

BUDZYN

IP LAW



Caitlin M. Monaghan
Paralegal

Caitlin began her legal career in 2010 and has worked in the Intellectual Property field since 2013 as a Patent Secretary and a Paralegal. She is well-versed in all aspects of patent and trademark prosecution. Caitlin provides assistance to ensure the smooth flow of daily day-to-day aspects of legal operations.

Practice Expertise

- Preparing applications, responses and other patent and trademark prosecution documents for filing with the United States Patent and Trademark Office (USPTO) and reporting filings to clients
- Foreign patent prosecution experience including preparing and filing PCT applications
- Preparing formal documents
- Time entry and billing
- Maintaining and updating docket
- Preparing routine correspondence
- File maintenance

Professional Qualification

- Paralegal Certificate – Fairleigh Dickinson University, October 2015