**<<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 |

**<<else\_t1\_1A>>**

**<<## 1.1A Claim – documents returned ##>>**



**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,

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

Thank you for your claim together with the accompanying documents. It is unnecessary to supply these documents at this stage and we are therefore returning them to you.

In many cases an Employment Judge will, in due course, give directions about the preparation of a set of relevant documents and you should comply with these directions.

If no specific directions are given, you should bring all the relevant documents with you to the hearing with copies for the Judge and witnesses. You should also send copies of the documents to the other parties to the proceedings at least 7 days prior to the hearing.

This letter has been copied to the respondent(s) but the additional documentation you submitted has not.

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

**<<else\_t1\_2>>**

**<<## 1.2 Interim Relief – acknowledgment ##>>**



**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: | | <<representative\_reference>> | |  |
| Date | | <<TODAY\_DATE>> | |

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

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

**ACKNOWLEDGEMENT OF APPLICATION FOR INTERIM RELIEF**

**Employment Tribunals Rules of Procedure 2013**

1. Your application for interim relief has been received and registered at this office. Any future correspondence relating to your application should quote the above case number and be sent to this office.

2. Your complaint of unfair dismissal will be dealt with separately.

3. The respondent will be given a copy of the application and any supporting documentation at least 7 days before the hearing.

4. A notice of hearing is attached.

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

**<<else\_t1\_3>>**

**<<## 1.3 PID claim – notification to Regulator – rule 14 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | [Insert Regulator Address] | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | |
| Your Ref: | | <<representative\_reference>> | |  |
| Date | | <<TODAY\_DATE>> | |

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

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

Dear Sir / Madam,

**Employment Tribunals Rules of Procedure 2013**

A claim in these proceedings alleges that the claimant has made a protected disclosure.

The claimant has consented to a copy of the claim form being sent to the appropriate Regulator and a copy is therefore enclosed for your attention.

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

**<<else\_t1\_3A>>**

**<<## 1.3A Claim - request not to send to respondent ##>>**



**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: | | <<representative\_reference>> | |  |
| Date | | <<TODAY\_DATE>> | |

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

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

Dear Sir / Madam,

**REQUEST NOT TO SEND CLAIM TO RESPONDENT**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form and note your request that we do not send it to the respondent.

Rule 15 of the above Rules provides that, unless a claim or part of it is rejected, the Tribunal will send a copy of the claim to the respondent. There is no power to withhold or delay sending the claim. However, once the claim has been accepted and sent to the respondent, you may apply to the Tribunal requesting that the claim should not yet be listed for hearing.

Please confirm in writing within 7 days of the date of this letter whether or not you wish to continue with your claim. If we do not hear from you by that date, the claim will be processed and, unless it is rejected, will be sent to the respondent. If you do not agree, your claim shall be rejected on the grounds that it is an abuse of the Tribunal’s process.

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

**<<else\_t1\_3B>>**

**<<## 1.3B Claim re-directed ##>>**



**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: | | <<representative\_reference>> | |  |
| Date | | <<TODAY\_DATE>> | |

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

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

Dear Sir / Madam,

**REDIRECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Thank you for the claim dated ***[input Date]*** which I have forwarded to our ***[input Office]*** office as your place of work was in their region. Claims are allocated to a Tribunal Office according to the postcode of the claimant’s place of work.

Please send all future correspondence to:-

Employment Tribunals

***[Office Address claim has been transferred to]***

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

**<<else\_t1\_4>>**

**<<## 1.4 Claim rejection - not E & W - rule 8 (2) ##>>**



**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: | | <<representative\_reference>> | |  |
| Date | | <<TODAY\_DATE>> | |

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

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

Dear Sir / Madam,

**CLAIM NOT ACCEPTED**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form and have referred it to Employment Judge ***[Judge surname]*** who has decided that it cannot be accepted for the following reason.

Employment Tribunals in England and Wales only have the power to deal with claims where

* the respondent, or one of the respondents, resides or carries on business in England and Wales; or
* one or more of the acts or omissions complained of took place in England and Wales; or
* the claim relates to a contract under which the work is or has been performed partly in England and Wales; or
* the tribunal has jurisdiction to determine the claim by virtue of a connection with Great Britain, and the connection in question is at least partly a connection with England and Wales.

I am therefore returning your claim form to you. You may wish to consider sending your claim to the Central Office of Employment Tribunals (Scotland), Eagle Building, 215 Bothwell Street, Glasgow, G2 7TS if:

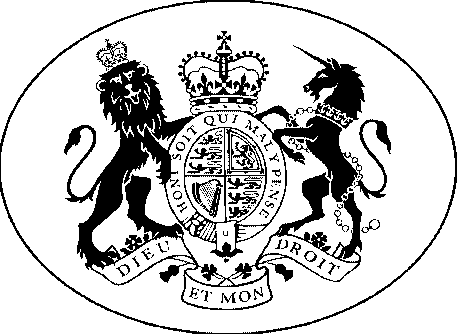
* the respondent, or one of the respondents, resides or carries on business in Scotland; or
* one or more of the acts or omissions complained of took place in Scotland; or
* the claim relates to a contract under which the work is or has been performed partly in Scotland; or
* the tribunal has jurisdiction to determine the claim by virtue of a connection with Great Britain, and the connection in question is at least partly a connection with Scotland.

You have the right to apply for a reconsideration of this decision. If you wish to do so you must apply in writing within 14 days of the date of this letter quoting the above pre-acceptance number. You must explain why you believe the decision not to accept your claim is wrong and say whether you require a hearing if the Employment Judge still considers that your claim cannot be accepted in England and Wales. The only ground on which the decision can be changed is if an Employment Judge is satisfied that it is in the interests of justice to do so. If you believe that the decision not to accept your claim is wrong in law, you may also appeal to the Employment Appeal Tribunal provided you do so in writing within 42 days of the date of this letter.

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

**<<else\_t1\_5>>**

**<<## 1.5 Claim Rejection - not on prescribed form – rule 10(1)(a) ##>>**



**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: | | <<<representative\_reference>> |  |

**Date:** <<TODAY\_DATE>>

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

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>>  <<resp\_others>> |

Dear Sir / Madam,

**Rejection of claim**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form but am unable to accept it because it has not been presented on a prescribed claim form as required by rule 10(1)(a) of the above Rules. I enclose a prescribed claim form which you may use to present your claim or you may submit your claim via our website [**www.gov.uk/employment-tribunals/make-a-claim**](http://www.gov.uk/employment-tribunals/make-a-claim).

I also enclose some explanatory notes called ‘Claim rejection - Your Questions Answered’.

**Please note that the original time limit for presenting your claim has not altered.**

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

**<<else\_t1\_6>>**

**<<## 1.6 Claim rejection – minimum information – rule 10(1)(b) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I am returning your claim form because you have not given the following minimum information as required by rule 10(1)(b) of the above Rules, namely:-

***[Delete as appropriate]***

* your name
* the name of another claimant
* your address
* the address of another claimant
* the name of each person or organisation against which your claim is made “the respondent”
* the address of each respondent

I have therefore decided that your claim must be rejected.

I enclose some explanatory notes called ‘Claim Rejection - Your Questions Answered’

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

**<<else\_t1\_6A>>**

**<<## 1.6A Claim rejection – lack of early conciliation information – rule 10(1)(c) ##>>**



**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>>  <<resp\_others>> |

Dear Sir/Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

**Rule 10(1)(c)**

I am returning your claim form because you have not complied with the requirement at rule 10(1)(c) of the above Rules, because it does not contain one of the following:

(i) an early conciliation number,

(ii) confirmation that the claim does not institute any relevant proceedings, or

(iii) confirmation that one of the early conciliation exemptions applies.

I have decided that your claim must be rejected.

I am therefore returning your claim form to you.

I enclose some explanatory notes called ‘Claim Rejection – Early Conciliation: Your Questions Answered’.

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

**<<else\_t1\_6B>>**

**<<## 1.6B Claim rejection in part – lack of early conciliation information – rule 10(1)(c) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM (IN PART)**

**Employment Tribunals Rules of Procedure 2013**

**Rule 10(1)(c)**

Your claim against *<<Respondent>>* has been accepted but your claim against **[R2 and R3]** has been rejected because you have not complied with the requirement at rule 10(1)(c) of the above Rules, since it does not contain an early conciliation number for **[R2 and R3]**.

I have therefore decided that your claim against **[R2 and R3]** must be rejected.

I enclose some explanatory notes called ‘Claim Rejection - Early Conciliation: Your Questions Answered’.

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

**<<else\_t1\_7>>**

**<<## 1.7 Claim rejection – no jurisdiction – whole claim – rule 12(1)(a) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim form has been referred to Employment Judge who has decided to reject it because your complaint is one which the Tribunal has no jurisdiction to consider. I am therefore returning your claim form to you.

I also enclose some explanatory notes called ‘Claim Rejection - Your Questions Answered’.

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

**<<else\_t1\_8>>**

**<<## 1.8 Claim rejection – no jurisdiction - part claim – rule 12(1)(a) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**ACCEPTANCE OF PART OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim form has been referred to Employment Judge ***[Judge surname]***who has decided that only the following complaints can be accepted namely ***[insert as appropriate]***. The Judge has decided to reject your other complaints because the Tribunal has no jurisdiction to consider them.

I enclose some explanatory notes called ‘Claim Rejection - Your Questions Answered’.

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.

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.

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

**<<else\_t1\_9>>**

**<<## 1.9 Claim rejection – abuse of process etc – whole claim – rule 12(1)(b) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim form has been referred to Employment Judge ***[Judge surname],*** who has decided to reject it because [it is in a form which cannot sensibly be responded to] [it is an abuse of the tribunal’s process].

The Judge’s reasons for this decision are as follows:

I enclose some explanatory notes called ‘Claim Rejection - Your Questions Answered’.

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

**<<else\_t1\_9A>>**

**<<## 1.9A Claim rejection –rule 12(1)(c) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

**Rule 12 (1)(c)**

Your claim form has been referred to Employment Judge ***[Judge surname]*** who has decided to reject it. I am therefore returning your claim form to you.

The Judge’s reasons for this decision are as follows:

(1) the claim appears to be “relevant proceedings” to which the early conciliation provisions apply, in accordance with sections 18 and 18A of the Employment Tribunals Act 1996;

(2) if the claim is “relevant proceedings”, it may not be brought until the claimant has gone through the early conciliation procedure with ACAS unless one or more of the early conciliation exemptions applies;

(3) if the claimant has gone through early conciliation, an early conciliation number must be given in section 2 of the claim form and none has;

(4) if the claim is not “relevant proceedings” and/or if one or more of the early conciliation exemptions applies, the claimant must tick the relevant box or boxes in section 2 of the claim form and hasn’t done so.

I enclose some explanatory notes called ‘Claim Rejection – Early Conciliation: Your Questions Answered’. They include information about applying for reconsideration of the decision to reject your claim.

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

**<<else\_t1\_9B>>**

**<<## 1.9B Claim rejection –rule 12(1)(d) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

**Rule 12(1)(d)**

Your claim form has been referred to Employment Judge ***[Judge surname]*** who has decided to reject it. I am therefore returning your claim form to you.

The Judge’s reasons for this decision are as follows:

(1) the claim appears to be “relevant proceedings” to which the early conciliation provisions apply, in accordance with sections 18 and 18A of the Employment Tribunals Act 1996;

(2) if the claim is “relevant proceedings”, it may not be brought until the claimant has gone through the early conciliation procedure with ACAS unless one or more of the early conciliation exemptions applies;

(3) in section 2 of the claim form, the claimant didn’t give an early conciliation number and confirmed that one or more of the early conciliation exemptions applies by ticking one or more of the boxes that come immediately after the question, “If No, why don’t you have this number?”

(4) it seems the confirmation given is incorrect in that the claimant ticked the following box or boxes: [***[Delete as appropriate]*** “Another person I’m making the claim with has an Acas early conciliation certificate number” “Acas doesn’t have the power to conciliate on some or all of my claim” “My employer has already been in touch with Acas” “My claim contains an application for interim relief” “My claim is against the Security Service, Secret Intelligence Service or GCHQ”]. In fact [ ].

I enclose some explanatory notes called ‘Claim Rejection – Early Conciliation: Your Questions Answered’. They include information about applying for reconsideration of the decision to reject your claim.

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

**<<else\_t1\_9C>>**

**<<## 1.9C Claim rejection – rule 12(1)(f) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

**Rule 12(1)(f)**

Your claim form has been referred to Employment Judge ***[Judge surname]*** who has decided to reject [ ***[delete / amend* as *appropriate]***it / the claim against the [ ] respondent(s)].

The Judge’s reasons for this decision are as follows:

(1) the claim appears to be “relevant proceedings” to which the early conciliation provisions apply, in accordance with sections 18 and 18A of the Employment Tribunals Act 1996;

(2) if the claim is “relevant proceedings”, it may not be brought until the claimant has gone through the early conciliation procedure with ACAS unless one or more of the early conciliation exemptions applies;

(3) although the claimant has given an early conciliation number in section 2 of the claim form, the name of the prospective respondent on the early conciliation certificate is not the same as the name of the [ ] respondent(s);

(4) if the claim against the [ ] respondent(s) is not “relevant proceedings” and/or if one or more of the early conciliation exemptions applies, the claimant must tick the relevant box or boxes in section 2 of the claim form and hasn’t done so.

I enclose some explanatory notes called ‘Claim Rejection – Early Conciliation: Your Questions Answered’. They include information about applying for reconsideration of the decision to reject your claim.

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

**<<else\_t1\_10>>**

**<<## 1.10 Claim rejection – abuse of process etc - part claim – rule 12(1)(b) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**ACCEPTANCE OF PART OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim form has been referred to Employment Judge who has decided that only the following complaints can be accepted namely [insert as appropriate]. The Judge has also decided that your other complaints should be rejected because ***[delete as appropriate]***

[they are in a form which cannot sensibly be responded to] [they are an abuse of the tribunal’s process].

The Judge’s reasons for this decision are as follows:

***[Judge's reasons]***

I enclose some explanatory notes called ‘Claim Rejection - Your Questions Answered’.

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

**<<else\_t1\_11>>**

**<<## 1.11 Claim Rejection – Your Questions Answered ##>>**



**EMPLOYMENT TRIBUNALS**

**CLAIM REJECTION ­- YOUR QUESTIONS ANSWERED**

**Q. Why has my claim been rejected?**

**A.** The rejection letter sets out why your claim has been rejected. It may be the whole of your claim that has been rejected, or only part of it.

**Q. My claim has been rejected because I did not provide the minimum information required by the Tribunal’s rules. What can I do about this?**

**A.** Your claim form must contain the name and address of each person making the claim and each person against whom the claim is made (the “respondent”). The rejection letter explains what information is missing. Fill in the missing information on your returned claim form and send it back to us straightaway, giving the case number given in the rejection letter, and ask the Tribunal to reconsider its decision to reject the claim.

**Q. My claim has been rejected because the “complaint is one which the Tribunal has no jurisdiction to consider”. What does this mean and what can I do about it?**

**A.** Parliament has laid down which sort of claims a Tribunal has the power (“jurisdiction”) to deal with. The Tribunal thinks your claim is not one of those. You may be able to bring a claim in another court, such as the county court, but you will need to get your own advice about this, from, for example, a solicitor, a Citizens Advice Bureau, a law centre or your trade union.

**Q. My claim has been rejected because “it is in a form which cannot sensibly be responded to”. What does this mean and what can I do about it?**

**A.** The person against whom you are making your claim must be able to understand what you are claiming, so that they are able to defend the claim if they want to. The rejection letter explains why your claim is not clear. What you need to do to put this right depends on the nature of the problem. For example, if the Tribunal can’t read your handwriting, you could type it up. If the Tribunal can’t work out what you are claiming, you could get help in rewording your claim from, for example, a solicitor, a Citizens Advice Bureau, a law centre or your trade union. Then send the claim back to us as soon as possible, giving the case number in the rejection letter, and ask the Tribunal to reconsider its decision to reject the claim.

**Q. My claim has been rejected because it is an abuse of the Tribunal’s process. What does this mean?**

**A.** The Tribunal thinks you are misusing the Tribunal system in some way. The rejection letter explains why. It may be, for example, that you have already made the same claim unsuccessfully in the past.

**Q: If I think the Tribunal has made a mistake or I can put the problem with my claim form right, what do I do?**

**A:** There are two things you can do:

* If you think the Tribunal’s decision was wrong or you can put the problem right, you can ask the Tribunal to **reconsider** its decision.
* If you think the Tribunal has made a mistake about the law, you can **appeal** to the Employment Appeal Tribunal (EAT).

If you want the Tribunal to **reconsider** its decision, write to us. Give the case number you will find in the rejection letter. If you believe the Tribunal’s decision was wrong, say why. If you have put right the problem we identified in the rejection letter, enclose your amended claim form. (We have given some suggestions on how you might amend your claim in the answers above.) If you want the chance to put your points to the Tribunal at a hearing before the Tribunal reaches a final decision on whether your claim should be rejected, say so. **The time limit for asking the Tribunal to reconsider its decision is 14 days from the date of the rejection letter, but there is also an overall time limit for starting a claim. The Tribunal will allow late claims only in very limited circumstances. So if you want the Tribunal to reconsider its decision to reject your claim, don’t delay in writing in.**

If you believe that the Tribunal has made a mistake about the law, or its decision is one that no reasonable Tribunal could have reached, you can **appeal** to the Employment Appeal Tribunal (EAT). Your appeal must be on the official appeal form and set out why you think the Tribunal’s decision was wrong. You must enclose copies of your claim form and the rejection letter. You can get appeal forms and information on how to appeal at: <https://www.gov.uk/appeal-employment-appeal-tribunal>

or from:

Employment Appeal Tribunal

Second Floor

Fleetbank House

2-6 Salisbury Square

London

EC4Y 8JX

e-mail: [londoneat@hmcts.gsi.gov.uk](mailto:londoneat@hmcts.gsi.gov.uk)

Tel: 020 7273 1041.

**The time limit for an appeal is 42 days from the date of the rejection letter, but there is also an overall time limit for starting a claim. The Tribunal will allow late claims only in very limited circumstances.** So if you decide to appeal, you might also want to ask the Tribunal to reconsider its decision in the meantime. If you do, you must send the EAT a copy of your letter asking the Tribunal to reconsider and a copy of any reply from the Tribunal, as well as your original claim form and rejection letter.

**<<else\_t1\_11A>>**

**<<## 1.11A Claim rejection – Early Conciliation: Your Questions Answered ##>>**



**EMPLOYMENT TRIBUNALS**

**CLAIM REJECTION - EARLY CONCILIATION:**

**YOUR QUESTIONS ANSWERED**

**Q: Why has my claim been rejected?**

**A:** Your claim has been rejected because you have not followed one of the rules of the “early conciliation” process ­- the rejection letter tells you which one.

Under the early conciliation rules, you must contact the Advisory, Conciliation and Arbitration Service (“ACAS”) before sending a claim to the Tribunal. The aim is to ensure that disputes about employment rights do not come to the Tribunal until the possibility of them being resolved with ACAS’s help has been considered. If you need further information about the early conciliation process, contact ACAS’s Helpline on 0300 123 1100 or visit their website at [www.acas.org.uk](http://www.acas.org.uk/).

* Almost all claims to a Tribunal are “relevant proceedings” where contacting ACAS is compulsory.
* In some cases, there is no requirement to contact ACAS, but these “exemptions” from the rule are very limited.
* When you contact them, ACAS issues an “early conciliation number”, which you must then include in your claim.
* You must contact ACAS about every person you want to bring a claim against.

**Q: If I think the Tribunal has made a mistake or I have now followed the early conciliation rules, what do I do?**

**A:** There are two things you can do:

* If you think the Tribunal’s decision was wrong or you have now followed the early conciliation rules, you can ask the Tribunal to **reconsider** its decision.
* If you think the Tribunal has made a mistake about the law, you can **appeal** to the Employment Appeal Tribunal (EAT).

If you want the Tribunal to **reconsider** its decision, write to us. Give the case number you will find in the rejection letter. If you believe the Tribunal’s decision was wrong, say why. If you have now followed the early conciliation rules, explain how. If you want the chance to put your points to the Tribunal at a hearing before the Tribunal reaches a final decision on whether your claim should be rejected, say so. **The time limit for asking the Tribunal to reconsider its decision is 14 days from the date of the rejection letter, but there is also an overall time limit for starting a claim. The Tribunal will allow late claims only in very limited circumstances. So if you want the Tribunal to reconsider its decision to reject your claim, don’t delay in writing in.**

If you believe that the Tribunal has made a mistake about the law, or its decision is one that no reasonable Tribunal could have reached, you can **appeal** to the Employment Appeal Tribunal (EAT). Your appeal must be on the official appeal form and set out why you think the Tribunal’s decision was wrong. You must enclose copies of your claim form and the rejection letter. You can get appeal forms and information on how to appeal at: [www.gov.uk/appeal-employment-appeal-tribunal](http://www.gov.uk/appeal-employment-appeal-tribunal)

or from:

Employment Appeal Tribunal

Second Floor

Fleetbank House

2-6 Salisbury Square

London

EC4Y 8AE

e-mail: [londoneat@justice.gov.uk](mailto:londoneat@justice.gov.uk)

tel: 020 7273 1041.

**The time limit for an appeal is 42 days from the date of the rejection letter, but there is also an overall time limit for starting a claim. The Tribunal will allow late claims only in very limited circumstances.** So if you decide to appeal, you might also want to ask the Tribunal to reconsider its decision in the meantime. If you do, you must send the EAT a copy of your letter asking the Tribunal to reconsider and a copy of any reply from the Tribunal, as well as your original claim form and rejection letter.

**<<else\_t1\_12>>**

**<<## 1.12 Claim rejection - reconsideration - apply again – rule 13 ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**RECONSIDERATION OF DECISION**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the decision to reject your claim form cannot be accepted. If you want the decision to be reconsidered you must apply again and explain [why you say the decision to reject the claim form was wrong and/or rectify the defect which led to the rejection of the claim] [and] [why your application was not made ***[Date]*** of the date the notice of rejection was sent to you].

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

**<<else\_t1\_13>>**

**<<## 1.13 Claim rejection - reconsideration – claim accepted – rule 13 ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**CLAIM ACCEPTED AFTER RECONSIDERATION**

**Employment Tribunals Rules of Procedure 2013**

After a reconsideration by Employment Judge ***[Judge surname]*** the whole claim is now accepted.

Because the original decision to reject the claim was correct but the defect which led to the rejection has since been rectified, the claim form is to be treated as having been received on ***[Date].***

The respondent now has 28 days from the date of this letter to respond to [the claim] [the parts of the claim that were previously rejected]. 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.

A copy of the claim has been sent to the Advisory Conciliation and Arbitration Service (ACAS) whose services are confidential and free of charge. If you think it may be possible to settle the case through conciliation you should contact ACAS and speak to a conciliation officer**.**

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

**<<else\_t1\_14>>**

**<<## 1.14 Claim rejection - reconsideration – hearing – rule 13(3) ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**CLAIM REJECTED - RECONSIDERATION HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Rule 13(3)**

I refer to your application dated ***[Date]*** for a reconsideration of the decision to reject [your claim] [part of your claim] which has been considered by Employment Judge ***[Judge surname]***.

Because the Judge is not prepared to accept the claim in full on the basis of your written application and because you have requested a hearing, your application will now be considered at a hearing by an Employment Judge at ***<<Hearing\_Address>>*** on ***<<Hearing\_Date\_Time>>*** or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. 1 hour has been allocated to hear the evidence and decide the application.

If you wish to rely on written representations at the hearing they must be sent to the Tribunal not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

**This letter has not been copied to the respondent.**

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

**<<else\_t1\_14A>>**

**<<## 1.14A Claim rejection - reconsideration – dismissed – rule 13 ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**CLAIM REJECTED - RECONSIDERATION - DISMISSED**

**Employment Tribunals Rules of Procedure 2013**

**Rule 13(3)**

I refer to your application dated for a reconsideration of the decision to reject [your claim] [part of your claim] which has been considered by Employment Judge .

As you did not request a hearing, the Employment Judge has determined your application on the basis of your written representations only. The Judge has decided to dismiss your application for the following reasons:

***[Judge's reasons]***

If you believe that either the Judge’s decision to dismiss your application or the original decision to reject [your claim] [part of your claim] was wrong in law, you may appeal to the Employment Appeal Tribunal. Details of how to do so were included in the explanatory note ‘Claim Rejection – Your Questions Answered’ which was sent to you when your claim was first rejected.

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

**<<else\_t1\_14B>>**

**<<## 1.14B Claim rejection - reconsideration – successful in part – rule 13 ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**CLAIM REJECTED - RECONSIDERATION**

**Employment Tribunals Rules of Procedure 2013**

**Rule 13(3)**

I refer to your application dated for a reconsideration of the decision to reject [your claim] [part of your claim] which has been considered by Employment Judge .

As you did not request a hearing, the Employment Judge has determined your application on the basis of your written representations only. The Judge has decided to allow part of your application and to dismiss the remainder for the following reasons:

Because the original decision to reject that part of your claim was correct but the defect which led to its rejection has since been rectified, the claim form in respect of that part of the claim is to be treated as having been received on .

The respondent now has 28 days from the date of this letter to respond to the claim to the extent to which it has now been accepted. 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. The remainder of the claim cannot now be considered by the Tribunal and the respondent is not required to respond to it.

A copy of the claim has been sent 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.

If you believe that either the Judge’s decision to dismiss your application or the original decision to reject [your claim] [part of your claim] was wrong in law, you may appeal to the Employment Appeal Tribunal. Details of how to do so were included in the explanatory note ‘Claim Rejection – Your Questions Answered’ which was sent to you when your claim was first rejected.

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

**<<else\_t1\_15>>**

**<<## 1.15 UDL – length of service – show cause – whole 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>>  <<resp\_others>> |

Dear Sir / Madam,

STRIKE OUT WARNING

**Employment Tribunals Rules of Procedure 2013**

In your claim form you complain that you were unfairly dismissed.

Under section 108 of the Employment Rights Act 1996 claimants are not entitled to bring a complaint of unfair dismissal unless they were employed for two years or more except in certain specific circumstances which do not seem to apply in your case.

It appears from your claim that you were employed for less than two years. If so, the Tribunal cannot consider your complaint.

As you do not appear to be entitled to bring this claim an Employment Judge is proposing to strike it out.

You have until ***[date]*** to give reasons in writing why the claim should not be struck out.

Meanwhile, the respondent has been told that no response to your claim is necessary at this stage.

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

**<<else\_t1\_16>>**

**<<## 1.16 UDL – length of service – show cause – part 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>>  <<resp\_others>> |

DearSir / Madam**,**

STRIKE OUT WARNING

**Employment Tribunals Rules of Procedure 2013**

In your claim form one of your complaints is that you were unfairly dismissed.

Under section 108 of the Employment Rights Act 1996 claimants are not entitled to bring a complaint of unfair dismissal unless they were employed for two years or more except in certain specific circumstances which do not seem to apply in your case.

It appears from your claim that you were employed for less than two years. If so, the Tribunal cannot consider your complaint that you were unfairly dismissed.

As you do not appear to be entitled to bring that part of your claim an Employment Judge is proposing to strike it out. This does not affect the other complaints in your claim form.

You have until to give reasons in writing why your complaint of unfair dismissal should not be struck out.

Meanwhile, the respondent has been told that no response to your unfair dismissal claim is necessary at this stage.

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

**<<else\_t1\_17>>**

**<<## 1.17 UDL – length of service - strike out judgment – whole claim ##>>**



**EMPLOYMENT TRIBUNALS**

**Claimant:** <<Claimant>>

**Respondent:** <<Respondent>>

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

**JUDGMENT**

The claim is struck out.

**REASONS**

1. The claimant complains of unfair dismissal.

2. Section 108 of the Employment Rights Act 1996 requires a claimant to have not less than two years service to make an unfair dismissal complaint.

3. The claimant was employed by the respondent for less than two years.

4. Therefore the claimant is not entitled to bring these proceedings.

5. The claimant has failed to give an acceptable reason, despite being given the opportunity to do so, why the complaint should not be struck out.

6. Accordingly, the claim is struck out.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Judge ***[Judge surname]***

Date:  ***[Date]***

JUDGMENT SENT TO THE PARTIES ON

........................................................................

........................................................................

**FOR THE TRIBUNAL OFFICE**

**<<else\_t1\_18>>**

**<<## 1.18 UDL – length of service - strike out judgment -.part claim ##>>**



**EMPLOYMENT TRIBUNALS**

**Claimant:** <<Claimant>>

**Respondent:**  <<Respondent>>

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

**JUDGMENT**

The complaint that the claimant was unfairly dismissed is struck out.

**REASONS**

1. The claimant complains of unfair dismissal.

2. Section 108 of the Employment Rights Act 1996 requires a claimant to have not less than two years service to make an unfair dismissal complaint.

3. The claimant was employed by the respondent for less than two years.

4. Therefore the claimant is not entitled to bring such a complaint.

5. The claimant has failed to give an acceptable reason, despite being given the opportunity to do so, why the complaint should not be struck out.

6. Accordingly, the complaint of unfair dismissal is struck out. The claimant’s other complaints are not affected by this judgment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Judge ***[Judge surname]***

Date:  ***[Date]***

JUDGMENT SENT TO THE PARTIES ON

........................................................................

........................................................................

**FOR THE TRIBUNAL OFFICE**

**<<else>>**

**<<## 1.19 Claim - Amendment granted ##>>**



**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,

**Employment Tribunals Rules of Procedure 2013**

Thank you for your letter dated ***[Date]***.  Employment Judge ***[Judge surname]*** has ordered that it be treated as an amendment to the claim.

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

**<<es\_>>**