, it goes hand in hand, so they they already have the dates calculated, so I don't have to worry about the dates.  
And so sun I whenever sun IP say I have one like coming up next week which is like really short notice. I'll e-mail the client today and be like hey this is gonna be due and I if it's like due on us like say like it's due on the 25th.  
I'll put it for the day before because I don't want to have instructions on that day. I want to have it the day before. I always put like if it's due by a certain date, I always put it for a day before just in case they give me that, you know, that extra insurance type.  
Or an extra day for them to respond to me before it goes it, you know, before it goes abandoned and that's not good. So.  
So yeah, so that one right there, some IPS like for just annuities and then sometimes whenever I have questions regarding renewals because you know I don't understand someone like our.  
You know, foreign rules like I don't. There's sometimes where I was like, wait, is this annuity calculated correctly? Cause sometimes whenever I do, I do that. I get caught up in like a rabbit hole sometimes cause either docketing did not docket right.  
Or something was not.  
Entered correctly and so it just kind of leaves like um.  
It just it's off. So I'm like sometimes I whenever I'm looking through the file, I'm like, wait a second, this doesn't look right. So I have the e-mail sun IP and then.  
And basically I have to go through each e-mail sometimes to to see what what work, what dates. Does it match with sun IPS? Does it match with docketings? Where did it go wrong? Does it need to be fixed? Who's correct? Who's not? And so that sometimes that takes time too, like, you know, just like with the IDs.  
Times like that takes time whenever I have to review.  
Annuities and.  
Renewals just to make sure that the dates are correct, because if they're not correct, then that throws everything off and then we're gonna miss something. So I just don't want to be in that position where we miss something because it wasn't calculated correctly. So I'll e-mail Sun IP and let them know, hey.  
Is this? I'm like, we have a, you know, a point of contact. I work really well with her and be like, hey, you know, can you let me know if this is right or is this, you know, can you help me figure this out? And they get back with me really. They're like, oh, we'll look into it. We'll let you know. And sometimes I'll sometimes either they.  
They say that it needs to be updated or sometimes they'll let me know like, oh, this, um, this born associate is only letting me know that they opened.  
They like open. It's basically like a start date of when you could pay the fees cause sometimes you can't pay it before they sometimes they you have a date of when it starts. There's a window like a like a a window whenever you you start to pay.  
So I'm like, OK, so sometimes, I mean, so it gets, so it gets verified and I'm like, OK, good. So then.  
I take care of that as well.  
Um.  
Let me see. And sometimes I have to oh, and then another one whenever.  
It's it comes back to IDs's. That's like my main problem. It's not a problem, it's just it's time consuming. Sometimes whenever we have a client, we file only US.  
We sometimes we don't file outside of the US. We don't file for them outside of the US. They file on their own. So we're not. We don't know what country they filed in. We don't know if they filed in China. We don't know if they filed in AP. We don't know if they filed in Japan, Korea, whatever.  
So, so when it's time for them to pay the issue fee, which is like whenever it's a fee that you pay to have your patent granted.  
It's just like a final fee that is due. Whenever that is done, sometimes that client, the paralegal will come back and say, hey, we have this search report from this country, can you make sure that these references were cited in?  
This application the US application that it.  
You know that it's correlating to and I'm like, OK, so then I have to stop what I'm doing. Like I said, I I as soon as something comes in that needs to be done, I'll do it just so I know that it's done and.  
That gets taken care of.  
So then I'll stop what I'm doing and then I will go in to the application.  
And check to see either it because sometimes it's like a search report from like another country, an office action, an examination report, and which is the same thing as an office action report. And sometimes they have references cited like US patent numbers, publication numbers.  
Non patent literature. It's just those three or like a foreign reference as well.  
And the when it's a foreign reference, that is whenever it's like a foreign application.  
That we need to cite. And so whenever I have to, I open that document and I see in there either like I said, either one of those I I have to look into the IDs. If there was one filed in the US application, I have to go through each IDs that was filed to.  
Make sure that in none of the like they were cited or like to make sure that they were cited already in that application.  
Sometimes there's like maybe one or two, three IDs. Sometimes there's 17 that they file and I have to go through each one to make. Like I said, see that to make sure that the references that are listed in this office action search report that the foreign associate provided.  
is already cited in the US application.  
And if it wasn't, then I have to create a whole new IDs and list the new the new references that are that you know that the the client provided and then send it to the attorney.  
Review, approve, and then we file.  
So that's another, that's another thing that takes time as well.  
Um.  
Let me see. And then of course, like I said, docketing is one that really, it really takes time. So you have to make sure like.  
Everything is correct because sometimes docking doesn't always get it right. So that's like another issue that we have. We just like our docking system. I just don't really. I mean, they're good people whenever you need something or you know.  
Whenever you need a report or something, they're really good and they're really, they're really good about that and getting to you, getting whatever you need. But sometimes it could, it could be, it could be, you know, whenever we file something, it doesn't get removed from the docket.  
So then I have an attorney coming to me. Why wasn't this done? I'll be like it was done though. We did file it. So then I have to go back and check, make sure you know when was it done. So then I have to let them know we filed it on this day. This is already done.  
So then the attorney emails them. This was filed on this day, removed from the docket. So it's like things like that. Sometimes they don't take it off, and that's just like my biggest pet peeve, because then it makes me look like I didn't do my job.  
So um.  
Let's see. Um.  
And then sometimes.  
Oh.  
I think that's mostly my day sometimes and some it's like a lot of responses. It's like I said, it's like to me it's a repetitive, but it's like.  
It's like you have to like double check, triple check and then go. It's like fast-paced. You know, to me it's fast-paced. That's just me because I'm the type, like I said, I'm the type of person that they send it to me. I get it done that day, send it to me, get it done that day. If I don't get it done that day, I am for sure going to get it done.  
The next day if it's like not a rush, but I like to have it done within the same day. Um.  
Let me see. I think, yeah, that's about it. Yeah, that's my day.

 **Dr. Megan Ma** 1:02:59  
Wonderful. Well, that was really meticulous and detailed and fantastic. I'm going to, I'm going to turn this over, maybe a little bit more personal. I'd love to kind of go back to the beginning. What sort of got you interested initially in working in the paralegal space? Was it that, you know, you had an interest in law?

 **Ramirez, Sonia Alvarado** 1:03:05  
Yeah.

 **Dr. Megan Ma** 1:03:19  
And I know that you also mentioned your earliest experience of the in-house role that you played and working as a clerk there. I know that you said largely the process that you'd seen in in-house was very quite similar to what you're doing at Forry's, but I'd also love to hear some of those differences as well. So I guess this is a two-parter.

 **Ramirez, Sonia Alvarado** 1:03:34  
Yes.

 **Dr. Megan Ma** 1:03:40  
So what inspired you kind of in the path and then kind of some of those differences with in-house and?

 **Ramirez, Sonia Alvarado** 1:03:40  
OK.  
OK, I had. I had wanted to go into law, but I was more looking towards family law.  
And and I was, I wanted to do, but I didn't want to like really get into it. So I knew like it was going to be like either like a paralegal role, legal assistant, legal secretary kind of thing. But then I started looking Vanessa as far as I started getting more and more.  
Bursed in the in, you know, because there's so many different parts of it. There's, you know, their court, there's, there's litigation, there's bankruptcy, there's tax, there's, like I said, family, there's criminal, of course, there's IP. There were so many. I just didn't know, you know, that this was.  
All out there until I I went to school. Like to me, I was like, I'm just going to go to paralegal school, you know, and then maybe I'll figure it out because I started when I started to like, really look into family law. I'm like, no, I can't do that.  
Just not.  
I'm, I'm too. I'm like one of those people that are, I'm like, wear my heart on my sleeve. I'm like, you know, I have like sympathy. Like I just really, you know, I don't think I would be able to do that. I wouldn't be able to handle the situations that come about with something like that.  
So I was like, you know, OK, So what what do I want to do, you know? So then I started with litigation.  
I I I saw that with like I said when my in house and whenever I first started, when I first started with my in house, I saw a lot of litigation, but whenever because with that litigation it was mostly like personal injury.  
Because we dealt with like hair care products and of course like electrical.  
Like, you know, straighteners. So it was like electrical, like, you know, just personal property, things like that. So whenever I started looking at the litigation, I'm like, that's too much. Honestly, it's too much. I I wouldn't be able to do it. It's.  
It's too much. I I really say it's too much like because it's a lot of like going back and forth with the client, the attorneys and having to like create these binders with all the information. And sometimes if the binders aren't correctly labeled then.  
It throws everything off. So you have to be really careful of what you do in litigation. So that's something that I was like, Nope, I'm I'm not going to do litigation. I refuse to. So I step back and then and then tax law. I wasn't really like.  
I don't, you know, tax law is like, it's like.  
People say it's boring. So bankruptcy and all that, I I that's not, I don't really find it interesting enough, you know? So then like I said, whenever I finished school and I got into this in-house, that's when it just.  
Just started for me for IPI saw. I worked really close with the paralegal that was that was dealing with the trademarks because like I said, we did do patents, but I think it was more so.  
Like I said, it was more so like a file clerk position, so I didn't really.  
I knew of like I had a well versed of like what it is because I would read the documents because I would have to like.  
Create um.  
Folders and have to label each one. That's what it is. And sometimes I would have to either look up trademarks, look up patents.  
Research things for the paralegal whenever she needed it, or like pull documents whenever she need, you know, for trademarks and or create new files whenever we found a new trademark or a new patent. So I would like to look at those. It was just like a daily thing that I would see. So I kind of like, you know.  
Kind of picked up on it and it just like, it just stuck with me and I'm like, OK, I could do this. I I could do IP, you know, because it was to me, it's like I said, it's it's something that you do.  
Like I said, it's just something that's repetitive and it's just like, you know what to do. Just make sure that you check your work, triple check your work. You have to be careful because sometimes I do rush. I'm the type of person, like I said, whenever I said I like to do everything that day.  
Sometimes, you know, I may rush and I and whenever I do that, mistakes happen. But you know, and you know, I take take responsibility, of course, you know, that's my mistake. And I apologize to the attorney and I tell him, I'm sorry, I'll, I'll call the USPTO. What can we do or what do you think?  
Needs to be done and we'll figure it out and it gets figured out, you know, so, so, so yeah, I just, I don't really every other part of law just never really interested me till like I said, I just started.  
Out of nowhere and it just took off and I just never really looked back again to anything else. And I mean, I love it. I love IP cause it's it's just it's a such a specialty law as well. Not everybody could do it and not everybody knows how to do it.  
Because I know we've tried to hire help for myself. Um.  
Because I know my my plate is full. I'm not gonna lie, it's it's a full plate, which I don't mind, you know, I don't mind at all. But you know, sometimes it could get it was getting a little overwhelming at one point.  
And so we were gonna try to hire somebody, but Iona wanted somebody that knew what to do, how to do it, knew the like the the terminology, knew what to like, just if it was gonna, if it was gonna be somebody, it was gonna be somebody that could hit the ground and start running with it.  
Somebody that we didn't have to train either we trained because we wanted done this like a certain way, we do things a certain way or.  
We didn't. We didn't want somebody that didn't know what to do. Like I would have to teach them how to upload documents, create new documents, what you need to fill out here, what you need to fill out there, how to send this. It's so it's like it would take away.  
My time training somebody from the work that I that needs to be done.  
So um.  
So it's just like we can't find nobody. And so it's like, I'm like, you know, I'm fine. I'm, I'm fine with it. I'm fine. I'm fine where I'm at. I'm good. I'm like I said, if my plate, like I said, if it's a lot of work.  
But I know how to prioritize.  
It's all about prioritizing what needs to be done. And then, like, you know, one of my attorneys yesterday had a response that needed to be done. And he came into my office and he goes, hey, that response that I sent you, I was like, Oh my gosh, I'm so sorry. You know, I didn't see the e-mail because I've been doing.  
My Aramco applications, you know, he goes, Oh no, that takes priority over this response, you know. So don't let me know if it if it what takes priority. But I myself already know what I need to do. Like that's what Iona's always, you know, said about me. She's like, we don't have to tell Sonia what to do. We don't have to like.  
Explain to her what needs to be done. She already knows. So yeah, so now I and I just, like I said, I just learned on my own and especially with that paralegal that I worked with.  
At my when I like it whenever I left in house.  
Um.  
I went to a law firm and it's so different. It was like so, so different. And I just and I was like, wow, this is how it feels. Cause I never worked in a in a setting like that. Like I said, it was just like, you know, I left as a file clerk and now I'm.  
Becoming IP specialist. OK. And like I said, I just work with trademarks. I didn't know nothing about patents. I I'm gonna be honest, I did not know nothing. I did not know what to do, how to do it, but.  
Like I said, the attorneys at that my my previous law firm also helped me. I just, I just, you know, basically picked up on everything. And so it's like it's like it's repetitive. It's just things are done differently.  
From there as they were done here, but they're the same thing. It's the same thing. So yeah, and I mean, and then I came to worries and I I was like, OK, I thought I was going to be working with somebody.  
And so I was like, well, you know, at least I have somebody there to like if I need something, something, somebody will be there. But then they're like, no, this is, this is a position because our last IP specialist left and she just never came back.  
You know, and I was like, OK, so I was like, all right, so I'm just the only ID specialist here in Houston. The rest are either in Ohio or DC.  
And there's maybe like a total of five of us.  
Maybe like maybe that do patents but but that some of the but they also do trademarks.  
I guess cause somebody left that did trademarks and so I think some of those IP specialists that didn't have maybe as much work, they took on that part too. So they're gonna be doing patent trademarks, but I just stick to my patents.  
That's, you know, and they they know, you know, my attorneys know, everybody knows that my plate is like they said cool and but I love it like that and I love it like that and then also.  
Side note, I also help pro bono here at the office. I assist one of the attorneys in Washington.  
We work with the Catholic Charities Church. It's a it's a Catholic, it's a Catholic Church and it's like a charity group that helps people who are trying to get through visas from, you know, they're fleeing their country because of.  
Bad situations. So you know, they come to, I guess the the Catholic Charity picks up on somebody that needs help, that really needs help. And then that's whenever they'll message the attorney in DC.  
And he would either say yes or no. We could take it on, you know.  
And um, whenever that happens, most of them are Spanish speaking.  
The the majority are Spanish speaking. So whenever I first started with that, I didn't, I didn't know. I thought I was just going to be jumping on the call to help translate, help the attorney translate when it, you know, explains her, you know, how to fill out the forms, what she needs to fill out, how she needs to fill it out.  
About what we need, what documents she needs to provide, when she needs to go to court, things like that. So it's like I was communicating with her in Spanish and then I would translate to English. Or if I would translate from English, I'd translate to Spanish. So it's like I was the middle person. I was of course the translator.  
I've been the translator for them. I started with, I think already 3 cases, 33 cases already, and so I'm on my third one right now and so we're helping her.  
And things are, you know how things right now are just not that great. So she's kind of scared in which I understand. So we're trying to get her some help before she goes to her next appointment. So yeah, and but so I do, I do like pro bono work translating for.  
For people who need visas and things, yeah.

 **Dr. Megan Ma** 1:16:48  
Amazing. But I mean, I love the fact that you sort of gotten thrown in almost accidentally into this and then have grown to love it so much. I would love to hear more about what you saw was particularly maybe a highlight so far.

 **Ramirez, Sonia Alvarado** 1:16:50  
Yeah.  
Yeah.

 **Dr. Megan Ma** 1:17:08  
Maybe either in your time at Vorys or before, I know that you really enjoyed initially at least kind of the products that you got to engage with in the in-house side. I know with Aramco it's possibly a little more boring such that it's like oil and gas, but if if you have.

 **Ramirez, Sonia Alvarado** 1:17:25  
OK.

 **Dr. Megan Ma** 1:17:28  
Not Aramco necessarily, but other clients where you were part of that prosecution process and it was just something memorable for you.

 **Ramirez, Sonia Alvarado** 1:17:37  
Um.  
I'm trying to think I I wouldn't. I would just say like probably the people that I do meet, but I know it's only online that I do communicate with some people and it's mostly like the paralegals.  
And they've always been so helpful sometimes. Like, you know, they make it, they make it, they make it helpful, especially being from a client. You know, I I appreciate it so much whenever I need something and I could just go to them if I need it and.  
It it, they'll send it to me or they'll get me something, get me like an inventor e-mail that I don't have or you know, just something small like that. So it's like the relationships I guess that I build with them. I I I really like that.  
That's what I mean. Sometimes whenever we have a patent that just just goes straight through nothing, nothing wrong with it. We're good. That's that's that's rewarding to sell because it's just like it saves it, you know, it's it's time consuming.  
Doing certain things. So whenever it's something that's just straight and we get it granted, perfect. That is just like the icing on the cake for me.  
But I guess and it's just like also learning. I'm still learning. I'm not gonna lie, I'm still learning. If I have questions, I'll ask. I'll ask my attorneys if if I need help with something or.  
Like I said, if I basically if I have questions and I need more information, I'll ask and they're willing to help answer that question. And if they can't, then we'll figure it out together.  
So I guess it's relationships that I have built with people that I and I mostly remember, you know, how some attorneys work and I picked like I'll pick maybe.  
Like maybe like one attorney from a previous firm. I picked up their habits somewhat, then I'll try and then I'll incorporate to what I have going, like what I have here at Vorys and it and then it works, you know, if we may continue.  
Doing what? Doing it that way or sometimes it doesn't work. So it's just it's it's just something like, I don't, I I don't know. I just really, I know it's not the best thing. Like it's not fun.  
But I guess also it's like something.  
It's just plugging in information, reviewing the information, making sure everything's correct and there's no problem like filing like. I just like the repetitiveness like I just like.  
Coming in, I know what I need to do. It's gonna. It's not. It's of course not every day is the same. You know, I may have a workload that's really heavy. And then there's sometimes where it's OK, you know?  
Um.  
And so, oh, also I forgot to mention that reporting, reporting, that's time consuming too. We have to report everything we receive from the USPTO. We have to report office sections. We have to report.  
Notices, report filing receipts, report publications.  
They like I said, just everything that comes in from the USPTOI have to report to the client and sometimes those emails.  
I may get maybe 15 a day.  
Or sometimes it'll be, you know, five that day. But so and then whenever, if I'm busy, busy during the week and I can't get to it, it'd be Friday in the morning. That's all I do is report.  
That's all I do is reporting, reporting, reporting and that that takes a long time. That right there takes a long time, just having to go through each document. Um.  
Create a new e-mail, attaching it, sending it, opening document, attach it, send it. So and then sometimes if it's a a notice of allowance, which means that the the patents are, you know, it's going to be granted. We need to pay a fee. I have to get the claims.  
And I have to go through that notice of allowance. I have to read through it, make sure that nothing was changed in the claims. And if it was, then I have to change the claims myself so it'll match. And then I have to like save a Word document of the claims, PDF it, then send the allowance and the claims together. So that's another thing that takes time.  
So yeah, reporting. And then there was something else that I was gonna mention. I share reporting. Oh, time entry. Time entries, yeah.  
That's that's another thing that we have to in our time.  
The I want to say the firm wants us to enter our time daily.  
They don't want it to go past the week because then if not, then we kind of like not get in trouble, but it's like not good. And then that that will affect your review at the end of the year for you not ending your time on time.  
So that's basically everything that you have done for the day. Like I have to bill for filing applications, bill for responses, bill for reporting, bill for filing IDs. Then I have to end on my non billable time which is responding to emails saving.  
File like saving e-mail, you know, reading through emails, saving emails and also for entering my time and and reviewing the docket that's not billable.  
Reviewing Sun IP for annuities that's non billable. So it's like everything I do for the day I have to enter and then sometimes I don't have time for that because my day is so full from all of my billable work that I don't have time to enter my time at the end of the day. So you know that's also a Friday thing.  
That I have to do as well. You know, I try not to let it go past the week, but sometimes it's it's just the reality. It's it's a lot of work in one day to do time as well. And if I was to do time, I would have to stay.  
Extra like more like you later, later. And so, so I'm like, yeah, yeah, that's about it.

 **Dr. Megan Ma** 1:24:52  
Right. Well, I think those are pretty much all my questions that I have. And thank you so much. I mean, honestly, I I think of everyone, you are the one who has been so detailed and specific, which is fantastic because that is exactly how we can capture.

 **Ramirez, Sonia Alvarado** 1:25:07  
OK, good.  
Mhm.

 **Dr. Megan Ma** 1:25:10  
Not only yourself as the personality, but also the actual the workflow that we will be trying to kind of map and all of those interactions. So thank you again.

 **Ramirez, Sonia Alvarado** 1:25:18  
Yeah, no problem. Yeah. And if I miss anything, reach out to me.

 **Dr. Megan Ma** 1:25:25  
Absolutely. All right. Thanks again, Sonia.

 **Ramirez, Sonia Alvarado** stopped transcription