**外来文件清单**

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| 序号 | 名 称（专利名称） | 份 数 | 文件  来源 | 接收  时间 | 接收人 | 保存  期限 | 传达  范围 |
| 1 | \*\*专利受理通知书/审查意见通知书/授权通知书/专利证书 |  | 国家知识产权局 | 只统计20190101以后的 |  | 长期 | 发明人 |
| 2 | \*\*奖励证书 |  | 奖励荣誉主管部门 | 同上 |  |  |  |
| 3 | 律师函件 |  | \*\*律所等 | 同上 |  |  | 以此类推 |
| 4 | 司法判决 |  | \*\*法院等 | 同上 |  |  |  |
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