



Michelle Saitz

IP Practice Support Services Supervisor

St. Louis
314 552 6012 direct
314 667 3633 fax
msaitz@thompsoncoburn.com

EDUCATION

- Saint Louis University, BSN, 2005

EMPLOYMENT

- Thompson Coburn LLP Practice Area Assistant, 2007-Present
- Brown & Crouppen PC Paralegal - Mass Tort 2006-2007

Michelle is a practice area assistant in the intellectual property practice area. She is currently working with both patent and trademark prosecution. She communicates with clients and acts as the primary contact between clients and their foreign associates. Michelle also assists with the organization of the Extranet for our clients.

She drafts and files PCT patent applications and documents necessary for national phase filing. Michelle works closely with foreign associates on the prosecution of foreign patent applications. She reviews office actions and drafts correspondence to clients regarding deadlines, instructions, status reports and Notices of Allowance. Michelle reviews documents such as applications, search reports, office actions, and patent families for the preparation and filing of Information Disclosure Statements. She also files documents such as Assignment changes and Power of Attorney with the United States Patent and Trademark Office. Michelle researches various databases for information regarding status and ownership. She communicates with the PCT office regarding Status Reports and Written Opinions. She prepares Powers of Attorney and PCT request forms pursuant to current rules and regulations.

Michelle drafts the paperwork for filing foreign trademark applications and corresponds with foreign associates regarding the prosecution of applications into registrations. She also handles the filings and prosecution of trademark applications pursuant to the Madrid Protocol. She drafts and files documents with the United States Patent and Trademark Office including Statements of Use, Declarations of Use, Extension Requests, Assignment changes, new applications and renewal applications. Michelle records assignment changes as well as correspondence changes. She researches national trademark databases and obtains executed Power of Attorneys and legalized copies of documents pursuant to various country laws.