**<<cs\_t****\_Scot\_71>>**

**<<##** 71 date listing letter preliminary hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**LISTING OF CASE FOR PRELIMINARY HEARING**

**Employment Tribunals Rules of Procedure 2013**

It is proposed to list this case for a day preliminary hearing at which the tribunal will:

**(delete as directed by EJ)**

* conduct a preliminary consideration of the claim with the parties and make case management orders (including orders relating to the conduct of the final hearing);
* determine the following preliminary issue/s **(*instruct details from referral)***
* consider whether the claim /part claim / response / part response **(*delete as appropriate*)** should be struck out under Rule 37;
* consider whether to make a deposit order under Rule 39
* explore the possibility of settlement/ alternative dispute resolution/ judicial mediation.

If you are aware of any reason why such a hearing should be delayed (for example, there are criminal proceedings pending which relate to the issues raised by this case) you should notify this office of that reason in writing immediately. Otherwise, in order that a date(s) can be fixed which is convenient to both parties and their witnesses the **Employment Judge requires you to complete the attached form in full and return it to this office by [insert date]**.

If you are able to agree hearing dates with the other party/parties in the case, within the period specified or in the month immediately following, then please do so and notify the Tribunal office of these preferred dates. Every effort will be made to accommodate this request.

**IF IT IS NOT POSSIBLE TO IDENTIFY DATES SUITABLE TO BOTH PARTIES WITHIN THE PERIOD SPECIFIED, A HEARING WILL BE FIXED IN THE PERIOD FOLLOWING IMMEDIATELY THEREAFTER WITHOUT FURTHER CONSULTATION NO FURTHER DATE LETTER WILL BE ISSUED.**

A postponement of a hearing will only be granted by an Employment Judge **IN EXCEPTIONAL CIRCUMSTANCES**. If you have failed to return this form, and thereafter apply for a postponement on the ground that the date is inconvenient to a party, your failure will be taken into account by the Employment Judge who is deciding whether to grant the postponement request

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

**LISTING OF CASE FOR A PRELIMINARY HEARING**

**EMPLOYMENT TRIBUNALS RULES OF PROCEDURE 2013**

Office:

Case No: <<Case\_No>> **Reply by date:** **[insert date]**

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | V | **Respondent**  <<Respondent>> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (PLEASE TICK RELEVANT BOX) | Claimant |  | Respondent |  |  |

1. Please mark, within the boxes below, those dates on which you CANNOT attend. If you cross out more than half the dates below please set out separately in writing the reason/reasons why these dates are unsuitable.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

DATE NAME IN BLOCK CAPITALS

**<<else\_t****\_Scot\_72>>**

**<<##** 72 short track notice of claim and notice of hearing to both parties **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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>> |

**NOTICE OF A CLAIM AND**

**NOTICE OF FINAL HEARING ON <<Hearing\_Date\_Time>>**

**Employment Tribunals Rules of Procedure**

**The Claim**

The Employment Tribunal has accepted a claim made against the above respondent(s). It has been given the above Case Number, which should be quoted in any communication relating to this case.

A copy of the claim is enclosed for the respondent(s).

**(Insert where claim part accepted)**

[Part of the claim has been rejected, namely the complaint(s) of **[*insert details*]**. The remainder of this letter does not apply to such complaint(s)]

**(include following paragraph if potential timebar)**

**We have noted that the claim appears to have been submitted outwith the period within which claims of this type should normally be brought. Although the claim has been accepted, at the outset of the hearing the Tribunal will require to decide whether it can consider the claim as a preliminary issue. It may be that the claimant will seek to prove that the claim was in fact submitted within the statutory time limit or alternatively that the circumstances are such that the tribunal should consider it although it was submitted late. These circumstances vary depending on the type of claim. For most claims, including a claim for unlawful deduction from wages or a claim for breach of contract, the tribunal must be satisfied that it was “not reasonably practicable” to submit the claim within the relevant period and that the claim was then submitted within a further reasonable period.**

**The response**

A prescribed response form is enclosed for the use of the respondent. To submit a response this form must be used. You may complete a response form online at our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment) .It must be received at this office by **[insert date]**.

**If you are the respondent to the claim and you wish to apply for an extension of time to submit your response,** you must do so in writing setting out the reason why the extension is sought. The application must be copied to the claimant(s) and you must state in your application that you have done so. Unless the application is made before **[*insert date response is due*]**, it must be accompanied by a draft of the proposed response or an explanation of why it is not possible to provide this. You should say if you wish to request a hearing to consider the application for an extension of time.

**If your response is not received by [<<TODAY\_DATE>>) plus 28 days] and no extension of time has been agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

Where no response is received or accepted an Employment Judge may issue a judgment against you without a hearing. You will be sent a copy of any judgments, orders or notices of hearing. You will only be allowed to participate in any hearing to the extent permitted by an Employment Judge.

**The hearing**

The claim will be heard by an Employment Tribunal at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon after that time as the Employment Judge can hear it. **<<Hearing\_Duration>>** has been allocated to hear the evidence and decide the claim, including any preliminary issues. If you think that is not long enough, you must give your reasons, in writing as soon as possible, and your time estimate.

It will be heard by an Employment Judge sitting alone. If you think it should be heard by a full Tribunal which includes lay members, please inform us in writing as soon as possible, giving your reasons. An Employment Judge will usually only direct a full tribunal if the claim involves complicated factual issues.

You should ensure that any relevant witnesses attend the Hearing and that you bring copies of any relevant documents. As the case is being heard by an Employment Judge sitting alone you should bring 3 copies (4 sets in total).

Please note that the use of prepared witness statements will not be permitted unless their use has been ordered by, or otherwise agreed to, by the Tribunal.

**Calculation of claim**

Unless the figures are set out in the claim, the claimant must send to the respondent(s) within the next 14 days details of the amount claimed and how it is calculated. A copy of the calculation should be brought to the hearing.

**Acas**

A copy of the claim has been sent to the Advisory Conciliation and Arbitration Service (Acas), whose services are confidential and free. You should be contacted by an Acas Conciliation Officer.

**Representative**

Claimants and respondents may deal with cases themselves or appoint a representative. If you appoint a representative to act for you, please pass these documents to them as soon as possible. Representatives must inform those they represent of the date, time, place and duration of the hearing.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

A copy of the booklets ‘The Hearing’ and ‘Responding to an Employment Tribunal’ can be found at www.justice.gov.uk/tribunals/employment/claims/booklets

A location map for the office can be found at

www.employmenttribunals.gov.uk/HearingCentres/hearingCentres.htm

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_73>>**

**<<##** 73 notice of preliminary hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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>> |

**NOTICE OF PRELIMINARY HEARING**

**Employment Tribunals Rules of Procedure 2013**

Following initial consideration of the claim and response **/ On its own initiative/ On the application of the claimant / respondent (*delete as appropriate*)** the Tribunal has directed that there should be a preliminary hearing.

**The preliminary hearing will be heard by an Employment Judge at <<Hearing\_Address>>. on <<Hearing\_Date\_Time>>** or as soon after that time as the Employment Judge can hear it. **<<Hearing\_Duration>>** has been set aside for the preliminary hearing. If you feel that this is not enough time, please let us know us in writing within five days of the date of this letter.

At the preliminary hearing the Tribunal will;

**(delete as instructed by EJ )**

1. conduct a preliminary consideration of the claim with the parties and make case management orders (including orders relating to the conduct of the final hearing).
2. determine the following preliminary issue/s

**(*insert details as directed by EJ)***

1. ***(delete as appropriate)***consider whether the claim / complaint of **( *insert details as directed* )** / response / response to complaint of ***(insert details as directed***) should be struck out under Rule 37.
2. make a deposit order under Rule 39.
3. explore the possibility of settlement/ alternative dispute resolution/ judicial mediation.

**(Delete as appropriate)**

The preliminary hearing will be conducted in private. ***((a) (d) or (e) unless EJ directs should be in public*)**

OR

The preliminary hearing will be conducted in public. **(*(b) or (c) or if directed by EJ for (a),(d) or (e))***

**(for preliminary hearings including (a) above, include as much of the following paragraph as directed by the EJ – do not include any of this section unless specifically directed to do so.)**

Matters to be discussed at the preliminary hearing

The following matters will be discussed at the preliminary hearing:

1. The nature of the claim which is being made, the statutory provisions upon which the claimant relies and the essential matters which must be capable of being proved at the hearing if the claim is to have a reasonable prospect of success
2. Whether there are any preliminary issues arising in this case which it would be appropriate to determine at a further preliminary hearing
3. In the event of it being decided that a further preliminary hearing should be fixed, the length of any such hearing and the date(s) upon which it will take place.
4. Otherwise, the length of the Hearing required to deal with the merits of the claim and the date(s) upon which it will take place.
5. The identity of the witnesses whom each party intends to call and the relevance of the evidence which those witnesses are being called to give to the issues before the tribunal.
6. The documentary evidence likely to be produced by each party and any directions required in relation to its production and exchange.
7. What facts may be capable of being agreed between the parties in advance of the hearing and any directions required in relation to the production of an Agreed Statement of Facts..
8. Any other matter which the Employment Judge considers can be usefully discussed with a view to ensuring the effective management of the claim.

**The period in which this case will be listed is (*insert appropriate listing period*). Parties/representatives must come to the preliminary hearing with up to date information on their availability and that of their witnesses during this period so that dates can be set during the course of the preliminary hearing.**

**[include following paragraph if appropriate]**

The Employment Judge has made the attached Orders in respect of the preliminary hearing with which you must comply.

**(For preliminary hearings including (b)(c) or (d) include the following 3 paragraphs)**

You are responsible for making sure that any witnesses you want to call can attend the hearing and know the place, date and time of the hearing. Please note you only need to ensure that those witnesses who can give evidence relevant to the preliminary issue identified above attend on this date.

If you are a representative you must inform those you represent of the place, date, time and duration of the hearing.

Constitution of the panel for the preliminary hearing

The preliminary hearing is to be heard by an Employment Judge sitting alone. You should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.

**(Only for preliminary hearings including (b) include the following paragraph)**

As a preliminary issue may be decided at the preliminary hearing you may request that the hearing is conducted by a full Tribunal instead of an Employment Judge sitting alone. If you wish to make such a request, you should do so in writing to the Tribunal as soon as possible. You must copy your request to all other parties and notify them that any objections to the application must be sent to the Tribunal as soon as possible. You should confirm when making your request that you have copied the application to the other parties (by use of “cc” or otherwise). An Employment Judge will consider your request and decide whether a full tribunal would be desirable. You will be notified of the Judge’s decision. If the Judge directs that a full Tribunal is to be convened, you must bring 5 copies of documents, together with the originals ( i.e. 6 sets of documents in total).

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

A copy of the booklet ‘The hearing’ can be found on our website at www.justice.gov.uk/tribunals/employment/claims/booklets.

A location map for the office can be found at

[www.employmenttribunals.gov.uk/HearingCentres/hearingCentres.htm](http://www.employmenttribunals.gov.uk/HearingCentres/hearingCentres.htm)

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_74>>**

**<<##** 74 notice of final hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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>> |

**NOTICE OF FINAL HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Insert this paragraph if no response or response struck out or dismissed**

[This notice is sent to the respondent for information only. The respondent is entitled to attend the hearing but will only be able to participate to the extent permitted by the Employment Judge who hears the case. A copy of the Tribunal’s decision will be sent to the respondent]

1. The claim will be heard by an Employment Tribunal at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Tribunal can hear it.
2. We have set aside **<<Hearing\_Duration>>** for its full disposal, including remedy if appropriate. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
3. You are responsible for making sure that all the witnesses you want to call can attend the hearing and know the place, date and time of the hearing. Please note that the use of prepared witness statements will not be permitted unless their use has been ordered by, or otherwise agreed to, by the Tribunal.
4. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date for hearings of up to one day.
5. You must confirm in any application for a postponement that you have copied the application to the other party(ies) and notified them that any objections must be sent to the Tribunal as soon as possible. For hearings of two days or more, please provide unavailable dates for the three months following the above hearing dates. If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request.
6. If you are a representative you must let those you represent know the place, date, time and duration of the hearing.
7. **(delete as appropriate)**
   * The claim is to be heard by a full Tribunal. You should bring 5 copies, together with the originals (i.e. 6 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Tribunal to take into account.
   * The claim is to be heard by an Employment Judge sitting alone. You should bring 3 copies together with the originals (i.e. 4 sets of documents in total) of any document which you consider is relevant to your case and which you wish the Employment Judge to take into account
   * **(UDL (non-Glasgow) only)** You will be notified in due course whether your claim will be heard by an Employment Judge sitting alone or a full tribunal. If the claim is to be heard by a full tribunal you should bring 5 copies, together with the originals (i.e. 6 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Tribunal to take into account. If it is to be heard by an Employment Judge sitting alone you should bring 4 sets.
8. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
9. A copy of the booklet ‘The hearing’ can be found on our website at www.justice.gov.uk/tribunals/employment/claims/booklets
10. A location map for the office can be found at

www.employmenttribunals.gov.uk/HearingCentres/hearingCentres.htm

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_75>>**

**<<##** 75 acknowlegment of claim and notice of prelim hearing open track **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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>> |

**ACKNOWLEDGMENT OF A CLAIM AND**

**NOTICE OF PRELIMINARY HEARING**

**(Delete as appropriate) [TO Be held via telephone conference call] OR [AT <<Hearing\_Address>> ON <<Hearing\_Date\_Time>>]**

**Employment Tribunals Rules of Procedure 2013**

**The Claim**

The Employment Tribunal has accepted a claim made against the above respondent(s). It has been given the above Case Number, which should be quoted in any communication relating to this case.

[Part of the claim has been rejected, namely the complaint(s) of **[insert details of complaints]**. The remainder of this letter does not apply to such complaint(s)]

**Preliminary Hearing**

If a response is accepted, a preliminary hearing will be held to conduct a preliminary consideration of the claim with the parties and make case management orders. The preliminary hearing will be conducted in private and only the parties and/or their representatives need attend. One hour has been allocated for the preliminary hearing.

**(delete for Aberdeen cases)**

The preliminary hearing will take place at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon after that time as the Employment Judge can hear it.

**(Aberdeen cases only – delete for other offices)**

The preliminary hearing will take place by telephone conference call**.** To participate in the conference call you should dial 0333 300 1440 at the appointed time, and enter pin code **[insert PIN code].** **Please note that if you are intending to dial into the telephone case management discussion from a mobile phone then you should check the call rate with your service provider.**

**Agenda for preliminary hearing to be completed**

Enclosed is a document (“Agenda”) that asks you to answer various questions in connection with your claim in advance of the preliminary hearing. You should complete the Agenda and send a copy to the respondent(s) and to the tribunal office where the preliminary hearing is to be held. **This should be done by** [insert date] **.**

Guidance is enclosed to explain what you can expect at the preliminary hearing and to assist you in completing the Agenda.

The period in which we propose to list the case for a final hearing is **<<Hearing\_Duration>>**. This is the “listing period” referred to in the Agenda.

**Acas**

A copy of the claim has been sent to the Advisory Conciliation and Arbitration Service (Acas), whose services are confidential and free. You should be contacted by an Acas Conciliation Officer.

**Representative**

You may deal with the cases yourself or appoint a representative. If you appoint a representative to act for you, please pass these documents to them as soon as possible.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

A copy of the booklet ‘The Hearing’ and other information can be found on our website at www.justice.gov.uk/tribunals/employment/claims/booklets

A location map for the office can be found at <https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

Please note: Rule 92 requires that if you write to the Tribunal you must copy your letter or email with all attachments to the other party or parties to the proceedings and confirm to us that you have done so. Failure to do this is likely to mean that the Tribunal will not deal with your correspondence until you confirm that this has been complied with.

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

**<<else\_t****\_Scot\_76>>**

**<<##** 76 notice of claim and notice of preliminary hearing open track **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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>> |

**NOTICE OF A CLAIM AND**

**NOTICE OF PRELIMINARY HEARING**

**(Delete as appropriate) [TO Be held via telephone conference call] OR [AT <<Hearing\_Address>> ON <<Hearing\_Date\_Time>>]**

**Employment Tribunals Rules of Procedure 2013**

**The Claim**

The Employment Tribunal has accepted a claim made against you. It has been given the above Case Number, which should be quoted in any communication relating to this case. A copy of the claim is enclosed.

[Part of the claim has been rejected, namely the complaint(s) of ( **)**. The remainder of this letter does not apply to such complaint(s)]

**The response**

A prescribed response form is enclosed entitled *“Response to an employment tribunal claim”.* If you wish to submit a response this form must be used. You may complete a response form online or on our website at http://www.justice.gov.uk/tribunals/employment/claims/responding. **It must be received at this office by [insert date].**

**If you wish to apply for an extension of time to submit your response** you must do so in writing setting out the reason why the extension is sought. The application must be copied to the claimant(s) and you must state in your application that you have done so. Unless the application is made before **[insert date]**, it must be accompanied by a draft of the proposed response or an explanation of why it is not possible to provide this. You should say if you wish to request a hearing to consider the application for an extension of time.

**If your response is not received by [insert date] and no extension of time has been agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim. Where no response is received or accepted an Employment Judge may issue a judgment against you without a hearing. You will be sent a copy of any judgments, orders or notices of hearing. You will only be allowed to participate in any hearing to the extent permitted by an Employment Judge.

**Preliminary hearing**

If a response is accepted, a preliminary hearing will be held. One hour has been allocated for the preliminary hearing. The preliminary hearing will be conducted in private. Only the parties or their representatives need attend.

**(delete for Aberdeen cases)**

The preliminary hearing will take place at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon after that time as the Employment Judge can hear it.

**OR (Aberdeen only – delete for other offices)**

The preliminary hearing will take place by telephone conference call. To participate in the conference call you should dial 0333 300 1440 at the appointed time, and enter pin code **[insert PIN code]**. **Please note that if you are intending to dial in from a mobile phone then you should check the call rate with your service provider.**

**Agenda for preliminary hearing to be completed.**

If you intend to defend the claim and **after you have provided a response on the prescribed form** you are asked to complete the enclosed document entitled *“Agenda for preliminary hearing”.* The claimant has a different version of this Agenda and should provide you with a completed copy of his/her version no later than 21 days before the preliminary hearing.

You are asked to consider the claimant’s answers and then complete the enclosed Agenda **and send a copy to the claimant and to the tribunal office at <<Hearing\_Address>> at least 7 days before the preliminary hearing is to take place**. Guidance is enclosed to explain what you can expect at the preliminary hearing and to assist you in completing the Agenda.

The period in which we propose to list the case for a final hearing is **[insert listing period]**. This is the “listing period” referred to in the Agenda.

**Acas**

A copy of the claim has been sent to the Advisory Conciliation and Arbitration Service (Acas), whose services are confidential and free. You should be contacted by an Acas Conciliation Officer.

**Representative**

You may deal with the case yourself or appoint a representative. If you appoint a representative to act for you, please pass these documents to them as soon as possible.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

A copy of the booklets ‘The Hearing’ and other information can be found on our website at www.justice.gov.uk/tribunals/employment/claims/booklets

A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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



Response to an Employment Tribunal claim

**IN THE CLAIM OF:** <<Claimant>> -v- <<Respondent>>

Case number: <<Case\_No>>

(please quote this in all correspondence)

**This requires your immediate attention**. If you want to resist the claim made against you, your completed form must reach the tribunal office within 28 days of the date of the attached letter. If the form does not reach us by **[insert date]** you will not be able to take part in the proceedings and a default judgment may be entered against you.

Please read the **guidance notes** and the notes on this page carefully **before** filling in this form.

By law, you **must** provide the information marked withand, if it is relevant, the information marked with  (see guidance on Pre-acceptance procedure).

Please make sure that all the information you give is as accurate as possible.

Where there are tick boxes, please tick the one that applies.

If you fax the form, do not send a copy in the post.

You must return the full form, including this page, to the tribunal office.

ET3

**<<else\_t****\_Scot\_78>>**

**<<##** 78 date listing letter hearing (not UDL) **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**LISTING OF CASE FOR HEARING**

**Employment Tribunals Rules Of Procedure 2013**

1. It is proposed to list this case for a final hearing. If you are aware of any reason why such a hearing should be delayed (for example, there are criminal proceedings pending which relate to the issues raised by this case) you should notify this office of that reason in writing immediately. Otherwise, in order that a date(s) can be fixed which is convenient to both parties and their witnesses the **Employment Judge requires you to complete the attached form in full and return it to this office by [insert date].**

You do not have to send a copy of this form to the other party.

2. It is in the interests of both parties to provide accurate and detailed information

which will allow sufficient time to be set aside to hear the case (or the remainder of the case) at one sitting, thereby avoiding the need for the case to be “continued” to a later date which could result in a significant delay in the case concluding. The information provided by you will be used by an Employment Judge to estimate the length of the hearing which will require to be fixed. The Employment Judge may seek further information to explain why you consider the Tribunal should hear from a particular witness. If you are completing this form in connection with a hearing which is already part heard and is continuing then you should state the amount of time you/your client will require to finish your side of the case and the names of any witnesses who are still to be called by you.

3. If you are able to agree hearing dates with the other party/parties in the case, within

the period specified or in the month immediately following, then please do so and notify the Tribunal office of these preferred dates. Every effort will be made to accommodate this request.

**IF IT IS NOT POSSIBLE TO IDENTIFY DATES SUITABLE TO BOTH PARTIES WITHIN THE PERIOD SPECIFIED, A HEARING WILL BE FIXED IN THE PERIOD FOLLOWING IMMEDIATELY THEREAFTER WITHOUT FURTHER CONSULTATION NO FURTHER DATE LETTER WILL BE ISSUED.**

4. A postponement of a hearing will only be granted by an Employment Judge **IN EXCEPTIONAL CIRCUMSTANCES**. If you have failed to return this form, and thereafter apply for a postponement on the ground that the date is inconvenient to a party, your failure will be taken into account by the Employment Judge who is deciding whether to grant the postponement request

5. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

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

**EMPLOYMENT TRIBUNALS RULES OF PROCEDURE 2013**

Office:

Case No: <<Case\_No>> **Reply by date:**

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **V** | **Respondent**  <<Respondent>> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (PLEASE TICK RELEVANT BOX) | **Claimant** |  | **Respondent** |  |  |

1. Please mark, within the boxes below, those dates on which you/your witnesses CANNOT attend. If you cross out more than half the dates below please set out separately in writing the reason/reasons why these dates are unsuitable.

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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

2. PLEASE ENTER NUMBER OF WITNESSES YOU EXPECT TO CALL

(including anyone who is also a party in the case)

3. . Please state the name of each of your witnesses and how long you estimate their evidence will take (excluding cross examination by the other side). Please also briefly state what s/he will give evidence about and why you consider this evidence is relevant to the issues to be decided in the case (continue overleaf if necessary):

Name of witness Length of evidence Relevance of evidence

4. PLEASE ESTIMATE THE NUMBER OF DAYS IT WILL TAKE TO HEAR YOUR/YOUR CLIENT’S SIDE OF THE CASE

DATE NAME IN BLOCK CAPITALS

5. IF YOU ARE A REPRESENTATIVE PLEASE PROVIDE DETAILS OF ANY OTHER CASE

WHICH YOU ARE WAITING TO BE LISTED DURING THIS PERIOD BELOW:

Case Number

**<<else\_t****\_Scot\_79>>**

**<<##** 79 date listing letter UDL **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**LISTING OF CASE FOR HEARING**

**Employment Tribunals Rules Of Procedure 2013**

1. It is proposed to list this case for a final hearing. If you are aware of any reason why

such a hearing should be delayed (for example, there are criminal proceedings pending which relate to the issues raised by this case) you should notify this office of that reason in writing immediately. Otherwise, in order that a date(s) can be fixed which is convenient to both parties and their witnesses the **Employment Judge requires you to complete the attached form in full and return it to this office by** . You do not have to send a copy of this form to the other party.

1. This case may be heard by an Employment Judge sitting alone. If you wish to

make representations as to whether the case should be heard by a full panel or a judge sitting alone, you should state this when returning the attached form. Please include your reasons.

In deciding whether the case should be heard by a judge sitting alone or by a full panel including two non-legal members, the Employment Judge will have regard to:

* 1. whether there is a likelihood of a dispute arising on the facts which makes it desirable that it be heard by a full panel
  2. whether there is a likelihood of an issue of law arising which would make it desirable that it be heard by a judge sitting alone
  3. any view of any of the parties
  4. whether there are other proceedings which might be heard at the same time but which require a full panel.

**Once a decision has been made by a judge on the constitution of the panel it will only be reconsidered if there has been a material change in circumstances justifying such reconsideration.**

1. It is in the interests of both parties to provide accurate and detailed information

which will allow sufficient time to be set aside to hear the case (or the remainder of the case) at one sitting, thereby avoiding the need for the case to be “continued” to a later date which could result in a significant delay in the case concluding. The information provided by you will be used by an Employment Judge to estimate the length of the hearing which will require to be fixed. The Employment Judge may seek further information to explain why you consider the Tribunal should hear from a particular witness. If you are completing this form in connection with a hearing which is already part heard and is continuing then you should state the amount of time you/your client will require to finish your side of the case and the names of any witnesses who are still to be called by you.

1. If you are able to agree hearing dates with the other party/parties in the case, within

he period specified or in the month immediately following, then please do so and notify the Tribunal office of these preferred dates. Every effort will be made to accommodate this request.

**IF IT IS NOT POSSIBLE TO IDENTIFY DATES SUITABLE TO BOTH PARTIES WITHIN THE PERIOD SPECIFIED, A HEARING WILL BE FIXED IN THE PERIOD FOLLOWING IMMEDIATELY THEREAFTER WITHOUT FURTHER CONSULTATION NO FURTHER DATE LETTER WILL BE ISSUED.**

1. A postponement of a hearing will only be granted by an Employment Judge **IN EXCEPTIONAL CIRCUMSTANCES**. If you have failed to return this form, and thereafter apply for a postponement on the ground that the date is inconvenient to a party, your failure will be taken into account by the Employment Judge who is deciding whether to grant the postponement request
2. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.

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

**EMPLOYMENT TRIBUNALS RULES OF PROCEDURE 2013**

Office:

Case No: <<Case\_No>> **Reply by date:**

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **V** | **Respondent**  <<Respondent>> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (PLEASE TICK RELEVANT BOX) | **Claimant** |  | **Respondent** |  |  |

1. Please mark, within the boxes below, those dates on which you/your witnesses CANNOT attend. If you cross out more than half the dates below please set out separately in writing the reason/reasons why these dates are unsuitable.

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

2. PLEASE ENTER NUMBER OF WITNESSES YOU EXPECT TO CALL

(including anyone who is also a party in the case)

3. Please state the name of each of your witnesses and how long you estimate their evidence will take (excluding cross examination by the other side). Please also briefly state what s/he will give evidence about and why you consider this evidence is relevant to the issues to be decided in the case (continue overleaf if necessary):

Name of witness Length of evidence Relevance of evidence

4. PLEASE ESTIMATE THE NUMBER OF DAYS IT WILL TAKE TO HEAR YOUR/YOUR CLIENT’S SIDE OF THE CASE

DATE NAME IN BLOCK CAPITALS

5. IF YOU ARE A REPRESENTATIVE PLEASE PROVIDE DETAILS OF ANY OTHER

CASE WHICH YOU ARE WAITING TO BE LISTED DURING THIS PERIOD BELOW:

Case Number

**<<else\_t****\_Scot\_80>>**

**<<##** 80 decision on request for full tribunal at preliminary hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**PRELIMINARY HEARING**

**DECISION ON REQUEST FOR FULL TRIBUNAL**

**Employment Tribunals Rules Of Procedure 2013**

I refer to the above proceedings.

Following consideration of the claimant's / respondent’s request, Employment Judge **[Judge surname]** has decided that a full tribunal is / is not desirable **(*delete as directed by EJ)*.**

**(Insert reasons below as directed by EJ if contested matter)**

Accordingly, the preliminary hearing to consider **(*insert details*)** on ***(insert date)*** will now be conducted by a full tribunal/remain Employment Judge sit alone.  **(*delete as directed by EJ)***

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

**<<else\_t****\_Scot\_81>>**

**<<##** 81 notice of hearing to reconsider rejection of claim,response or contract claim **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING**

**RECONSIDERATION of Decision to reject a**

**[claim] [response] [EMPLOYER’S CONTRACT CLAIM]**

**Employment Tribunals Rules Of Procedure 2013**

The reconsideration of the decision to reject a [**claim] [response] [employer’s contract claim]** issued on the **[insert date]** **will be heard at <<Hearing\_Address>> on <<Hearing\_Date\_Time>>**.

**<<Hearing\_Duration>>** has been allocated to that hearing.

Only the claimant / respondent ***(delete as appropriate)*** *(Insert claimant where it is the claim that has been rejected, insert respondent where it is the response or an employer’s contract claim that has been rejected)(*and their representative if any) should attend.

Representatives are responsible for informing those they represent of the place, date, time and duration of the hearing.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service to meet any need identified.

A copy of the booklet ‘The hearing’ can be found on our website at http://www.justice.gov.uk/tribunals/employment/hearings

A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_82>>**

**<<##** 82 Rule 27 hearing should claim be dismissed **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING**

**Rule 27 (3) Employment Tribunals Rules of Procedure 2013**

1. Having received the claimant’s written representations, an Employment Judge has directed that a hearing be fixed to decide whether the claim (or part of the claim) should be permitted to proceed.
2. The application will be heard by an Employment Judge at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Employment Judge can hear it.
3. The application has been allocated **<<Hearing\_Duration>>** for its full disposal. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
4. Only the claimant need attend. The respondent may, but need not, attend and participate in the hearing.
5. Unless there are wholly exceptional circumstances, no application for postponement will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date. You must confirm that the application has been copied to the other party(ies) and they have been notified that they should send any objections to the Tribunal as soon as possible.
6. If you are a representative you are required to let those you represent know of the place, date, time and duration of the hearing.
7. As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.
8. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
9. A copy of the booklet ‘The hearing’ can be found on our website at www.justice.gov.uk/tribunals/employment/hearings.
10. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_83>>**

**<<##** 83 Rule 28 hearing should response be dismissed **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING**

**Rule 28 (3) Employment Tribunals Rules of Procedure 2013**

1. Having received the respondent’s written representations, an Employment Judge has directed that a hearing be fixed to decide whether the response (or part of the response) should be permitted to proceed.
2. The application will be heard by an Employment Judge at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Employment Judge can hear it.
3. The application has been allocated **<<Hearing\_Duration>>** for its full disposal. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
4. Only the respondent need attend. The claimant may, but need not, attend and participate in the hearing.
5. Unless there are wholly exceptional circumstances, no application for postponement will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date. You must confirm that the application has been copied to the other party(ies) and they have been notified that they should send any objections to the Tribunal as soon as possible.
6. If you are a representative you are required to let those you represent know of the place, date, time and duration of the hearing.
7. As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.
8. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
9. A copy of the booklet ‘The hearing’ can be found on our website at www.justice.gov.uk/tribunals/employment/hearings.
10. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_84>>**

**<<##** 84 notice of reconsideration hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING - RECONSIDERATION OF JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

1. Employment Judge has decided that the reconsideration shall take place at a hearing. At the reconsideration hearing, the judgment may be confirmed, varied or revoked. [If it is revoked, the case will be re-listed for a hearing at a future date] / [If it is revoked, the decision will be taken again at the reconsideration hearing.] **(*delete as appropriate*)**
2. The application will be heard by an Employment Judge at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Employment Judge can hear it.
3. The application has been allocated **<<Hearing\_Duration>>** for its full disposal. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
4. You are responsible for making sure that any witnesses you want to call can attend the hearing and know the place, date and time of the hearing.
5. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date**. You must confirm that you have copied the application to the other party(ies) and notified them that they should send any objections to the Tribunal as soon as possible.** If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request.
6. If you are a representative you are required to let those you represent know of the place, date, time and duration of the hearing.
7. **Delete as appropriate**

[As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.]

[As the application is to be heard by a full Tribunal you ensure that you bring 5 copies, together with the originals (i.e. 6 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Tribunal to take into account.]

1. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
2. A copy of the booklet ‘The hearing’ and expenses leaflet can be found on our website at http://www.justice.gov.uk/tribunals/employment/hearings
3. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_85>>**

**<<##** 85 notice of remedy hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF REMEDY HEARING**

**Employment Tribunals Rules of Procedure 2013**

**[Insert if no response or response struck out or dismissed]**

[This notice is sent to the respondent for information only. The respondent is entitled to attend the hearing but will only be able to participate to the extent permitted by the Employment Judge who hears the case. A copy of the Tribunal’s decision will be sent to the respondent]

1. The Employment Tribunal will conduct a hearing as to remedy at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Tribunal can hear it.
2. We have set aside **<<Hearing\_Duration>>** for the hearing. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
3. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date for hearings of up to one day. For hearings of two days or more, please provide unavailable dates for the three months following the above hearing dates. If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request. **You must confirm that you have copied the application to the other party(ies) and notified them that they must send any objections to the Tribunal as soon as possible**.
4. If you are a representative you must let those you represent know the place, date, time and duration of the hearing.
5. **Delete as appropriate**

[As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.]

[As the application is to be heard by a full Tribunal you ensure that you bring 5 copies, together with the originals (i.e. 6 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Tribunal to take into account.]

1. A copy of the booklet ‘The hearing’ and expenses leaflet can be found on our website at [www.justice.gov.uk/tribunals/employment/hearings](http://www.justice.gov.uk/tribunals/employment/hearings)
2. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by

telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_86>>**

**<<##** 86 notice of hearing - expenses,prep time, wasted costs **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF EXPENSES / PREPARATION TIME/WASTED COSTS HEARING**

**Employment Tribunals Rules of Procedure 2013**

1. The **[claimant] [respondent]** has applied for **[expenses] [a preparation time order] [a wasted costs order].**
2. This application will be heard by an Employment Tribunal at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter as the Tribunal can hear it.
3. We have set aside **<<Hearing\_Duration>>** for its full disposal. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
4. You are responsible for making sure that all the witnesses you may want to call can attend the hearing and know the place, date and time of the hearing.
5. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should send any objections to the Tribunal as soon as possible**. If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request.
6. If you are a representative you must let those you represent know of the place, date, time and duration of the hearing.
7. **Delete as appropriate**

[As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.]

[As the application is to be heard by a full Tribunal you ensure that you bring 5 copies, together with the originals (i.e. 6 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Tribunal to take into account.]

1. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
2. A copy of the booklet ‘The hearing’ can be found on our website at www.justice.gov.uk/tribunals/employment/hearings
3. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_87>>**

**<<##** 87 Notice of Hearing for reconsideration of Rule 20 judgment **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING - RECONSIDERATION OF RULE 21 JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

1. An application has been made by the **[claimant / respondent]** to reconsider the judgment issued without a hearing on **[insert date]** under rule 21 of the Rules of Procedure.
2. The application will be heard by an Employment Judge at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Employment Judge can hear it.
3. The application has been allocated **<<Hearing\_Duration>>** for its full disposal. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
4. You are responsible for making sure that any witnesses you want to call can attend the hearing and know the place, date and time of the hearing.
5. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date**. You must confirm that you have copied the application to the other party(ies) and notify them that they should send any objections to the Tribunal as soon as possible.** If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request.
6. If you are a representative you are required to let those you represent know of the place, date, time and duration of the hearing.
7. As the application is to be heard by an Employment Judge sitting alone you should ensure that you bring 3 copies, together with the originals (i.e. 4 sets of documents in total) of every document which you consider is relevant to your case and which you wish the Employment Judge to take into account.
8. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
9. A copy of the booklet ‘The hearing’ and expenses leaflet can be found on our website at http://www.justice.gov.uk/tribunals/employment/hearings
10. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_90>>**

**<<##** 90 Notice of continued hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF CONTINUED HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Insert if no response or response struck out or dismissed**

[This notice is sent to the respondent for information only. The respondent is entitled to attend the hearing but will only be able to participate to the extent permitted by the Employment Judge who hears the case. A copy of the Tribunal’s decision will be sent to the respondent]

1. The continued hearing of this claim will be heard by an Employment Tribunal at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Tribunal can hear it.
2. We have set aside **<<Hearing\_Duration>>** for its full disposal, including remedy if appropriate. If you consider that the hearing is likely to last more than **<<Hearing\_Duration>>** you must inform the tribunal office within 7 days, telling us how long you think will be required.
3. You are responsible for making sure that all the witnesses you want to call can attend the hearing and know the place, date and time of the hearing.
4. Unless there are wholly exceptional circumstances, no application for postponement due to non-availability of witnesses or for other reasons will be granted. If you do apply for a postponement you must do so in writing and state the full grounds and any other dates when you are unavailable in the six weeks following the above hearing date for hearings of up to one day. For hearings of two days or more, please provide unavailable dates for the three months following the above hearing dates.
5. **You must confirm when making any application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.** If at all possible parties should seek to agree dates for the re-listing of the case and advise the Tribunal as soon as possible of those dates. Every effort will be made to accommodate the request.
6. If you are a representative you must let those you represent know the place, date, time and duration of the hearing.
7. Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service, to meet any needs identified.
8. A copy of the booklet ‘The hearing’ can be found on our website at [www.justice.gov.uk/tribunals/employment/hearings](http://www.justice.gov.uk/tribunals/employment/hearings)
9. A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

1. If you do not have access to the internet, paper copies can be obtained by

telephoning the tribunal office dealing with your claim.

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

**<<else\_t****\_Scot\_91>>**

**<<##** 91 postponement of hearing **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**POSTPONEMENT OF HEARING**

**Employment Tribunals Rules of Procedure 2013**

On the application of the **[enter requested by]** to the proceedings described above, a postponement has been granted, on the grounds that;-

**(*insert reasons as directed by EJ)***

The hearing arranged for **[insert date]** has therefore been cancelled.

The hearing has been relisted for **[insert date]**

OR

You will receive a notice of hearing in due course.

OR

**(insert the rest of this letter if hearing is to be relisted immediately)**

It is now proposed to list this case for a hearing. In order that a date(s) can be fixed which is convenient to both parties and their witnesses the Employment Judge requires you to complete the attached form in full and return it to this office by **[insert date]**

IF IT IS NOT POSSIBLE TO IDENTIFY DATES SUITABLE TO BOTH PARTIES WITHIN THE PERIOD SPECIFIED DATES WILL BE FIXED IN THE PERIOD FOLLOWING IMMEDIATELY THEREAFTER BY THIS OFFICE WITHOUT CONSULTATION.

2. It is in the interests of both parties to provide accurate and detailed information which will allow sufficient time to be set aside to hear the case (or the remainder of the case) at one sitting, thereby avoiding the need for the case to be “continued” to a later date which could result in a significant delay in the case concluding. The information provided by you will be used by an Employment Judge to estimate the length of the hearing which will require to be fixed. The provision of the names of witnesses allows the Employment Judge to assess what degree of overlap there may be in the witnesses being called by both parties. The other party in the case will not be sent a copy of your completed form.

3. If you are completing this form in connection with a hearing which is already part heard and is continuing then you should specify the amount of time you/your client will require to finish your side of the case and the names of any witnesses who are still to be called by you.

4. A postponement of a hearing will only be granted by an Employment Judge **IN EXCEPTIONAL CIRCUMSTANCES**. If you have failed to return this form, and thereafter apply for a postponement on the ground that the date is inconvenient to a party or witness, your failure will be taken into account by the Employment Judge who is deciding whether to grant the postponement request.

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

**EMPLOYMENT TRIBUNALS (RULES OF PROCEDURE) REGULATIONS 2013**

<<Hearing\_Address>>

Case No: <<Case\_No>> **Reply by date:**

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **V** | **Respondent**  <<Respondent>> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (PLEASE TICK RELEVANT BOX) | **Claimant** |  | **Respondent** |  |  |

1. Please mark, within the boxes below, those dates on which you/your witnesses CANNOT attend. If you cross out more than half the dates below please set out separately in writing the reason/reasons why these dates are unsuitable.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |

2. PLEASE ENTER NUMBER OF WITNESSES YOU EXPECT TO CALL

(including anyone who is also a party in the case)

3. Please state the name of each of your witnesses, how long you estimate their evidence will take (excluding cross examination by the other side) and briefly state for each witness why you consider his/her evidence is relevant to the case (continue overleaf if necessary):

Name of witness Length of evidence Relevance of evidence

4. PLEASE ESTIMATE THE NUMBER OF DAYS IT WILL TAKE TO HEAR YOUR/YOUR CLIENT’S SIDE OF THE CASE

DATE NAME IN BLOCK CAPITALS

**<<else\_t****\_Scot\_91A>>**

**<<##** 91A notice of hearing to reconsider application for extension of time to submit response **##>>**



**EMPLOYMENT TRIBUNALS**

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| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING**

**APPLICATION FOR EXTENSION OF TIME TO PRESENT A RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has decided that the respondent’s application for an extension of time to present a response should be considered at a hearing. **This will take place at <<Hearing\_Address>> on <<Hearing\_Date\_Time>>.**

**<<Hearing\_Duration>>** has been allocated to that hearing.

Representatives are responsible for informing those they represent of the place, date, time and duration of the hearing.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service to meet any need identified.

A copy of the booklet ‘The hearing’ can be found on our website at http://www.justice.gov.uk/tribunals/employment/hearings

A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

**<<else>>**

**<<##** 91B notice of hearing to reconsider application for extension of time to submit response to a contract claim **##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<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

**NOTICE OF HEARING**

**APPLICATION FOR EXTENSION OF TIME TO PRESENT A RESPONSE**

**to an employer’s contract claim**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has decided that the claimant’s application for an extension of time to present a response to the employer’s contract claim should be considered at a hearing. **This will take place at <<Hearing\_Address>> on <<Hearing\_Date\_Time>>.**

**<<Hearing\_Duration>>** has been allocated to that hearing.

Representatives are responsible for informing those they represent of the place, date, time and duration of the hearing.

Please let the tribunal office dealing with your case know if you, or anyone coming to the tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service to meet any need identified.

A copy of the booklet ‘The hearing’ can be found on our website at http://www.justice.gov.uk/tribunals/employment/hearings

A location map for the office can be found at

<https://www.gov.uk/guidance/employment-tribunal-offices-and-venues>

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with your claim.

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

<<es\_>>