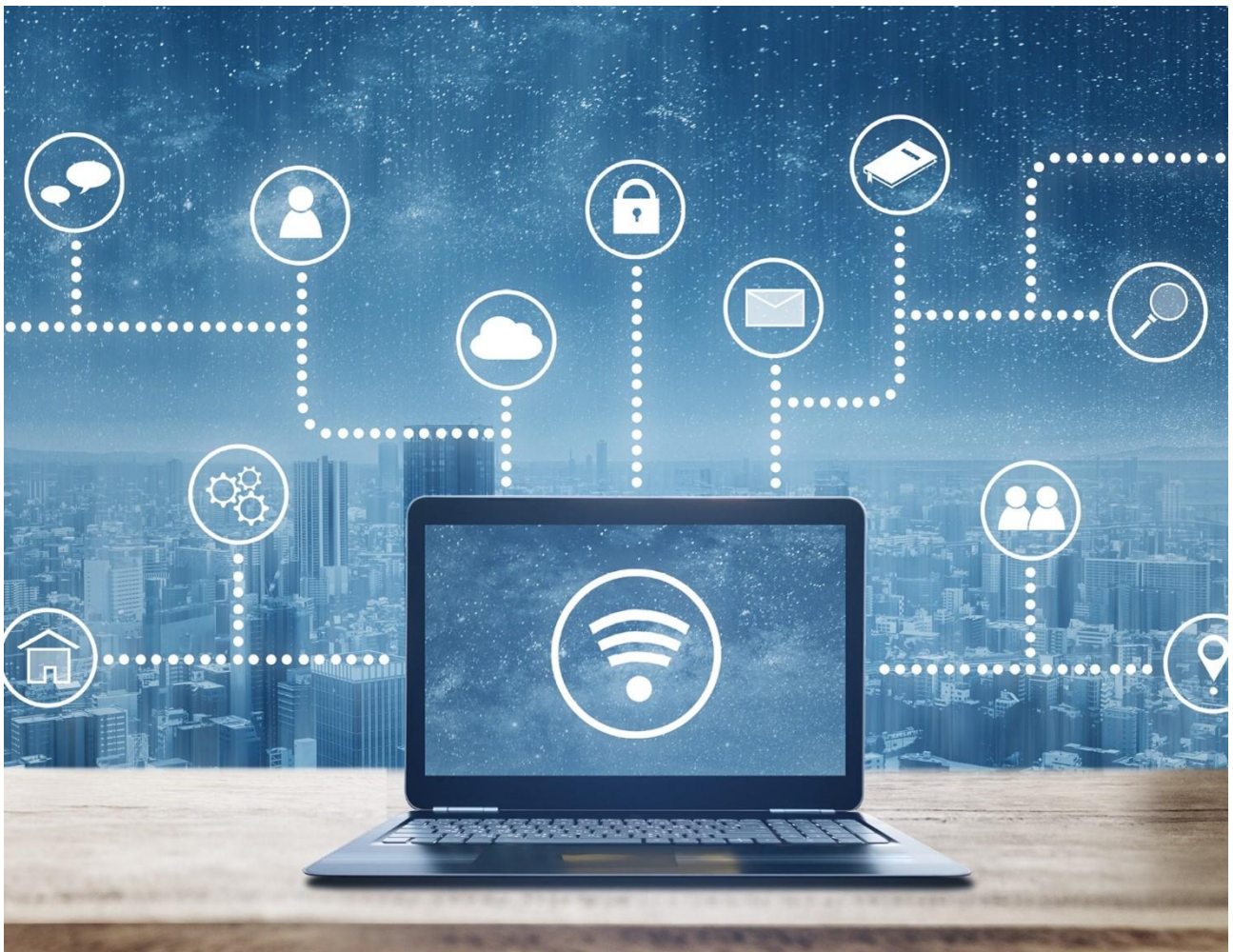


MyEPO Services

Feature guide: filing submissions in DOCX format

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1. Introduction

The European Patent Office (EPO) offers the possibility to file submissions using DOCX format, which is the format used by most applicants in their daily work.

This includes patent application documents and any other document you may wish to file with the EPO using [MyEPO services](#):

- [MyEPO](#)
- [Online Filing 2.0](#)
- [Contingency Upload Service](#)

DOCX format enables smoother workflows and greater consistency throughout the patent grant process, helping to save time for all parties involved. It is particularly well suited to digital processing and contributes to a streamlined, end-to-end digital environment that is compatible with future tools and services.

More information can be found in the [Notice from the European Patent Office dated 25 March 2026 concerning the filing of documents in DOCX format](#) and the [Definition of “DOCX” for filing with the European Patent Office \(version 3\) dated 25 March 2026](#).

This feature guide explains how to prepare and file submissions in DOCX format using MyEPO services.

We have also published some [frequently asked questions \(FAQs\)](#), and you can always get in touch with us through epo.org/support or your key account manager if you're still not sure about something.

2. Preparing to file documents in DOCX format

DOCX is a modern, open file format for word-processing documents (like letters, reports, and patent applications). It's what programs such as Microsoft Word, Google Docs and LibreOffice use to store text, images, tables, styles, and layout so the document can be opened, edited, and printed consistently.

You can file any type of DOCX document with the EPO provide they meet the minimum requirements described in the [EPO's definition of DOCX](#).

Strict requirements apply to patent application documents (description, claims, abstract, any drawings). For details see section 2.2 below. In particular, they must not contain tracked changes, revision marks, annotations, or comments. You can file the application document as a single DOCX file ("application body") or as multiple DOCX files, divided in description, claims, abstract and any drawings. Drawings can be filed in DOCX format or, if preferred, separately in PDF format.

Documents other than application documents, such as letters, evidence or marked-up copies of an application document (description, claims, abstract, any drawings) may contain tracked changes, revision marks, annotation or comments.

2.1 Generic requirements for all documents

Before submitting any application or other document to the EPO, please ensure it complies with the following minimum requirements (taken from the [Definition of "DOCX" for filing with the European Patent Office \(version 3\) dated 25 March 2026](#)).

- **Allowed fonts.** Text in the document must be in the following Unicode fonts.
 - Aptos
 - Arial
 - Arial Black
 - Arial Narrow
 - Arial Rounded MT Bold
 - Batang
 - Calibri
 - Cambria
 - Cambria Math
 - Courier New
 - Georgia
 - MS Mincho
 - MS-Gothic
 - MS-Simsun
 - PMingLiU
 - SimSun
 - Symbol
 - Tahoma
 - Times New Roman
 - Trebuchet MS
 - Unicode Arial MS

- Verdana
- **Allowed image size and formats.** Any images included must not exceed 1MB each in size and must be in one of the following formats.
 - JPEG (.jpg file)
 - PNG (.png file)
 - TIFF (.tif file)
- **Page size.** Pages must be A4 or Letter size.
- **Other restrictions.** Documents must not contain any of the following features.
 - Encrypted text
 - Hidden text
 - Embedded OLE objects

Please note: these requirements do not apply to documents uploaded to the MyEPO shared area. The purpose of the shared area is to support informal consultations between representatives and examiners. As such, it isn't an accepted channel for filing formal submissions with the EPO.

2.2 Specific requirements for application documents

Patent application documents must be filed as “clean” copies, without tracked changes, revision marks, annotations, or comments.

Application documents, their translation or amendments can be filed as a single DOCX file (separated by main heading sections for the description, claims, abstract and any drawings) or as multiple DOCX documents (one for each section). Drawings can, furthermore, be submitted separately in PDF format.

Marked up copies to identify any amendments must be filed separately from the clean copies and will be treated as non-technical documents, not as patent application documents.

Formatting instructions for headings and sections

For the EPO to be able to process application documents, the following formatting instructions must be adhered to, in addition to the generic requirements listed in section 2.1 above.

Some simple sample documents that follow these formatting instructions can be found in the WIPO Document Converter web page: <https://pct.wipo.int/DocConverter/pages/sampleFiles.xhtml>.

- **Description:** The description should start with the title "Description". If you choose to add the term “Description”, it should be in one line, without any other text or image. Write it with an initial capital "D"; the rest of the letters must be in lower case. Ideally, apply a heading or title style to the whole word "Description". The same typographic rules apply to the German title

"Beschreibung" and the French title "Description". The actual title of the invention must appear under the title "Description".

- **Tables:** Tables can be in one of the following formats:
 - created using Microsoft Word functionality
 - an image

Nested tables (i.e. a table within a table) are not supported.

- **Mathematical equations and chemical formulae:** Equations and formulae can be in one of the following formats:
 - created using Microsoft Word functionality
 - an image
- **Claims:** The claims must start with the title "Claims" in one line without any other text or image. Write it with an initial capital "C"; the rest of the letters must be in lower case. Ideally, apply a heading or title style to the whole word "Claims". The same typographic rules apply to the German title "Patentansprüche" and the French title "Revendications".
- **Claims numbering:** We recommend using the automatic numbering function of the DOCX editor.
- **Abstract:** The abstract must start with the title "Abstract" in one line without any other text or image. Write it with an initial capital "A"; the rest of the letters must be in lower case. Ideally, apply a heading or title style to the whole word "Abstract". The same typographic rules apply to the German title "Zusammenfassung" and the French title "Abrégé".
- **Drawings:** The drawings, if filed in DOCX format, must start with the title "Drawings" in one line without any other text or image. Write it with an initial capital "D"; the rest of the letters must be in lower case. Ideally, apply a heading or title style to the whole word "Drawings". The same typographic rules apply to the German title "Zeichnungen" and the French title "Dessins".

Each image in the drawings must be numbered, and they must use the following notation: [Fig. 1], [Fig. 2], etc.

The image format restrictions outlined in section 2.1 above (Generic requirements) also apply here.

- **Section separation:** When filing the application document in a single file ("application body") containing all sections, each section must start at the top of a new page. Please refrain from using line breaks (enter key) to "push down" the text of the next section, or using section breaks, even if the next section appears in a new page. Instead, after the last paragraph in a section, add a page break so the next section starts on a clean page, with the corresponding heading on top.

Important, please note: When filing the elements of the application separately, you need to upload each section (description, claims, abstract, any drawings) in a single document. Combining two sections (e.g. claims and the abstract) in a single document is not supported.

- **Other restrictions.** Application documents must not contain any of the following features.
 - Tracked changes, revision marks, annotations, comments, etc.
 - Encrypted signatures
 - Bookmarks
 - Watermarks
 - Content controllers

2.3 PDF back-up copy

You can, if you wish, file a PDF back-up copy of any application documents filed in DOCX format. The only condition is that you file your application documents in PDF and DOCX format in a single submission. Documents filed in DOCX format constitute the originally filed documents. This is of particular importance when filing an application. The application documents filed in DOCX format constitute the content of the application as filed within the meaning of Article 123(2) EPC.

A PDF back-up copy can serve as evidence of what you intended to file (e.g. in the case of a request for correction under Rule 139 EPC). It is also available via public file inspection, once the application is published.

2.4 Use of DOCX with PCT applications

DOCX may also be used for preparing international applications under the PCT and uploading them to Online Filing 2.0 or WIPO's ePCT by selecting "DOCX format – for conversion to Application Body XML".

Unlike the EPO's process applied to Euro-direct applications and following entry into the European phase, the international application document will be converted into XML format by the filing tool before submission. The international application must always be submitted as a single file containing the application body (description, claims, abstract and any drawings).

Documents filed subsequently in the international phase must be Annex F-compliant and cannot be uploaded in DOCX format.

3. Filing submissions in DOCX format

No additional hardware or software is required for filing submissions using DOCX.

3.1 Online Filing 2.0 example

You can add one or more DOCX documents to any filing form available in Online Filing 2.0 and, depending on the form, you may be prompted to provide more information about the content of the document.

Before you submit the package, Online Filing 2.0 performs validation checks to ensure that the application or any other document is in line with the above formal requirements for filing submissions in DOCX format.

Here is an example of a document that has been added to a EP1001 form.

The screenshot displays the 'Online Filing 2.0' interface for a patent application titled 'apple crumble' (EP1001 - Draft). The interface includes a navigation bar with 'Home', 'Submissions', 'Templates', 'History', and 'Administration'. A top right corner shows a notification bell with a red '3' and a menu icon. Below the navigation bar are buttons for 'Export submission package', 'Save as template', 'Save', and 'View submission package'. The main content area is titled 'apple crumble EP1001 - Draft' and is divided into sections: 'Documents', 'Specification', and 'Additional documents'. The 'Specification' section contains a table with one entry: 'SPECEPO-1.DOCX' (Applbody_Complete_Tech_French.docx, 16 pages). Below this, there are fields for 'Document Language' (fr) and 'Document Content' (Description (1-10), Claims (11-13), Abstract (14-16), Drawings(15-16)). There are also input fields for 'Number of claims' (15), 'Number of claims you intend to pay for (incl first 15 claims)' (15), 'Number of figures' (5), and 'Figures to be published with abstract' (1). The 'Additional documents' section has a checkbox for 'I like to attach additional documents'. On the right side, there is a vertical sidebar with a 'Summary' button and a list of items: 'Request details', 'Name / Party', 'Procedural', 'Documents', and 'Fees'.

3.2 MyEPO example

Whether you are performing an action in MyEPO, submitting new information about your applications like changes of representation, or submitting updates to your representative and association information, you can submit any documents in DOCX format as well as in PDF format.

Before you submit the document, MyEPO performs validation checks to ensure that the document is in line with the formal requirements described above for filing submissions in DOCX format.

Here is an example of a DOCX document that has been uploaded in MyEPO to provide evidence of authorisation to perform an action.

The screenshot shows the MyEPO interface for indicating the type of authorisation. The page title is "Indicate type of authorisation". Below the title, there is a link for more information: "For more information, see Rules 54, 74". The "Select type of authorisation" section has the radio button "Applicant or authorised employee" selected. Under "Evidence (if applicable)", a document "Evidence of authorisation to proceed.docx" (551.768 KB) is listed with a "Remove all" button and an "Upload" button. At the bottom, there are "Back" and "Next" buttons.

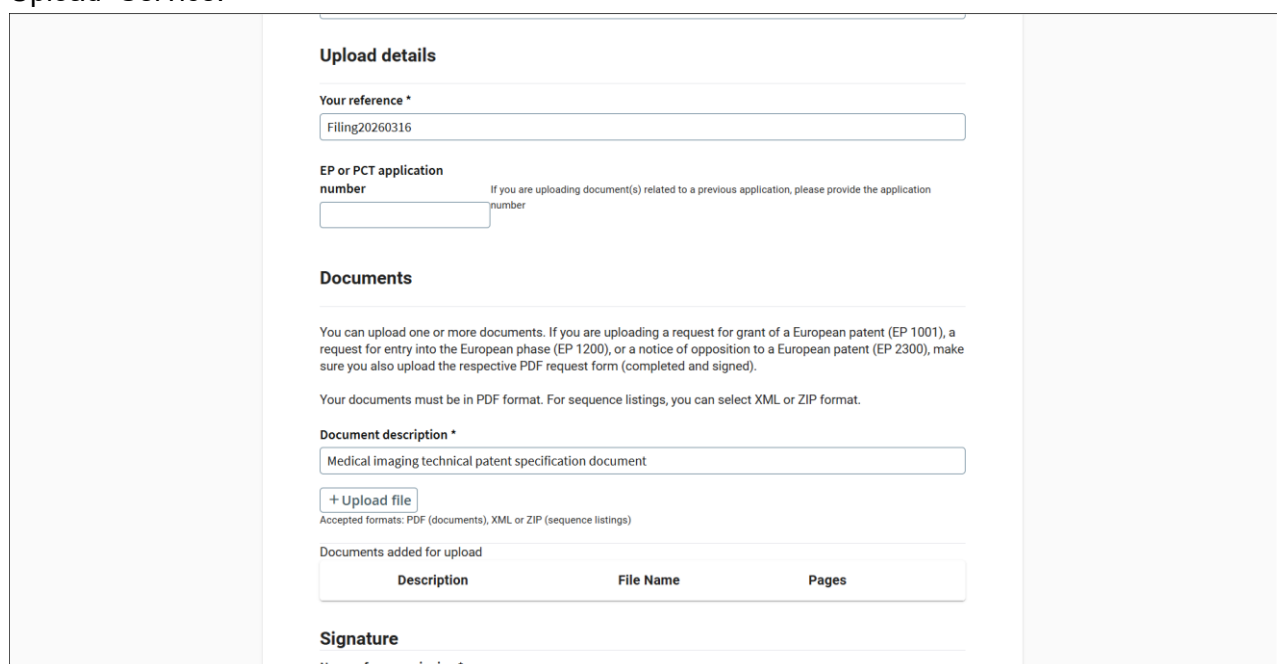
3.3 Contingency Upload Service example

In the unlikely event that the other EPO filing tools are not available, or it is not possible to create, or sign-in to an EPO account for making use of the EPO filing tools, the Contingency Upload Service can be used to submit documents to the EPO.

In addition to documents in PDF format, the Contingency Upload Service now also allows uploading documents in DOCX format.

When you submit a document, the Contingency Upload Service performs validation checks to ensure that the document is in line with the formal requirements described above for filing submissions in DOCX format.

Here is an example of a document in DOCX format that has been uploaded in the Contingency Upload Service.



Upload details

Your reference *
Filing20260316

EP or PCT application number
If you are uploading document(s) related to a previous application, please provide the application number

Documents

You can upload one or more documents. If you are uploading a request for grant of a European patent (EP 1001), a request for entry into the European phase (EP 1200), or a notice of opposition to a European patent (EP 2300), make sure you also upload the respective PDF request form (completed and signed).

Your documents must be in PDF format. For sequence listings, you can select XML or ZIP format.

Document description *
Medical imaging technical patent specification document

+ Upload file
Accepted formats: PDF (documents), XML or ZIP (sequence listings)

Documents added for upload

Description	File Name	Pages
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Signature
Name of person signing *

Applicants are strongly encouraged to use the normal EPO online services and filing tools whenever possible to benefit from the business validations and the accelerated processing of submissions that originate from these tools.