

The Effects of Not Sending a Timely Reply to Copyright Office Correspondence

If the communication you receive from the Copyright Office specifies a time frame for your reply, it is important that you reply within that time frame to avoid the negative consequences listed below.

- Your case file will be closed without further notification.
- Any published deposit you submitted may be made available to the Library of Congress for use or disposition under the provisions of the copyright law, 17 U.S.C. sections 407 and 704.
- Any unpublished deposit or document you submitted will be returned.
- Your filing fee will not be returned.

If you need more time to prepare a response, you must request additional time before the end of the reply period.

Once you reply, you will not receive an acknowledgment or be contacted again about the matter the Office raised in its communication to you unless further information is required to process your submission.

If you submitted a copyright registration, you can expect to receive a certificate of registration indicating that the work has been registered or, if the application cannot be accepted, a letter of explanation.

If you submitted a document for recordation, you can expect to receive a certificate of recordation accompanied by the original document you submitted.

Consequences of a Closed File

- If we close a file and you later reapply for registration or recordation, you will be required to submit a new application, deposit, and fee or an original document and fee.
- The effective date of registration or recordation will be based on the new, later submission.

Significance of the Effective Date of Registration

Registration is not a condition for securing copyright, but delaying the effective date of registration can have serious consequences. In an infringement suit, the court may not award statutory damages or attorney's fees if the infringement

started before the effective date of registration — unless, for published works, registration was made within a grace period of three months following publication and the infringement started after first publication.

Recordation of Transfers or Documents

The recordation of a transfer or document pertaining to a copyright is not mandatory, but it does constitute constructive notice of ownership of rights, if the statutory time limits and conditions are satisfied.

For Further Information

By Internet

Circulars, announcements, regulations, application forms, and other related materials are available from the Copyright Office website at *www.copyright.gov*. To send an email communication, click on *Contact Us* at the bottom of the homepage.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. To request paper application forms or circulars call (202) 707-9100 and leave a recorded message.

By Regular Mail

Write to:

*Library of Congress
Copyright Office-COPUBS
101 Independence Avenue SE
Washington, DC 20559*