

**INTELLECTUAL PROPERTY  
(ADVOCATE SEAT) CHECKLIST**

**Introduction**

The Intellectual Property (“IP”) (Advocate) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in contentious IP work. The term IP would include trademarks (registered / unregistered), patents, copyrights, geographic indicators, plant variety, registered designs, trade secrets, confidential information, and domain name disputes.

- 1) For PTs undertaking the IP (Advocate) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
  - a) **Ten tasks** set out under Section A; and
  - b) All tasks under Section B.
  
- 2) For PTs undertaking IP (Advocate) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
  - a) **Five tasks** set out under Section A; and
  - b) All tasks under Section B.

**SECTION A**

No.	Task	Done <i>(please tick accordingly)</i>
A1	Conduct IP registration searches for clients or against alleged infringers	
A2	Conduct searches in respect of identity and contact information of alleged infringers (including company, business, domain name searches etc)	
A3	Conduct searches for evidence (online and/or physical) of alleged infringement or reviewing evidence (online and/or physical) in response to allegations of infringement	
A4	Prepare or respond to demand letters in respect of alleged infringement	

A5	Prepare advice on the merits of an infringement claim/draft court papers in respect of pursuing an infringement claim	
A6	Prepare advice on merits of defence against an infringement claim/draft court papers in respect of defending against an infringement claim	
A7	Prepare advice on risks of potential infringement	
A8	Prepare advice/draft court papers in respect of seeking an interim injunction for an infringement claim	
A9	Prepare advice/draft court papers in respect of defending an interim injunction for an infringement claim	
A10	Prepare advice/draft court papers in respect of an Anton Pillar Order	
A11	Prepare advice/draft court papers in respect of pre-action discovery	
A12	Prepare advice/draft court papers in respect of an IP licensing dispute	
A13	Prepare advice/draft court papers in respect of an IP assignment dispute	
A14	Prepare for and/or attend an IP-related hearing at the IPOS Registry	
A15	Prepare for and/or attend an IP-related hearing at the State Courts (including pre-trial conferences / Registrar's Case Conference)	
A16	Prepare for and/or attend an IP-related hearing at the Supreme Court (including pre-trial conferences / Registrar's Case Conference / Case Conference)	
A17	Prepare for and/or attend an IP-related hearing before any Tribunal	
A18	Prepare for and/or attend an IP-related session before any alternative dispute resolution forum	
A19	Prepare advice on alternative dispute resolution methods in respect to IP disputes	

A20	Familiarise oneself with the IP Court Guide issued by the Supreme Court and considering its application	
A21	Familiarise oneself with the IP-related legislation and rules, including the Supreme Court of Judicature (Intellectual Property) Rules 2022 and consider their application	
A22	Prepare advice in respect of criminal proceedings or charges involving IP rights	
A23	Prepare for and/or attend a hearing relating to criminal proceedings or charges involving IP rights	
A24	Instruct foreign counsel to conduct foreign IP registration searches for a contentious matter	
A25	Instruct foreign counsel to conduct searches in respect of identity and contact information of alleged foreign infringers (including company, business, domain name searches, etc)	
A26	Instruct expert witness in respect of an IP-related claim	
A27	Assist with a matter relating to customs border enforcement of IP rights	
A28	Prepare advice/draft application for a domain name dispute	

## SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Discussion on relevant general ethics and principles, including potential ethical issues that may arise in the practice of Intellectual Property law	

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period<sup>1</sup>.

<b>Full Name of Practice Trainee as per NRIC / FIN:</b>	
<b>Full Name of Singapore Law Practice:</b>	
<b>Full Name of Supervising Solicitor as per Practising Certificate:</b>	
<b>Signature of Supervising Solicitor:<sup>2</sup></b>	
<b>Date signed:</b>	

**Note:**

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

<sup>1</sup> Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

<sup>2</sup> Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.