

CERTIFICATION AND REQUEST FOR PROMOTION FORM FOR TRADEMARK ATTORNEY/ADVISORS

NAME _____

LAW OFFICE _____ TELEPHONE _____

EFFECTIVE DATE OF PROMOTION TO THE GS-13 LEVEL _____

I request promotion to the position of GS-14 Attorney/Advisor. I hereby certify the following:

1. I have been in grade at the GS-13 Level for one or more years.
2. I have worked 3600 or more examining hours including mentoring hours and hours worked while on overtime and compensatory time, or in lieu thereof, I have the following relevant experience:

3. I have achieved an overall rating of commendable or higher on my most recent performance appraisal plan.
4. I have an average of an outstanding rating in the quality elements of my most recent performance appraisal plan. I have maintained an average of an outstanding level of performance in the quality elements during my most recent progress review report. OR, it has been more than 6 months after my last rating, and I wish to rely solely on my standard of performance as of my mid-year review which is an average of an outstanding level of performance in the quality elements. OR, I have requested a pull of 10 cases and no more than one procedural error and no statutory errors were found.
5. I have been fully successful in all elements of the Performance Appraisal Plan for the previous 90-day period.

Signature

Date

GS-13 Attorney/advisors may submit this form to their managing attorney at any time they meet the above criteria.