**<<cs\_t1\_1>>**

**<<## 1.1 ET5 Acknowledgement of Claim ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | |
| Your Ref: | |  | |  |
| Date | | <<TODAY\_DATE>> | |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted. It has been given the above case number, which you should quote in all correspondence.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days in which to respond. If a response is not received or not accepted a judgment may be issued and the respondent will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

I have also sent a copy of your claim to the Advisory Conciliation and Arbitration Service (Acas) whose services are confidential and free of charge. When a copy of your claim has been received by Acas they will quickly send you a letter telling you the name and contact details of your Conciliator. Your Conciliator will contact you shortly after that to start to explore possible settlement.

A copy of the booklet ‘Your Claim, What Happens Next’ can be found on our website at

[www.justice.gov.uk/tribunals/employment/claims/booklets](http://www.justice.gov.uk/tribunals/employment/claims/booklets) If you do not have access to the internet, a paper copy can be obtained by telephoning the tribunal office dealing with the claim.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |