

CLEARINGHOUSE



**How to Activate receipt of notifications**  
**by trademark holders**

12/06/2015

Version 1.0



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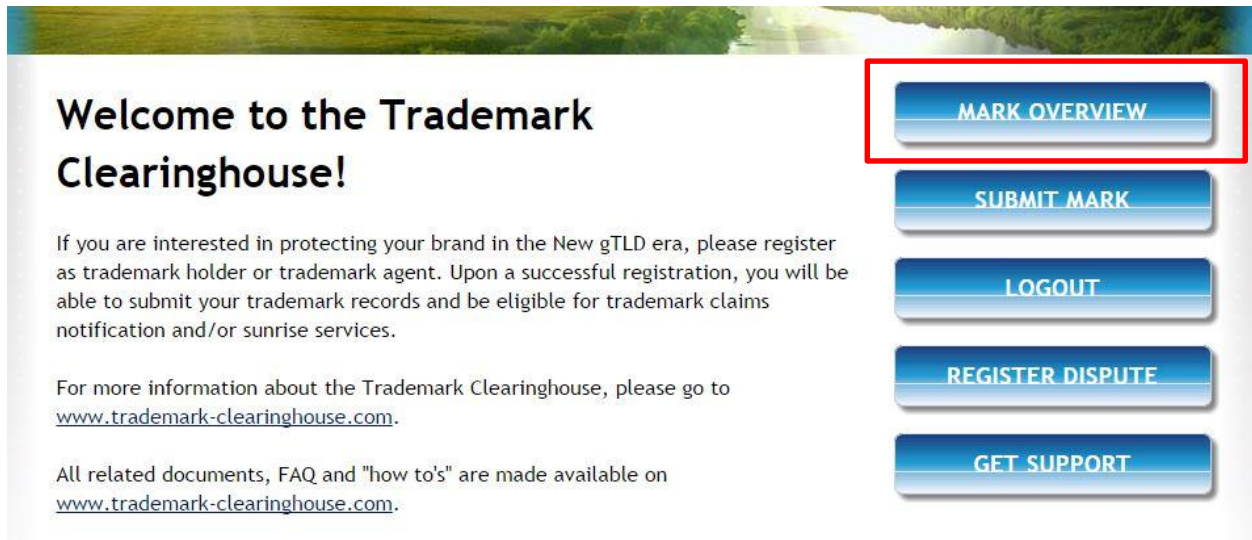
## 1. Introduction

This guide will provide Trademark Agents the guidelines on how to activate receipt of NORN notifications and ongoing notifications by trademark holders. When this option is active, copies of Notifications of Registered Names (NORN) messages and Ongoing Notifications messages will be sent to the email address of the mark holder.

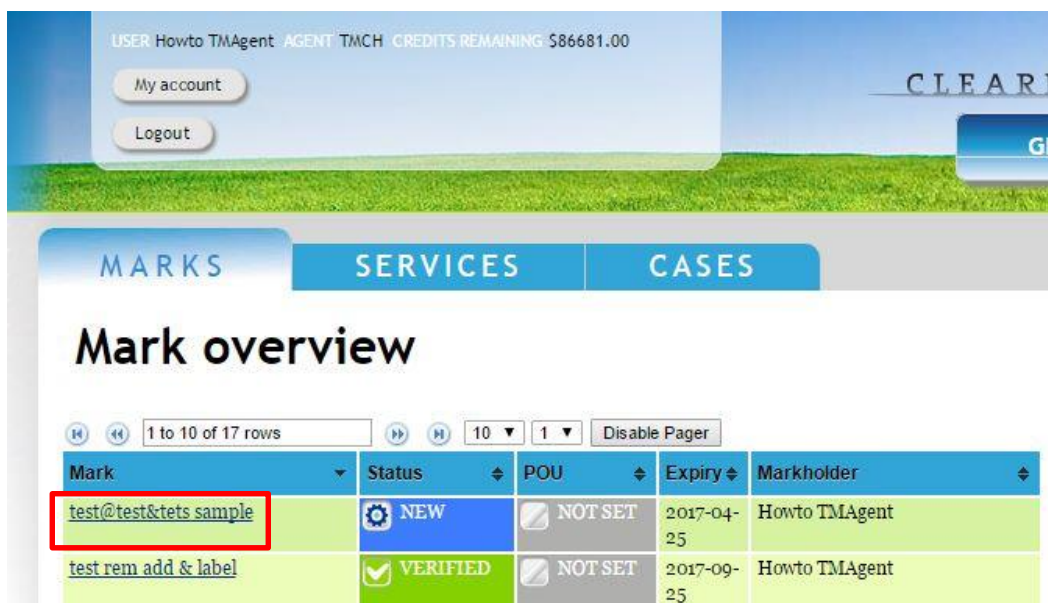


## 2. How to activate receipt of notifications by Trademark Holders




Click on MARK OVERVIEW:



In the tab “Marks”, click on the mark for which you wish that NORNs and ongoing notifications are sent directly to the trademark holder:



At the bottom of the page, in the “Services” section, Click on Activate (Copy NORN to holder):

PHONE EXTENSION
FAX
FAX EXTENSION
COMMENT
Uploaded attachments #82955 Declaration of Proof of use including one single sample 
Label #166507 test-mark-a 
Label #166508 test-marka 
ADD LABEL <input type="text"/> <input type="button" value="Add label"/>
<a href="#">View How To add a label video</a>
<b>Services</b>
ONGOING NOTIFICATION Active
COPY NORN TO HOLDER <input type="button" value="Activate"/>

Click on OK to confirm that you wish to activate the “Copy NORN to Holder” service. Please note that the amount of \$10 will be withdrawn from your account:



PROOF OF USE

STATUS OF THE HOLDER\*

ORGANIZATION

FULL NAME

EMAIL

STREET\*

STREET(2)

STREET(3)

POSTAL CODE\*

CITY\*

STATE/REGION

COUNTRY\* United States

PHONE +1.1231234

PHONE EXTENSION

FAX

FAX EXTENSION

COMMENT

La page à l'adresse <https://acc.trademark-clearinghouse.com> indique :

Are you sure you want to activate the 'Copy NORN to Holder' service ? The amount of \$10 will be withdrawn from your account.

When this option is active copies of Registered Name (NORN) messages and Ongoing Notifications messages will be sent to the email address of the mark holder.

**OK** Annuler

The function is now active (you can click on “Disable” when you wish to stop this function). To obtain the list of emails sent to trademark holder, click on “List sent emails”:

Uploaded attachments #82955 Declaration of Proof of use including one single sample

Label #166507 test-mark-a

Label #166508 test-mark-a

ADD LABEL

[View How To add a label video](#)

**Services**

ONGOING NOTIFICATION Active

COPY NORN TO HOLDER  **List sent emails**

Emails sent to holders can be searched using the following form. Complete the fields, and click on Search:



MARKS SERVICES CASES

## Copy of NORN to Holder

Mark  Email   
Date From  Holder Organization   
Date To  Holder Name

Date	Email	Mark	Organization	Holder name	Domain	Mail status
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Receipt of notifications by trademark holders can also be activated immediately when submitting a mark record by accepting the terms and conditions in the “services” section of the mark record and checking the box next to “Notifications also sent to holder”:

Services

COPY OR NORN TO HOLDER  Notifications also sent to holder, additional \$10  
 I accept the Terms and Conditions stated below.

By activating this service, you agree that you as agent would like the Trademark Clearinghouse to send copies of notifications of registered names (NORN) to your client. These NORNs will be sent to the e-mail address specified in the mark record. A copy of such e-mail will be sent to

The additional fee of \$10 will be visible on the checkout page.