

COPYRIGHT QUESTIONNAIRE

1. Please give the full name, address, telephone number, and type of business entity (i.e., individual, partnership or corporation, including state of organization or incorporation) of the copyright owner.

ANSWER:

2. What type of work is this?

___ *work of the performing arts (musical and dramatic works, pantomimes and choreographic works, motion pictures, and other audiovisual works, including computer program screen outputs)?*

___ *sound recording?*

___ *work of the visual arts (paintings, sketches, drawings, sculptures, maps, photographs, scale models, jewelry designs, fabric designs, architectural designs)?*

___ *nondramatic literary work (fiction, non-fiction, poetry, textbooks, reference works, directories, catalogs, advertising copy, compilations of information, computer programs)?*

___ *if this work is a contribution to a periodical or collection of various works, please give the title of this individual contribution and the title of the collection as a whole.*

3. Describe the general character of this work (e.g., instructional video tape, musical recording, lithographic print).

ANSWER:

4. Have copies of this work been publicly distributed or given to another for purposes of distribution to the public? If so, please describe the circumstances, and give the date (month/day/year) when this first occurred, and the location.

___ **Yes** **Date:** ___/___/_____

___ **No**

5. What is the exact title of this work?

ANSWER: _____

6. What is the full legal name of the person who actually created this work (the author)?

ANSWER: _____

7. What is the date of birth of the author?

ANSWER: **Date:** ____/____/____

8. What is the nation of citizenship of the author?

___ **United States** ___ **Other:** _____

9. Was this work done anonymously or pseudonymously?

___ **Yes**

___ **No**

10. If done pseudonymously, to what pseudonym did the author attribute this work?

ANSWER: _____

11. Was the work prepared by an employee acting within the scope of his/her employment or under a written agreement with the person who prepared the work?

___ **Yes**

___ **No**

12. If there is more than one author, what was each author's contribution to this work (e.g., text, photography, artwork, illustrations)?

ANSWER:

13. Who owns the copyright in the work? If different from the author of the work, please explain how ownership of the copyright was obtained (e.g., copyright was assigned, author is the employee of the copyright owner).

Applicant owns copyright, as author is full-time employee and work was created within scope of duties.

Applicant owns copyright, as author signed written agreement assigning rights to work.

Other circumstance: _____

14. Has this work, or an earlier version of this work, been previously registered with the Copyright Office? If so, what is the Registration No. and date of registration? Why is another registration being sought?

Yes **Registration No.** _____ **Date:** _____

New registration sought because: _____

No

15. Is this work derived, or based on, a pre-existing work? (e.g., a translation or abridgment)? If so, how does this work differ from the pre-existing work (e.g., sculpture based on a drawing)?

Yes **Difference:** _____

No

16. Does this work consist of a collection of pre-existing materials or information which you have selected from a number of sources? If so, please describe this collection (e.g., compilation of 19th century political cartoons).

Yes **Collection comprises:** _____

No

17. Do you wish to provide the Copyright Office with a license to make copies of this work for the blind and physically handicapped?

___ **Yes**

___ **No**

18. When was this work completed?

Date: ____/____/____

Acknowledgment of Confidentiality of Communications

At G. Philip J. Zies, PLLC, we take the protection of our client's and potential client's intellectual property seriously. Since there are dangers in communicating sensitive and/or proprietary information by email, we would like to provide you with the following information.

Please read each of the items listed below carefully and then initial each item to indicate you understand and acknowledge each item. *Please note that your failure to initial and acknowledge each item may limit our ability to communicate with you regarding this matter.*

_____ I understand that communications between myself and an attorney, which would normally be subject to attorney-client privilege, may be waived if a third party gains access to those communications.

_____ I understand that third parties may have access to my attorney-client emails when I send or receive emails via a public computer, such as a library or hotel computer, or via a borrowed computer.

_____ I understand that a third party (i.e. my employer) may have access to my attorney-client emails when I utilize my work computer.

_____ If I must communicate with an attorney via a public computer or a work computer, I will only send confidential information via encrypted or password-protected documents, such as a password-protected Word® document or a password-protected .pdf document.

_____ If I must communicate with an attorney via a public computer or a work computer, I will alert the attorney accordingly and request that the attorney only send confidential information via encrypted or password-protected documents.