

April 2011

## UK Statutory Holidays

The UK has four statutory holidays over the coming Easter period. The European Patent Office, OHIM and the UK Intellectual Property Office are closed on the following two dates:

22 April 2011 – Good Friday  
25 April 2011 – Easter Monday

Deadlines expiring on these two dates are automatically extended to the next business day and no special provisions are needed.

However, there are two further UK Public Holidays when our offices will be closed. Both the European Patent Office and OHIM are OPEN for business (although the UKIPO will be closed) on these dates:

29 April 2011 – Royal Wedding  
2 May 2011 – May Day Holiday

Deadlines that expire in the European Patent Office and OHIM on these two dates are NOT, therefore, extended. Deadlines that we know about that expire on these dates, we will handle before the dates in question. However, there may be deadlines that you have which we do not yet know. As a consequence, (and as usual in these circumstances), Harrison Goddard Foote will monitor the following email addresses for instructions received before 17:30 hours (UK time) (2.30pm EST) on each of these days.

[docketing@hgf.com](mailto:docketing@hgf.com) (Leeds, York offices)  
[sheffieldformalities@hgf.com](mailto:sheffieldformalities@hgf.com) (Sheffield office)  
[londonformalities@hgf.com](mailto:londonformalities@hgf.com) (London office)  
[hgf-manchester@hgf.com](mailto:hgf-manchester@hgf.com) (Manchester office)  
[hgf-glasgow@hgf.com](mailto:hgf-glasgow@hgf.com) (Glasgow office)

There will be NO general monitoring of telephone lines on these dates. However, staff will be in place in our Leeds, Manchester and Glasgow offices who will be able to assist. The telephone number to call if urgent assistance is required is: +44 (0)113 233 0100 (Leeds), +44 (0)161 247 4900 (Manchester) and +44 (0)141 229 5800 (Glasgow). Faxes will be monitored.

If you send instructions on either of these dates with a deadline expiring the same day, please ensure that you receive an acknowledgement of your instruction. No liability can be accepted on the part of HGF for late instructions received on these two days unless a personal acknowledgement of receipt is given by HGF.

An automatic Out-of-Office response should be issued by personal email mailboxes of staff and partners reminding you of these provisions. These do NOT constitute an acknowledgement of receipt.

Our clients are advised to avoid if possible sending instructions requiring action on the same day on either of these two dates. Of course, if it is absolutely necessary, we look forward to handling them!