

Patent Paralegal, Denver or Salt Lake City

Holland & Hart is seeking Paralegal to join its patent practice team within the Intellectual Property practice group in the Denver or Salt Lake City office. This role joins a dynamic, collaborative environment focused on excellence and work/life balance.

This position involves performing substantive legal work for the firm and its patent attorneys and requires the knowledge of U.S. and foreign patent law and legal procedures to support a growing, innovative patent practice. This position is responsible for patent-related tasks, helping to prepare and prosecute patents for some of the largest and most innovative technology companies in the world.

Ideal candidates will bring applicable functional and technical expertise, demonstrate a customer-orientation attitude, possess strong verbal and written communication skills, be a team player who is results-orientated, have the ability to handle change, understand how individual actions contribute to the broader business, take pride in their work, and take initiative to enhance the success of the team.

Essential Duties/Responsibilities

- Supports patent attorneys in docket and practice management
- Organizes documents and files
- Creates spreadsheets, status and portfolio charts, and/or graphics
- Manages and performs range of duties related to an internal electronic file system
- Generates templates for patent applications, and responses to various Office Actions (including but not limited to: a Filing Receipt, Notice to File Missing Parts, Response to Office Action, Notice of Publication, Notice of Allowance, Issue Notification; and Letters Patent) as they relate to correspondence/filing with USPTO, PCT, and foreign associates
- Prepares additional templates for various legal documents (Declaration, Powers of Attorney, Assignments)
- Performs tasks associated with the preparation and prosecution of patent applications
- Coordinates domestic and international filings with the USPTO and foreign law offices and/or other foreign entities
- Monitors deadlines for various domestic and foreign patent activities, handling routine activities in connection with the maintenance and protection of domestic and foreign patents
- Performs electronic filings at the USPTO
- Tracks and files Information Disclosure Statements with the USPTO across domestic patent families
- Reviews formalities of filed patent documents to ensure proper form, including Filing Receipts, Declarations, Recordings, Information Disclosure Statements, allowed patents ready to issue, etc.)
- Prepares reports and summaries for attorneys and clients
- Reviews and decides on appropriate action to be taken on correspondence received from foreign associates

- Researches and compiles information pertaining to national and international patent rights including searches of USPTO records, industry databases and general legal research
- Manages new client intake and opening of matters
- Assists in developing and maintaining client relations, including development activities, marketing, presentations and meetings
- Acts as liaison between attorneys, foreign counsel, and clients
- Keeps abreast of current rules and procedures
- Researches and compiles information pertaining to national and international patent rights including searches of USPTO records, industry databases and general legal research
- Monitors developments/trends in the law (e.g., USPTO policy or fee schedule changes) via regular monitoring of legal publications
- Maintains proficiency in required technologies such as Microsoft Office, Adobe Acrobat, iManage, USPTO products, Intapp, etc.
- Performs other functions as assigned

Qualifications

- A Bachelor's degree or 3-5 years of experience in a professional environment required.
- Minimum 3+ years patent prosecution experience required
- Knowledge of USPTO systems and processes
- Knowledge of patent preparation and prosecution
- Strong work ethic and attention to detail
- Excels within a dynamic, positive, professional, team-oriented culture
- Quickly learns and comprehends complex concepts and processes
- Thinks critically to understand how each task fits into a broader workflow
- Works efficiently, using available technology and striving to make tasks easier and more efficient
- Communicates regarding deadlines and level of workload
- Requires superior proofreading
- Requires superior oral and written communication
- Requires proficiency in Microsoft Office suite products (Outlook, Word, Excel, and PowerPoint, Visio is a plus), Adobe Acrobat, iManage, USPTO products, Intapp, etc.

Qualified applicants are invited to apply online. Please be prepared to submit a cover letter and resume. Transcripts are welcome but not required. Your cover letter may be addressed to Leslie Beard, Recruiting & Onboarding Coordinator. No phone calls, please. Holland & Hart is an Equal Opportunity Employer.

About Holland & Hart

Holland & Hart is a full-service law firm that today has approximately 470 lawyers across eight states and in Washington, D.C. delivering integrated legal solutions to regional, national, and international clients of all sizes in a diverse range of industries. As part of its longstanding focus

on diversity and inclusion, the firm has adopted a diversity plan and participates in diversity initiatives. For more information, please visit: <https://www.hollandhart.com/diversity>.