

Trademark Filing Checklist

Action Checklist — ClearLegalTips.com (2026)

File a strong USPTO application the right way, in the right order.

Before You File

- ☐ Ran a knockout search in the USPTO trademark search system (the modern replacement for the old TESS database)
- ☐ Ran a plain web, domain, and state business-name search
- ☐ Identified the correct International class(es) for what you actually sell
- ☐ Confirmed chain of title — the owning entity holds the mark, and any contractor-designed logo was assigned
- ☐ Prepared a valid specimen showing real use (product, packaging, or live sales page — not a mock-up) File
- ☐ Created a USPTO.gov account
- ☐ Completed the Trademark Center application (the system that replaced the old TEAS forms)
- ☐ Used pre-approved wording from the Trademark ID Manual to avoid the \$200-per-class surcharge
- ☐ Paid the \$350 base fee per class
- ☐ Saved the serial number Monitor After Filing
- ☐ Responded to any office action before its deadline
- ☐ Filed the Statement of Use, if you filed on an intent-to-use basis
- ☐ Calendared maintenance dates — continued-use declaration (years 5–6), renewal at year 10, and every 10 years after Notes
- ☐
- ☐

INSTRUCTIONS FOR USE

Work through each group in order. This resource is provided by ClearLegalTips.com for general informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Consult a licensed attorney for advice specific to your situation.