



# SYNDICATE LEGAL & FINANCIAL

*Intellectual Property (Copyright)*

# Syndicate Legal & Financial – Intellectual Property (Copyright)



## SYNDICATE LEGAL SERVICES

*Team of:*  
*Attorneys / Lawyers*  
*Law Clerks*  
*Paralegals*  
*Industry Specialists*

### Copyright Services (basic):

- Prepare & Administer Copyright Registration Document Recordation
- Track the Release and Publication of Materials required for Copyright Registration created and produced.
- Draft correspondence and other written materials for review, as well as edits and reviews of documents / reports for accuracy, format and organization
- Set-up policies and procedures for delivery of Copyright Materials and information required for Copyright.
- Prepare responses to Copyright Inquiries (*when applicable*).
- Setup Copyright Recordation Management Database, as well as a Copyright Certificate Archive File.
- Correspond with U.S. Copyright Office regarding Copyright Registrations and Recordation issues.

### Copyrights (additional / specific):

- Perform Copyright and Digital Millennium Copyright Act (DMCA) Agent searches online.
- File DMCA Agent registration with the Library of Congress.
- Preparing of Copyright Applications.
- Preparing supplemental Copyright registrations.
- Review and organize all Trademarks, Service Marks, Copyrights and Patents
- Prepare an IP spreadsheet summarizing all pertinent information.
- Create intellectual property e-files.

### Copyrights (drafting):

- Drafting of Copyright Assignments.
- Drafting of Content Distribution Agreements.
- Drafting of Notices of Copyright Infringement.
- Drafting of Notices of DMCA Violation.
- Drafting of Permission to Use Material Agreements.



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