**<<cs\_t13\_1C>>**

**<<## 13.1C Listing stencil – claimant ##>>**



**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>> |

**Employment Tribunals Rules of Procedure 2013**

This case will be listed for a hearing in **[insert months and year]** .

Please complete the grid below and return it by **[insert date]*.*** Delete only those dates when it would be impossible for you to attend. The hearing has been allocated **<<Hearing\_Duration>>**. If you think that is not long enough, you should write to us explaining why and giving your time estimate.

**Delete ONLY those dates for the above months on which it would be impossible for your case to be presented.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME IN BLOCK CAPITALS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**<<else\_t13\_1R>>**

**<<## 13.1R Listing stencil – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent \_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>> |

**Employment Tribunals Rules of Procedure 2013**

This case will be listed for a hearing in **[insert months and year]** .

Please complete the grid below and return it by **[insert date]*.*** Delete only those dates when it would be impossible for you to attend. The hearing has been allocated **<<Hearing\_Duration>>**. If you think that is not long enough, you should write to us explaining why and giving your time estimate.

**Delete ONLY those dates for the above months on which it would be impossible for your case to be presented.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME IN BLOCK CAPITALS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**<<else\_t13\_2>>**

**<<## 13.2 Settlement of 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,

**SETTLEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I have been informed that a settlement agreement has been made between the parties. I have therefore closed the file.

The file will be retained until **[insert month & Year]** and then destroyed.

The hearing listed for **<<Hearing\_Date>>** has been cancelled.

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

**<<else\_t13\_2C>>**

**<<## 13.2C Acknowledgement of correspondence – claimant ##>>**



**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,

**ACKNOWLEDGMENT OF CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter dated **[insert date]**, which has been placed on the file.

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

**<<else\_t13\_2R>>**

**<<## 13.2R Acknowledgement of correspondence – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**ACKNOWLEDGMENT OF CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter dated **[insert date]**, which has been placed on the file.

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

**<<else\_t13\_3C>>**

**<<## 13.3C Ack and copy – claimant ##>>**



**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,

**ACKNOWLEDGMENT OF CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

Thank you for your letter dated **[insert date]**, the contents of which are noted.

I am copying this letter as indicated below.

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

**<<else\_t13\_3R>>**

**<<## 13.3R Ack and copy – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**ACKNOWLEDGMENT OF CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

Thank you for your letter dated **[insert date]**, the contents of which are noted.

I am copying this letter as indicated below.

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

**<<else\_t13\_4C>>**

**<<## 13.4C Correspondence reminder – claimant ##>>**



**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,

**CORRESPONDENCE - REMINDER**

**Employment Tribunals Rules of Procedure 2013**

I refer to our letter dated **[insert date] / [a copy of which is enclosed].**

Please let me have your reply in writing by **[insert reply date]** .

I am copying this letter as indicated below.

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

**<<else\_t13\_4R>>**

**<<## 13.4R Correspondence reminder – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**CORRESPONDENCE - REMINDER**

**Employment Tribunals Rules of Procedure 2013**

I refer to our letter dated **[insert date] / [a copy of which is enclosed].**

Please let me have your reply in writing by **[insert reply date]** .

I am copying this letter as indicated below.

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

**<<else\_t13\_5C>>**

**<<## 13.5C Request for comments – claimant ##>>**



**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,

**REQUEST FOR COMMENTS**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has asked for your comments on the enclosed letter

from the respondent, <<Respondent>>, dated **[insert date]**.

Please reply by **[insert date]**.

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

**<<else\_t13\_5R>>**

**<<## 13.5R Request for comments – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**REQUEST FOR COMMENTS**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has asked for your comments on the enclosed letter

from the claimant, <<Claimant>>, dated **[insert date]**.

Please reply by **[insert date]**.

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

**<<else\_t13\_6C>>**

**<<## 13.6C Current position – claimant ##>>**



**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,

**CURRENT POSITION**

**Employment Tribunals Rules of Procedure 2013**

I refer to our letter dated **[insert date] / [a copy of which is enclosed].**

Employment Judge **[Judge surname]** has directed that the parties are to write to the Tribunal by no later than **[insert date]** explaining the current position in these proceedings.

I am copying this letter as indicated below.

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

**<<else\_t13\_6R>>**

**<<## 13.6R Current position – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**CURRENT POSITION**

**Employment Tribunals Rules of Procedure 2013**

I refer to our letter dated **[insert date] / [a copy of which is enclosed].**

Employment Judge **[Judge surname]** has directed that the parties are to write to the Tribunal by no later than **[insert date]** explaining the current position in these proceedings.

I am copying this letter as indicated below.

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

**<<else\_t13\_7C>>**

**<<## 13.7C Change of address for correspondence – claimant ##>>**



**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,

**CHANGE OF ADDRESS FOR CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]**.

Your letter has been treated as a change of address for correspondence. [We note that you are no longer represented. All future communications will be addressed to you alone].

Please note that the claim has been listed for hearing on **[insert date]**.

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

**<<else\_t13\_7R>>**

**<<## 13.7R Change of address for correspondence – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**CHANGE OF ADDRESS FOR CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]**.

Your letter has been treated as a change of address for correspondence. [We note that you are no longer represented. All future communications will be addressed to you alone].

Please note that the claim has been listed for hearing on **[insert date]**.

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

**<<else\_t13\_8C>>**

**<<## 13.8C Correspondence to Employment Judge – claimant ##>>**



**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,

**ADDRESSING CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]**.

Please note that correspondence intended for the Employment Tribunal should be addressed to the Tribunal office and not to an individual Employment Judge.

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

**<<else\_t13\_8R>>**

**<<## 13.8R Correspondence to Employment Judge – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**ADDRESSING CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]**.

Please note that correspondence intended for the Employment Tribunal should be addressed to the Tribunal office and not to an individual Employment Judge.

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

**<<else\_t13\_9C>>**

**<<## 13.9C Do not copy to Tribunal – claimant ##>>**



**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,

**COPYING CORRESPONDENCE TO THE TRIBUNAL**

**Employment Tribunals Rules of Procedure 2013**

I refer to your recent correspondence.

Employment Judge **[Judge surname]** has asked me to explain that correspondence between the parties should not be copied to the Tribunal. It causes unnecessary additional work for staff and creates delays in dealing with case work.

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

**<<else\_t13\_9R>>**

**<<## 13.9R Do not copy to Tribunal – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**COPYING CORRESPONDENCE TO THE TRIBUNAL**

**Employment Tribunals Rules of Procedure 2013**

I refer to your recent correspondence.

Employment Judge **[Judge surname]** has asked me to explain that correspondence between the parties should not be copied to the Tribunal. It causes unnecessary additional work for staff and creates delays in dealing with case work.

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

**<<else\_t13\_10C>>**

**<<## 13.10C Advice – Claimant ##>>**



**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,

**REQUEST FOR ADVICE**

**Employment Tribunals Rules of Procedure 2013**

The Employment Tribunal is an independent judicial body. Neither the tribunal’s clerks nor an Employment Judge can give advice to parties about how strong or weak their case might be, or about any particular argument they wish to pursue, or about how best to conduct their case.

If you need advice, you may find it helpful to contact your trade union (if you are a member of one). You might also contact a member of the legal profession. This will usually be a solicitor or legal executive, but some barristers can be engaged directly under the “public access scheme”. Both are likely to charge for their services although some may assist on a “no win no fee” basis. There are other sources of paid advice available. Household or other insurance may include legal expenses insurance, which can cover a Tribunal case. [**]**

The President of Employment Tribunals in England and Wales has issued guidance on preparing for cases, which can be downloaded from here: [*www.judiciary.gov.uk/wp-content/uploads/2014/08/presidential-guidance-general-case-management.pdf*](http://www.judiciary.gov.uk/wp-content/uploads/2014/08/presidential-guidance-general-case-management.pdf)

The Employment Tribunal’s website is here: [*https://www.gov.uk/courts-tribunals/employment-tribunal*](https://www.gov.uk/courts-tribunals/employment-tribunal)*.* It contains links to guidance documents that may also be helpful.

If you do not have access to the internet, paper copies can be obtained by telephoning this office. If you would like a copy of our publications in Braille or large print, please contact the customer contact centre England and Wales: 0300 123 1024 Textphone 18001 0300 123 1024.

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

**<<else\_t13\_10R>>**

**<<## 13.10R Advice – Respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**REQUEST FOR ADVICE**

**Employment Tribunals Rules of Procedure 2013**

The Employment Tribunal is an independent judicial body. Neither the tribunal’s clerks nor an Employment Judge can give advice to parties about how strong or weak their case might be, or about any particular argument they wish to pursue, or about how best to conduct their case.

If you need advice, you may find it helpful to contact your trade union (if you are a member of one). You might also contact a member of the legal profession. This will usually be a solicitor or legal executive, but some barristers can be engaged directly under the “public access scheme”. Both are likely to charge for their services although some may assist on a “no win no fee” basis. There are other sources of paid advice available. Household or other insurance may include legal expenses insurance, which can cover a Tribunal case. [**]**

The President of Employment Tribunals in England and Wales has issued guidance on preparing for cases, which can be downloaded from here: [*www.judiciary.gov.uk/wp-content/uploads/2014/08/presidential-guidance-general-case-management.pdf*](http://www.judiciary.gov.uk/wp-content/uploads/2014/08/presidential-guidance-general-case-management.pdf)

The Employment Tribunal’s website is here: [*https://www.gov.uk/courts-tribunals/employment-tribunal*](https://www.gov.uk/courts-tribunals/employment-tribunal)*.* It contains links to guidance documents that may also be helpful.

If you do not have access to the internet, paper copies can be obtained by telephoning this office. If you would like a copy of our publications in Braille or large print, please contact the customer contact centre England and Wales: 0300 123 1024 Textphone 18001 0300 123 1024.

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

**<<else\_t13\_11C>>**

**<<## 13.11C Claim transfer request – comments - claimant ##>>**



**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,

**REQUEST TO TRANSFER CASE**

**Employment Tribunals Rules of Procedure 2013**

There has been a request to transfer this case to the Employment Tribunal office at **[insert Tribunal Office]**. A copy of the request is enclosed. If you object to the case being transferred you must write to us within 7 days of the date of this letter giving your reasons.

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

**<<else\_t13\_11R>>**

**<<## 13.11R Claim transfer request – comments – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**REQUEST TO TRANSFER CASE**

**Employment Tribunals Rules of Procedure 2013**

There has been a request to transfer this case to the Employment Tribunal office at **[insert Tribunal Office]**. A copy of the request is enclosed. If you object to the case being transferred you must write to us within 7 days of the date of this letter giving your reasons.

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

**<<else\_t13\_12C>>**

**<<## 13.12C Case transfer request –refused – claimant ##>>**



**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,

**REJECTION OF TRANSFER REQUEST**

**Employment Tribunals Rules of Procedure 2013**

Your application to transfer these proceedings to **[insert Tribunal Office]** has been considered by Regional Employment Judge **[Judge surname]*.*** The application is refused because ***[Insert reasons for the refusal].***

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

**<<else\_t13\_12R>>**

**<<## 13.12R Case transfer request –refused – respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**REJECTION OF TRANSFER REQUEST**

**Employment Tribunals Rules of Procedure 2013**

Your application to transfer these proceedings to **[insert Tribunal Office]** has been considered by Regional Employment Judge **[Judge surname]*.*** The application is refused because ***[Insert reasons for the refusal].***

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

**<<else\_t13\_13>>**

**<<## 13.13 Case Transferred ##>>**



**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,

**TRANSFER OF CASE**

**Employment Tribunals Rules of Procedure 2013**

The file in this case has been transferred to the Employment Tribunals office at [**insert Tribunal Office]** and all future correspondence should be addressed to:-

The Employment Tribunals

***[Insert office address where claim is to be transferred to]***

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

**<<else\_t13\_14C>>**

**<<## 13.14C Case transfer request – Scotland** **– refused - claimant ##>>**



**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,

**REFUSAL OF A TRANSFER (COUNTRY TO COUNTRY)**

**Employment Tribunals Rules of Procedure 2013**

Your application to transfer these proceedings to Scotland has been considered by Regional Employment Judge **[Judge surname]**. The application is refused because ***[Insert the reasons for the refusal]***.

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

**<<else\_t13\_14R>>**

**<<## 13.14R Case transfer request – Scotland** **– refused - respondent ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_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,

**REFUSAL OF A TRANSFER (COUNTRY TO COUNTRY)**

**Employment Tribunals Rules of Procedure 2013**

Your application to transfer these proceedings to Scotland has been considered by Regional Employment Judge **[Judge surname]**. The application is refused because ***[Insert the reasons for the refusal]***.

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

**<<else\_t13\_15>>**

**<<## 13.15 Enforcement of award ##>>**



**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,

ENFORCEMENT OF AWARD

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]** stating that you have not received payment of the award of compensation made to you by an Employment Tribunal. How the judgment can be enforced is explained in the booklet ‘The Judgment’, a copy of which can be found on our website at [www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

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

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

**<<else\_t13\_16>>**

**<<## 13.16 Consent to Employment Judge sitting alone ##>>**



**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>> |

**EMPLOYMENT TRIBUNALS ACT 1996 section 4(3)(e)**

In accordance with section 4(3)(e) of the Employment Tribunals Act 1996, the parties consent to the proceedings before the Employment Tribunal being heard by an Employment Judge [**Judge surname]** sitting alone.

…………………………………………… …………………………………………

Signed for or on behalf of the claimant Date

…………………………………………… .…………………………………………

Signed for or on behalf of the respondent Date

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

**<<else\_t13\_17>>**

**<<## 13.17 Consent to two person Tribunal ##>>**



**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>> |

**EMPLOYMENT TRIBUNALS ACT 1996 section** **4(1)(b)**

The parties consent to the proceedings being heard by Employment Judge **[Judge surname]** and one member [**insert Member Name]**.

The member is selected from the panel of persons appointed by the Secretary of State after consultation with organisations or associations of organisations representative of ***[employees] / [employers]*** in accordance with the Regulations.

….…………………………………………… ………….……………………………...

Signed for or on behalf of the claimant Date

.……………………………………………… ………….………………………………

Signed for or on behalf of the respondent Date

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

**<<else\_t13\_18>>**

**<<## 13.18 Authorisation to act in proceedings ##>>**



**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,

**AUTHORISATION TO ACT IN PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of **[insert date]**.

An Employment Tribunal may appoint a person to represent a deceased employee in connection with proceedings before a Tribunal where there is no personal representative.

To enable the Tribunal to consider whether you should be appointed to start or continue proceedings on behalf of the estate of the employee, would you please give the following information:

1. What was the date of death of the employee?

2. Has a legal personal representative been appointed? If so, please give their full name and address.

3. Were you authorised by the employee to act in connection with the [above] [intended] proceedings before the employee’s death? If so, state briefly when and how this authorisation was given.

4. What is your relationship to the employee?

5. Are you the next of kin of the employee? If not, please state the name and address of the next of kin stating their relationship to the employee.

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

**<<else\_t13\_19>>**

**<<## 13.19 Claim settled? ##>>**



**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,

**SETTLEMENT ENQUIRY**

**Employment Tribunals Rules of Procedure 2013**

Please find enclosed a copy of **[a letter from the Respondent / Response Form]** dated **[insert date]** in which they state that **[your claim / the claim]**, in respect of **[insert details]** has been paid by them.

You should write to this office withdrawing **[your claim / the claim]**, if it has been paid in its entirety. If it has not been paid by the respondent as claimed, please let us know the current position with the claim as far as you are concerned.

Please let me have your reply by no later than **[insert date]**.

I am copying this letter as indicated below.

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

**<<else>>**

**<<## 13.20 Settlement of 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,

**SETTLEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I have been informed that a compromise agreement has been made between the parties. I have therefore closed the file.

The file will be retained until **[insert date]** and then destroyed.

The hearing listed for **<<Hearing\_Date>>** has been cancelled.

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

**<<es\_>>**