CLIENT RESOURCE / IP LITIGATION & ENFORCEMENT

Suspected IP Infringement: What to Prepare

A preparation checklist for discussing a possible intellectual property dispute. Collect the facts and relevant records so an adviser can assess the position before action is taken.

01 / Identify the right and its owner

Gather relevant registrations, applications, creative works, ownership agreements and licences. Note the countries covered and any expiry dates or restrictions that may affect your ability to enforce the right.

02 / Record what concerns you

Explain what you believe has been copied or used without permission. Identify the products, signs, works or activities involved and the people or businesses concerned, where that information is known.

03 / Preserve existing evidence

Keep dated screenshots, URLs, advertisements, correspondence and relevant invoices or product records. Retain original files and note how they were obtained. Ask for advice before collecting evidence in a way that could affect legality or reliability.

04 / Prepare a timeline

Record when you first noticed the issue, any earlier dealings, and any notices or communications received. Flag court papers, demands or response dates promptly so your adviser can assess urgency.

05 / Explain your objective and impact

Describe the practical outcome you seek, such as stopping an activity, resolving confusion or agreeing permitted use. Gather available records of disruption or loss without assuming that a particular remedy will be available.

06 / Seek an assessment before responding

An adviser should assess the right, evidence, permissions and possible defences before choosing a response. Avoid public accusations, threats or direct confrontation. Discuss appropriate options, costs and evidence-preservation steps for your case.

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Scope: General introductory information, not an official filing manual or advice on a specific matter. Requirements, fees and deadlines must be checked for the relevant case before action.

Background reference: WIPO - Settling Disputes and Enforcing IP Rights. Accessed 3 November 2026.