LRC Research Training

Entrepreneurship Clinic
Fall 2023

Julianne Odin
Student Services Librarian
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(619) 202-3574
Slides available on the LRC’s website:
https://www.sandiego.edu/law/library/research-trainings/clinics.php
Legal Issues for Businesses

- Create business plan
- Find and register business name
- Structure business entity
- Site selection, zoning, permits & licenses
- Taxation
- Employment
- Intellectual property
Resources

- Government websites – federal, state, & local
- Other local resources
- Treatises and practice guides
- Databases with useful business-related resources
  - Cooley GO
  - Bloomberg Law
  - Practical Law (Westlaw) & Practical Guidance (Lexis)
Government Websites
State of Delaware

• Division of Corporations
Corporate Forms and Certificates

You may select your corporate forms by **ENTITY TYPE**, by **DOCUMENT TYPE**, or you may select **UCC FORMS**.

All requests are returned regular USPS mail. Please provide an express mail account number with your order for Fed-X or UPS express service return.

Related Topics: Certificates, Corporate Forms

https://corp.delaware.gov/corpforms/
The Delaware Division of Corporations has all forms available online in PDF format. This requires the use of Acrobat Reader Version 6.02 or higher to save our forms to your local drive. These forms pass the Adobe Accessibility Standard, 508 Federal Standards and WCG Guidelines. This may be downloaded free of charge from Adobe Systems.

Please note: The forms on our website are to be used as a template only. They contain basic information and the common executions required by statute and will not fit every situation. You may draft your own document to change the execution or add additional information permitted by statute. If you need assistance with drafting a document, it is recommended you seek legal counsel. Our office cannot provide legal advice.

- Filing and Certification Cover Memos
- New Entities
- Amendments
- Dissolutions and Cancellations
- Mergers
- Revivals
- Corrections
- Change of Agents
- Conversions
- Name Reservation Applications
- LLP/LLLPA Annual Reports

https://corp.delaware.gov/formsdoctype09/
The Division of Corporations provides these forms as a general guide. Delaware law requires every business entity to maintain a registered agent in Delaware. The Division works closely with the registered agents that provide incorporating services and we encourage the users of this webpage to contact one of the registered agents for additional information. For your convenience, these forms are available for download in PDF format. Please submit your request with the appropriate fees and cover memo.

- Filing Cover Memo Complete and submit with document
- Stock Certificate of Incorporation
- Stock Certificate of Incorporation-Director Liability
- Public Benefit Corporation
- Non-stock Certificate of Incorporation
- Exempt Corporation (non-profit)
- Close Corporation
- Foreign Corporation Qualification
- Limited Liability Company Formation
- Limited Liability Company Registered Series Formation
- Foreign Limited Liability Company
- Limited Partnership Formation
- Limited Partnership Registered Series Formation
- Foreign Limited Partnership
- Statutory Trust
- Foreign Statutory Trust
- Limited Liability Partnership
- Foreign Limited Liability Partnership
- Statement of Partnership Existence
- Limited Liability Limited Partnership

Related Topics: convert and entity to new entity type, cover memo, entity conversion, entity statute, limited liability companies

https://corp.delaware.gov/newentit09/
Corporate Fee Schedule

We have a list of fees for your convenience.

Please contact our office at (302) 739-3073 and select option 0 with any questions regarding these fee schedules.

- Corporate Fee Schedule (IMPORTANT: Statutory Trust Fees will Increase on August 1, 2018. Click here for more information.)
- UCC Forms and Fee Information

The Division of Corporations now has filing fee calculators for stock entities that can be used for new companies. Please choose the calculator that is appropriate for your stocks par value type:

- Stock with Par Value
- Stock with No Par Value

You may utilize our Franchise Tax Calculator for estimating Franchise Tax due March 1st.

Related Topics: corporate filings fees, fee schedule, fees for filing documents, filing fees

https://corp.delaware.gov/fee/
State of California

• **CA Secretary of State Business Programs**
  - Starting a Business
  - Tax Information
  - Trademarks and Service Marks

• **Governor’s Office of Business and Economic Development**
  - Form a Business
  - Small Business Program
  - CalGold – identifies necessary permits
Hot Topics

1. Corporation Formations File Online
2. LLC Statements of Information File Online
3. Corporation Statements of Information File Online
4. Register or Terminate a Business
5. Corporate Filing Tips
6. Limited Liability Company Filing Tips
7. Forms, Samples and Fees for Business Entities

- Business Search with Free Images
- Current Processing Dates for Business Filings
- Delinquency and Penalty Notices
- Suspension/Forfeiture Notices
- FTB Administrative Dissolution/Surrender Notice

Business Entities

The Secretary of State's office processes filings, maintains records and provides information to the public relating to business entities that include corporations, limited liability companies, limited partnerships, general partnerships, limited liability partnerships and other business filings.

More about Business Entities

California Business Connect Project

The California Business Connect Project (CBC) will increase efficiencies and allow readily available access to Secretary of State Records.

More about CBC

http://www.sos.ca.gov/business-programs/
News & Notices, Customer Alerts and Processing Times

- **News & Notices**: Get the latest information about changes affecting business conducted with the Business Programs Division.
- **Customer Alerts**: Get the latest information about confirmed scams against Californians and businesses in the State of California, and what you can do if you have been a victim of a scam.
- Get the current processing dates for Business Entities and determine which method of submission meets your needs.

Online Services

Over 140 Business Filings, Name Reservations, and Orders for Certificates of Status and Certified Copies of Corporations, Limited Liability Companies and Limited Partnerships available online.

The Business Entities Section of the Secretary of State’s office processes filings, maintains records and provides information to the public relating to business entities (corporations, limited liability companies, limited partnerships, general partnerships, limited liability partnerships and other business filings).

- **Service Options**: Options for online searches and filings, document processing and information requests (for certificates, copies and status reports)
- **Name Reservations**: Corporation, limited liability company and limited partnership name reservations
- **Forms, Samples & Fees**: Forms, document samples and associated fees
- **Statements of Information** (annual/biennial reports): Corporation and Limited Liability Company statements of information, Common Interest Development Association statements and Publicly Traded Disclosure statements
- **Filing Tips**: Tips for filing most corporation, limited liability company and limited partnership documents
- **Information Requests**: Orders for certificates, copies and status reports
- **Service of Process**: Substituted service of process
- **FAQs**: Answers to the most frequently asked business entity questions
- **Victims of Corporate Fraud Compensation Fund**: Restitution to victims of corporate fraud

General provisions governing most business entities are found in the California Corporations Code.

http://www.sos.ca.gov/business-programs/business-entities/
Business Entities

Online Services

Form a Business

File LLC Statement of Information

File Corporation Statement of Information

Business Search

Publicly Traded Disclosure Search

Current Processing Dates

Service Options

Name Reservations

Forms, Samples & Fees

Statements of Information

Filing Tips

Business Entities Records Request

Service of Process

FAQs

Contact Information

Resources

http://www.sos.ca.gov/business-programs/business-entities/forms/

Over 140 Business Filings, Name Reservations, and Orders for Certificates of Status and Certified Copies of Corporations, Limited Liability Companies and Limited Partnerships available online.

The Secretary of State offers two options for submitting business entity filings depending on your entity and filing type.

1. File Online - Fastest Service

   The business entity filings can be submitted directly online.

   Over 140 Business Filings, Name Reservations, and Orders for Certificates of Status and Certified Copies of Corporations, Limited Liability Companies and Limited Partnerships available online.

2. File by Mail or In Person

   All business forms can be submitted by mail or in person. Locate the form that you would like to submit and follow the instructions. Information regarding our address and business hours can be found on the Contact Information - Business Entities webpage.

Locate Your Form

1. Corporation - California (Domestic)
2. Corporations - Foreign (Out-of-State or Out-of-Country)
3. Statement of Information
4. Limited Liability Companies - California (Domestic)
5. Limited Liability Companies - Foreign (Out-of-State or Out-of-Country)
6. Limited Liability Companies - Statement of Information
7. Limited Partnership - California (Domestic)
8. Limited Partnership - Foreign (Out-of-State or Out-of-Country)
9. General Partnership
10. Limited Liability Partnership
11. Other Business Filings
12. Business Records
<table>
<thead>
<tr>
<th>California Corporations (Filing Tips)</th>
<th>Online Submissions File Online for faster response</th>
<th>California Corporations PDF Forms</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Articles of Incorporation - General Stock</td>
<td>ONLINE</td>
<td>Form ARTS-GS (PDF)</td>
<td>$100.00</td>
</tr>
<tr>
<td>2. Articles of Incorporation - Close</td>
<td>ONLINE</td>
<td>Form ARTS-CL (PDF)</td>
<td>$100.00</td>
</tr>
<tr>
<td>3. Articles of Incorporation - Professional</td>
<td>ONLINE</td>
<td>Form ARTS-PC (PDF)</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. Articles of Incorporation - Nonprofit Mututal Benefit</td>
<td>ONLINE</td>
<td>Form ARTS-MU (PDF)</td>
<td>$30.00</td>
</tr>
<tr>
<td>5. Articles of Incorporation - Nonprofit</td>
<td>ONLINE</td>
<td>Form ARTS-BP (PDF)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

https://www.sos.ca.gov/business-programs/business-entities/forms/corporations-california-domestic
Thank you for your interest in registering a business with the California Secretary of State's office. The Secretary of State supports California businesses by registering business entities and processing millions of filings and records requests each year.

There are several key steps to launching a business in the state of California. These steps will vary according to the type of business you intend to start and the county and city in which the business will be located. Therefore, be sure to check specific rules and regulations within the county and city in which you want to conduct business, and any other agency’s requirements regarding zoning, licensing, employment, permits and taxes. The “Starting a New Business in California” brochure should be used as a general tool to help you broadly assess how to start a business in California, not as a direct step-by-step guideline. In order to maintain your business, there may be recurring reporting, fees, taxes and filings that the business must provide to state, local, and federal agencies.

Click the image to download the Starting A New Business Brochure PDF

Click the image to download the Starting A New Business Checklist PDF

1. Prepare and Plan (do market research and create an outline of your business)
2. Secure Financing (if necessary)
3. Choose an Entity Type (e.g., LLC, Corporation, LP, LLP, GP, or Sole Proprietorship) and Business Name
4. Register Your Business with the Secretary of State (LLC, Corporation, LP, LLP or GP)
5. Register a Fictitious Business Name (if necessary)
6. Choose a location and check local zoning regulations
7. Obtain specialty licenses and permits (if necessary)
8. Employer Responsibilities (if necessary: EIN Number, workers’ compensation, etc.)
9. Tax Information (FTB, CDTFA, EDD, IRS, BOE)
10. Ongoing Secretary of State Filing Requirements (of information)
Business Search

The California Business Search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, with free PDF copies of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are not contained in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation? Corporation, LLC, LP.

Basic Search

A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, remove "C" from the entity number. Note, a basic search will search only ACTIVE entities (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the Advanced search feature.

Advanced Search

An Advanced search is required when searching for publicly traded disclosure information or a status other than active.

An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State’s office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number
California Trademark Search

This search provides access to available information for Trademark registrations and modifications of record with the California Secretary of State, including free PDF copies of imaged Trademark documents.

Although the Trademark Search is updated daily, search results do not reflect filings received by the Secretary of State that have not been processed through completion. Therefore, the data provided may not be complete. In order to obtain a complete or certified copy of a record of a Mark, send a written request to our Trademark Unit. More information on records requests, including fees, can be found on the Trademarks Forms and Fees webpage. Please refer to our current processing dates webpage to see the most up-to-date processing information.

- Select the applicable search type.
- In the "Search Criteria" box, enter the details you wish to search.
- Select the search filter you wish to use.
- Select the Search button.

All fields marked with an asterisk (*) are required.

**Search Type**

REGISTRATION ID

**Search Criteria**

Search Filter

**Search**

[https://tmbizfile.sos.ca.gov/Search](https://tmbizfile.sos.ca.gov/Search)
This website assists you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer & issue these permits.

Select a City or County
San Diego - San Diego County

Enter Business Type(s)
Computer Systems Design and Related Services

Interested in having a green business? learn more about green businesses

Search
http://www.calgold.ca.gov/
City of San Diego

- Doing Business
- Economic Development
  - Start, Expand & Finance Your Business
  - Tax Incentives
  - Start-up Resources
  - Industry Associations
- Office of the City Treasurer
Doing Business
Fix, Plan + Build

Incentives and programs are available to help launch, grow and expand your business, and provide support for homeowners and contractors to get work done.

Get It Done

1. I Need To...
   - Apply for
     - Business License

2. Apply...
   - Business License

3. Apply Now
   - Apply for a business tax certificate

Download the Get It Done App

Plan

Start a Business
Find regulations and documents needed to build your company in the City of San Diego

Bid on a Contract
Become a vendor for the future projects

Explore Incentives

https://www.sandiego.gov/doing-business
Fix

Set Up Utilities
Establish water and sewer services and understand your bill

Renovations and Remodels
Learn about the construction process for homeowners, including zoning, permits and inspections

Get Permits
Submit permits online for gas, electrical, mechanical and plumbing projects

Build

Go Green
Incorporate energy-efficient and water-saving practices into your business operations

Learn about Zoning
Find zoning designations according to the City's Land Development Code

Track Your Project (OpenDSD)
View permit activity and search project status by name or address

https://www.sandiego.gov/doing-business
Ten Key Steps to Starting a Business

(For Businesses Within the City of San Diego limits)

Read the full version: 10 Key Steps to Starting a Business
Spanish version: 10 Pasos Clave Para Iniciar Su Negocio

There are several key steps to starting a business in the City of San Diego. The steps may vary depending on the type of business you intend to start. Following the 10 Key Steps to Starting a Business will give you a general idea and help the process run smoothly.

Many steps can be researched and processed online through the websites listed, saving you the time of calling or visiting department or agency offices. The City’s Central Library and all branches provide internet access during library hours.

Get Basic Information with help from the City of San Diego Public Library.

1. Select a site and determine zoning by visiting the Zoning Portal. Site permit requirements with help from the OpenCounter Online Business Portal. If you plan to operate out of your home, obtain information about requirements for Home Occupation. For new construction or questions about the development process, please contact the Development Services Department.

2. Determine a Business Name and register at County of San Diego, Assessor/Recorder/County Clerk’s Office.

3. Create a Business Plan with help from the Small Business Development Centers (SBDC) South San Diego, North San Diego and U.S. Small Business Administration.

4. Determine the Business Activity Type from the list provided by the Office of the City Treasurer’s Business Tax Certification application.

5. Determine the Legal Structure of the business.

6. Obtain any special licenses and permits. (Read more about this in the full version of 10 Key Steps.)

7. Get tax information from the California Tax Information Center and the Internal Revenue Service.

8. Learn about Employer Responsibilities at the City level (Earned Sick Leave and Minimum Wage Ordinance) from the Office of the City Treasurer. Learn about Employer Responsibilities at the State and Federal levels from the Employment Development Department and Internal Revenue Service.

9. Apply for a Business Tax Certificate (Business License) from the Office of the City Treasurer, Business Tax Division.

https://www.sandiego.gov/economic-development/business
Features

- Short-Term Residential Occupancy
- Cannabis Business Tax
- Sidewalk Vending

Online Payments
- Business Tax Online
- Rental Tax Online
- Parking Citation Online (Pay Cite)
- TOT/TMD Fees Online
- Delinquent Account Online
- Water & Sewer Bill Online (Customer Care Center)

NOTE: In addition to online payments, other payment methods are available. Past due accounts that have been referred to the Office of the City Treasurer for collection can only be paid through the Delinquent Accounts Program.

City Taxes and Fees
- Business Tax/Rental Unit Business Tax
- Cannabis Business Tax
- Transient Occupancy Tax (TOT)
- Tourism Marketing District (TMD)

Other Agency Taxes
These other agency taxes are NOT administered by the City of San Diego.
- Sales and Use Tax
- Property Taxes
- Income and Payroll Taxes
- Federal Taxes

https://www.sandiego.gov/treasurer
Minimum Wage

(Updated September 29, 2022)

Effective January 1, 2023, the City’s minimum wage will increase to $16.30 per hour.

The City of San Diego’s Earned Sick Leave and Minimum Wage Ordinance, San Diego Municipal Code (SDMC) Chapter 3, Article 9, Division 1 became effective on July 11, 2016. It is applicable to employees who perform at least two (2) hours of work in one or more calendar weeks of the year within the geographic boundaries of San Diego.

To assist in determining if a work location is within the geographic boundaries of the City of San Diego, employers and/or employees can find the community by City Council District or can enter the specific address of the work location in the interactive geographic boundaries map.

If a work location is not within the geographic boundaries of the City of San Diego, but within the County of San Diego, the California state minimum wage and earned sick leave laws apply. Information can be found at the state of California Labor Commissioner’s webpage.

https://www.sandiego.gov/compliance/minimum-wage
San Diego County

- San Diego County business resources
  - Business Licenses & Permits
  - Fictitious Business Names
  - Tax Information
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<tr>
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<td>Building Permits</td>
<td>Foodhandler Program</td>
<td>Weighing and Measuring Devices</td>
</tr>
<tr>
<td>View Open Solicitations - BuyNet</td>
<td>Discretionary Permits (Administrative Permits, Major Use, Site Plans, Variances, etc.)</td>
<td>Food Permits, Rules</td>
<td>Body Art</td>
</tr>
<tr>
<td>Login and Registration - BuyNet</td>
<td>Online Building Permit Process</td>
<td>Food Plan Check</td>
<td>Nurseries</td>
</tr>
<tr>
<td></td>
<td>Business Licenses</td>
<td>Special Event Food Permits</td>
<td>Pest Control</td>
</tr>
<tr>
<td></td>
<td>Zoning Ordinance</td>
<td></td>
<td>Point-or-Sale Systems</td>
</tr>
<tr>
<td></td>
<td>General Plan</td>
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<tr>
<td></td>
<td>Planning &amp; Development Services</td>
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</tr>
<tr>
<td></td>
<td>Planning &amp; Development Services</td>
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<td></td>
<td>Contact/Office</td>
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</tr>
</tbody>
</table>

Volcan Mountain Wilderness Preserve

COUNTY NEWS CENTER

- COVID-19 Vaccines Recommended for Students Going Back to School
- VIDEO: Behavioral Health Workforce Symposium Addresses Lack of Qualified
- Mexican Fruit Fly Quarantine Declared in Valley Center

Popular Services

- COVID-19
- Monkeypox
- Rental Assistance
- Jobs
- Food and Medical Assistance
- Small Business Stimulus Grant Program

Board of Supervisors

- Board Home Page
- Meeting Agendas
- Comment on Agendas
- Find My District
- Board Meeting Video
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<thead>
<tr>
<th>APPLY</th>
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<th>GET A COPY</th>
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<tbody>
<tr>
<td>Small Business Stimulus Grant Jobs</td>
<td>Child Support</td>
<td>Child Abuse</td>
<td>Birth Certificate (Last 24 Months)</td>
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<tr>
<td>Mall Ballot</td>
<td>Property Tax</td>
<td>Elder Abuse</td>
<td>Birth Certificate (Earlier)</td>
</tr>
<tr>
<td>CalFresh (Food Stamps)</td>
<td>Revenue and Recovery Bill</td>
<td>Animal Abuse</td>
<td>Marriage Certificate</td>
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<td>Medi-Cal</td>
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<td>Graffiti</td>
<td>Death Certificate</td>
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<tr>
<td>Rental Assistance (Section 8)</td>
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<td>Pothole or Road Problem</td>
<td>Property Tax Bill</td>
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<tr>
<td>Public Housing</td>
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<td>Airport Noise</td>
<td>Parcel Map</td>
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<tr>
<td>Marriage License</td>
<td></td>
<td>Tobacco Complaints</td>
<td></td>
</tr>
<tr>
<td>Dog License</td>
<td></td>
<td>Noise</td>
<td></td>
</tr>
<tr>
<td><strong>Fictitious Business Name</strong></td>
<td></td>
<td>Food Sanitation Complaints</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td></td>
<td>Rental Assistance Fraud</td>
<td></td>
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<tr>
<td>Volunteer</td>
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<td>Discrimination by the County</td>
<td></td>
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</tbody>
</table>

**COUNTY NEWS CENTER**

- COVID-19 Vaccines Recommended for Students Going Back to School
- VIDEO: Behavioral Health Workforce Symposium Addresses Lack of Qualified
- Mexican Fruit Fly Quarantine Declared in Valley Center
- More Stories

**Popular Services**

- COVID-19
- Monkeypox
- Rental Assistance
- Jobs
- Food and Medical Assistance
- Small Business Stimulus Grant Program
- More Services

**Board of Supervisors**

- Board Home Page
- Meeting Agendas
- Comment on Agendas
- Find My District
- Board Meeting Video
Municipal and County Codes

- San Diego Municipal Code
- San Diego County Code
- Municode: other California cities
- American Legal Publishing: some other California counties and cities
Federal Agencies

- US Patent & Trademark Office (USPTO)
  - General policy and process information
  - Trademark search (TESS)
  - Trademark application (TEAS)
Trademark basics

- Do I need a U.S.-licensed attorney?
- Trademark fee information
- Timeline to process an application
- Identify if you have a trademark
- Free resources in your state

Search trademarks

- Develop a search strategy
- How to use the Trademark Electronic Search System (TESS)

Apply to register your trademark

- How do I apply using the Trademark Electronic Application System (TEAS)?
- Respond to an office action
- Select goods & services in ID Manual
- Verify your identity

Protect against scams

- What to do if scammed
- Understanding filing firms
- Administrative sanctions process
- Watch out for counterfeit goods

Maintain your registration

- How do I renew my trademark?
- What happens if my trademark registration is audited?

Laws and rules

- Trademark Modernization Act
- Rule making
- Examination guides

https://www.uspto.gov/trademarks
Welcome to the **Trademark Electronic Search System (TESS)**. This search engine allows you to search the USPTO's database of registered trademarks and prior pending applications to find marks that may prevent registration due to a **likelihood of confusion** refusal.

**WARNING:** Before conducting your search, you must understand the following: (1) what the database includes; (2) how to construct a complete search; and (3) how to interpret the search results. Click **TESS TIPS** for detailed information on these and other important search topics. If mark images do not appear when viewing search results, clear the cache in the Internet browser. If you need detailed instructions for clearing the cache, contact **tess@uspto.gov**. Thank you.

### Select A Search Option

- **Basic Word Mark Search (New User)**
  This option cannot be used to search design marks.

- **Word and/or Design Mark Search (Structured)**
  This option is used to search word and/or design marks. **NOTE:** You must first use the **Design Search Code Manual** to look up the relevant Design Codes.

- **Word and/or Design Mark Search (Free Form)**
  This option allows you to construct word and/or design searches using Boolean logic and multiple search fields. **NOTE:** You must first use the **Design Search Code Manual** to look up the relevant Design Codes.

### Additional Search Options

- **Browse Dictionary (Browse Dictionary)**
  This option browses all fields in the database unless you limit to a particular field. Results are returned in a dictionary-style (alphabetic) format.

- **Search OG Publication Date or Registration Date (Search OG)**
  This option searches the Official Gazette for marks published or registered on a particular date.

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**https://tmsearch.uspto.gov**
If you have thoroughly reviewed this help, and still have a question (or comment or suggestion), you may e-mail TESS@uspto.gov. While we cannot promise to answer all messages, your feedback will be considered and may lead to future improvements on TESS.

Introduction

The Trademark Electronic Search System (TESS) supports the trademark application process by providing for searching the existing trademark application and registration information via an Internet browser. TESS provides access to the same text and image database of trademarks as currently provided to examining attorneys at the US Patent and Trademark Office via the X-Search system.

The date of the last update to TESS is prominently displayed on the search screens. Updates are performed prior to the start of business for the date indicated. Updates are scheduled daily on Mondays through Saturdays. Marks registered and published in the Official Gazette -- Trademarks preceding the date of the last update should be available in this search database. Consult our News for the latest complete filing date available on TESS. Trademark records with a Mark Drawing Code of 2, 3, 4, or 5 should include an image of the trademark.

The TESS start-up page allows the user to choose from four search forms. The New User Form Search provides for basic searching for Word Marks with commonly requested options. The Structured Form Search provides a simple search form for submitting a query, probably the best choice for novice users. The Free Form Search, nicknamed the Advanced Search, allows users to enter more complicated searches. Finally, the
Treatises & Practice Guides
California Corporations Law

- California Practice Guide Corporations (Rutter) | WL
- Ballantine & Sterling Cal. Corporation Laws | Lexis
- Advising California Nonprofit Corporations | CEB
- Selecting and Forming Business Entities | CEB
- Forming & Operating California Limited Liability Companies | CEB
Delaware & General Corporations Law

• Delaware Corporate Law & Practice | Lexis
• Delaware Corporate Forms Library | Lexis
• Advising Small Businesses | Westlaw
• Choice of Business Entity | Westlaw
• Treatise on the Law of Corporations | Westlaw
• Corporate Practice Portfolio Series | Bloomberg
Databases
Cooley Go

• Focused on serving entrepreneurs

• Generate core legal documents, including a full incorporation package, convertible note term sheet, privacy policy, terms of use and more

• Find timely, focused articles on current legal trends, with a straightforward “what you need to know” tone.
INDEX OF COOLEY GO DOCS
DOCUMENT GENERATORS

US
- Incorporation Package (Delaware)
- Incorporation Package (Delaware) for Public Benefit Corporations
- Wholly Owned Subsidiary Incorporation Package (Delaware)

Start Your Company

Forms for Running Your Business

US
- Advisor Agreement
- Consulting Agreement
- Employee Confidential Information and Assignment Agreement
- Employee Offer Letter
- Non-Disclosure Agreement (One-way)
- Non-Disclosure Agreement (Mutual)

UK
- Consultancy Agreement
- Offer Letter and Employment Agreement Package

Bloomberg Law

- Delaware corporate law resources
- Sample forms and employment agreements
- Treatises & practice guides on tax, corporate, employment, IP
- Practice materials and tips for law students
Draft Analyzer
Select your agreement type.

M&A Purchase Agreements
For Merger Agreements, Stock Purchase Agreements & Asset Purchase Agreements
✓ Similar Paragraphs and Clauses
✓ Composite Paragraphs
✓ Market Standard Clauses
✓ Clause Outline
✓ Practitioner Tools and Guidance
✓ Defined Terms

Select

All Other Agreements
✓ Similar Paragraphs
✓ Composite Paragraphs
✓ Clause Outline
✓ Defined Terms

Select
Practical Law & Practical Guidance

- Practical Law available through Westlaw; Practical Guidance available through Lexis
- Legal know-how for transactional matters
- Practice area overviews, including finance, corporate, employment, IP, real estate and tax
- Model documents with drafting and practice tips
Commercial Transactions

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Recent Commercial Transactions Updates

**Florida Governor Ron DeSantis Signs Legislation Restricting ESG Investments**  •  5/9/2023

On May 2, 2023, Florida Governor Ron DeSantis signed legislation to curtail the use of environmental, social, and governance (ESG) practices by financial institutions and businesses that contract with the state. The bill is one of the broadest of several bills enacted by states aimed at...

**FDA Authorizes Marketing of Infant Sleep System Medical Device**  •  5/2/2023

On March 30, 2023, the US Food and Drug Administration (FDA) authorized the marketing of the SNOO Smart Sleeper, an over-the-counter infant sleep system intended to keep infants on their back throughout sleep, which may have implications for similar infant sleep products or other sleep products.

**Gree USA Sentenced in the First Ever Corporate Criminal Enforcement Action for Violation of the CPSA**  •  5/2/2023

Gree USA was sentenced to pay a criminal fine in the first corporate criminal enforcement action brought under the Consumer Product Safety Act (CPSA) after they failed to notify the Consumer Product Safety Commission (CPSC) that millions of dehumidifiers they sold to US consumers had dangerous...

**FTC Approves Final Order Against Supplement Marketer The Bountiful Company for Hijacking Online Product Reviews**  •  4/13/2023

The Federal Trade Commission (FTC) approved a final consent order against The Bountiful Company (Bountiful) for Bountiful’s alleged practice of “review hijacking,”
General Commercial and Contract Boilerplate
LRC Reference
lrcrefer@sandiego.edu
619.260.4612
Chat: sandiego.edu/law/library
Zoom appointments by request
In-person

Mon – Thur: 9am-6pm
Fri: 9am-5pm
Sun: 12pm-4pm

Reference hours at the clinics: bit.ly/LRC-Clinics

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