**<<cs\_t****\_Scot\_110>>**

**<<##** 110 acknowledgment of correspondence **##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**ACKNOWLEDGEMENT OF CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above named proceedings and acknowledge your correspondence dated **[insert date]**.

Your correspondence has been referred to Employment Judge **[Judge surname]** who has directed that it be placed on the casefile.

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

**<<else\_t****\_Scot\_110A>>**

***<<##*** 110A correspondence not copied ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**CORRESPONDENCE NOT COPIED TO OTHER PARTY**

**Employment Tribunals Rules of Procedure 2013**

I refer your letter dated **[insert date]**.

It is not clear that you have copied it to the other party(ies) to the proceedings as required by rule 92 of the Rules of Procedure. Once you confirm to us that you have done so, your letter will be responded to.

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

**<<else\_t****\_Scot\_111>>**

***<<##*** 111 request for advice ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REQUEST FOR ADVICE**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal is an independent judicial body. It cannot give advice to a party as to the merits of its case or how to proceed in relation to it.

You may wish to seek advice from a solicitor, law centre, citizens advice bureau, trade union, employers’ association or other source of advice as appropriate. In discrimination cases the Equality and Human Rights Commission might also be able to assist you.

In addition, the Advisory Conciliation and Arbitration Service may provide information to parties to Employment Tribunal proceedings. Their address and telephone number is as follows:-

Advisory Conciliation and Arbitration Service

151 West George Street

Glasgow G2 2JJ

Telephone 0300 123 1150

Important information may also be found in the free booklets *Making a Claim to an Employment Tribunal*, *Your Claim*, *Responding to an Employment Tribunal* and *The Hearing* published by the Employment Tribunals Service.

A copy of these booklets can be found on our website at www.justice.gov.uk/tribunals/employment/claims/booklets.

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\_t****\_Scot\_112>>**

***<<##*** 112 cover letter for correspondence ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**CORRESPONDENCE ENCLOSED – FOR INFORMATION**

**Employment Tribunals Rules of Procedure 2013**

Please find enclosed correspondence from the Employment Tribunal.

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

**<<else\_t****\_Scot\_113>>**

***<<##*** 113 correspondence to an Employment Judge ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**ADDRESSING CORRESPONDENCE**

**Employment Tribunals Rules of Procedure 2013**

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

Please note that correspondence relating to this case should be addressed to “The Employment Tribunal” at this office and not to an individual Employment Judge.

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

**<<else\_t****\_Scot\_114>>**

***<<##*** 114 authorisation to act in ET proceedings ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**AUTHORITY TO ACT IN EMPLOYMENT TRIBUNAL PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

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

An Employment Tribunal may appoint a person to represent an employee who is deceased, 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 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 was 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 his/her relationship to the employee..

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

**<<else\_t****\_Scot\_115>>**

***<<##*** 115 transfer comments ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REQUEST TO TRANSFER CASE**

**Employment Tribunals Rules of Procedure 2013**

The claimant / respondent **(delete as appropriate)** has requested that this case is transferred to the Employment Tribunals Office at **[insert new office name]**. A copy of the request is enclosed. If you object to such a transfer you must do so, in writing, within 7 days of the date of this letter.

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

**<<else\_t****\_Scot\_116>>**

***<<##*** 116 claim transferred ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 CLAIM**

**Employment Tribunals Rules of Procedure 2013**

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

The Employment Tribunals

**[Transfer Office Name and Full Address]**

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

**<<else\_t****\_Scot\_117>>**

***<<##*** 117 request for information current position ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REQUEST FOR INFORMATION**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has directed that you write to this office by **[insert date from Employment Judge Referral]** and inform us of the current position in this case.

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

**<<else\_t****\_Scot\_118>>**

***<<##*** 118 do not copy correspondence ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**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.

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

**<<else\_t****\_Scot\_119C>>**

***<<##*** 119 C new rep claimant ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Notification of New Representative**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above named proceedings, and acknowledge your letter of **[Insert date of letter from party]**.

Our records have now been updated accordingly, and a copy of your correspondence forwarded to the [**Respondent / Respondent’s representative]** and ACAS for their information.

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

**<<else\_t****\_Scot\_119R>>**

***<<##*** 119R new rep respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Notification of New Representative**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above named proceedings, and acknowledge your letter of **[Insert date of letter from party]**.

Our records have now been updated accordingly, and a copy of your correspondence forwarded to the **[Claimant / Claimant’s representative]** and ACAS for their information.

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

**<<else\_t****\_Scot\_120>>**

***<<##*** 120 PF enquiry criminal proceedings ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | **Procurator Fiscal Service**  **[insert address]** | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir/Madam

**Employment Tribunals Rules of Procedure 2013**

The above named claimant’s claim for **[insert type of complaints]** is due to be listed for hearing before an Employment Tribunal, but it appears that criminal proceedings associated with the claimant’s employment with the respondent may be current.

In accordance with the arrangement between this office and the Crown Office, I write to enquire if criminal proceedings involving the claimant are pending; and if so, whether there would be a risk of prejudice should evidence relating to the dismissal be heard by an Employment Tribunal before the criminal proceedings have been completed.

Please let me know whether or not you consent to the case being listed now for hearing by a Tribunal.

If you do not consent, the Tribunal proceedings will be sisted until you advise me that the hearing can take place. In that event will you please advise me of the date by which criminal proceedings are likely to be completed.

If you do consent, a copy of the notice of hearing will be sent to you not less than 14 days before the date of the final hearing.

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

**<<else\_t****\_Scot\_121>>**

***<<##*** 121 request for transfer to England and Wales ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | **President of E&W** | | | <<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 **[insert details]**

**TRANSFER OF PROCEEDINGS FROM SCOTLAND TO England and Wales**

**Employment Tribunals Rules of Procedure 2013**

Please find enclosed a copy of the claim and response for the above named case. [Please also find enclosed additional documentation which the Vice-President has asked us to forward to you.]

The Vice President notes that **the claimant worked in England/Wales / his home address is in England/Wales / the witnesses are based in England/Wales** **[delete or amend as appropriate]**:

Both parties consent to transfer and have identified [Insert location] as the office to which they would like the case to be transferred if you consent to the transfer.

The Vice-President is of the view that the proceedings could be and would be more conveniently determined at an office in England (or Wales) and therefore seeks your consent to transfer.

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

**<<else\_t****\_Scot\_122>>**

***<<##*** 122 requets for comments on correspondence ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REQUEST FROM TRIBUNAL**

**Employment Tribunals Rules of Procedure 2013**

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

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

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

**<<else\_t****\_Scot\_123C>>**

***<<##*** 123C return of documents to claimant ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

Thank you for the documents you sent us.

However it is unnecessary to supply these at this stage. [**Accordingly, they are returned to you. – delete if not applicable]**

At any hearing of your claim you should bring with you all the documents which you consider are important in your case. If your claim is to be heard by an Employment Judge sitting alone you will also need to bring 3 copies of each document. If your claim is to be heard by a full tribunal you should also bring 5 copies of each document.

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

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

**<<else\_t****\_Scot\_123R>>**

***<<##*** 123R return of documents to respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

Thank you for the documents you sent us.

However it is unnecessary to supply these at this stage. [**Accordingly, they are returned to you. – delete if not applicable]**

At any hearing of your claim you should bring with you all the documents which you consider are important in your case. If your claim is to be heard by an Employment Judge sitting alone you will also need to bring 3 copies of each document. If your claim is to be heard by a full tribunal you should also bring 5 copies of each document.

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

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

**<<else\_t****\_Scot\_124C>>**

***<<##*** 124C return of productions to claimant ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above proceedings.

Please find enclosed the documents that you lodged before the Tribunal at the hearing of this case.

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

**<<else\_t****\_Scot\_124R>>**

***<<##*** 124R return of productions to respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above proceedings.

Please find enclosed the documents that you lodged before the Tribunal at the hearing of this case.

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

**<<else\_t****\_Scot\_125C>>**

***<<##*** 125C change of address claimant ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**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. Unless you have previously provided the name and address of a representative, all future communications will be addressed to you at this address. This will also apply to letters from the other party.

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

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

**<<else\_t****\_Scot\_125R>>**

***<<##*** 125R change of address respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**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. Unless you have previously provided the name and address of a representative, all future communications will be addressed to you at this address. This will also apply to letters from the other party.

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

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

**<<else\_t****\_Scot\_126>>**

***<<##*** 126 decision on transfer request in scotland ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

The **claimant’s / respondent’s (delete as applicable)** request for a transfer of the proceedings to the **[insert office]** office has been considered by the **[Employment Judge / Vice-President/President]**.

This request has been granted and the case has been transferred to **[insert office address and telephone number]**. Please send all future correspondence to this address.

**or**

This request has been refused. **[Insert reasons if appropriate]**.

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

**<<else\_t****\_Scot\_127>>**

***<<##*** 127 scottish letter template ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**[insert appropriate letter heading]**

**Employment Tribunals Rules of Procedure 2013**

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

**<<else\_t****\_Scot\_128>>**

***<<##*** 128 sist for police enquiries ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**SIST OF PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

We have been advised that Police enquiries are pending in this case.

As is the normal practice of Employment Tribunals the case will be sisted until these enquiries are at an end. Both parties should advise this office as soon as they become aware that these enquiries have come to an end.

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

**<<else\_t****\_Scot\_129C>>**

***<<##*** 129C soul and conscience certificate ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**SOUL AND CONSCIENCE CERTIFICATE**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above proceedings. Employment Judge **[Judge surname]** has requested a certificate from your Doctor stating that “on his/her soul and conscience” you would **be / were** **(delete as appropriate)** unable to attend or give evidence at the hearing on **[insert date]**.

She/He also requests that the certificate should state when it is expected that you would be able to attend and/or give evidence at a hearing. That information will be taken into account in relisting the case for hearing.

Please reply no later than [insert date].

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

**<<else\_t****\_Scot\_129R>>**

***<<##*** 129R soul and conscience certificate respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**SOUL AND CONSCIENCE CERTIFICATE**

**Employment Tribunals Rules of Procedure 2013**

I refer to the above proceedings. Employment Judge **[Judge surname]** has requested a certificate from your Doctor stating that “on his/her soul and conscience” you would **be / were** **(delete as appropriate)** unable to attend or give evidence at the hearing on **[insert date]**.

She/He also requests that the certificate should state when it is expected that you would be able to attend and/or give evidence at a hearing. That information will be taken into account in relisting the case for hearing.

Please reply no later than [insert date].

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

**<<else\_t****\_Scot\_130>>**

***<<##*** 130 request not to copy claim to respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REQUEST NOT TO COPY CLAIM TO RESPONDENT**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form and your request that we do not contact the respondent.

Rule 15 of the above Rules of Procedure provides that, if the Tribunal accepts the claim or part of it, the Tribunal shall send a copy of the claim to the respondent. There is no power to withhold or delay the service of the claim. However, once the claim has been accepted and sent to the respondent, you may apply to the Tribunal requesting that a hearing should not yet be arranged to deal with your claim.

Please confirm in writing within 7 days of the date of this letter whether or not you wish to continue with your claim. If we do not hear from you by that date, the claim will be processed and, if accepted, will be sent to the respondent.

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

**<<else\_t****\_Scot\_131>>**

***<<##*** 131 documents to RPO S of S may be liable ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | [Insert RPO 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 **[enter details]**

**CLAIM IN WHICH SECRETARY OF STATE MAY BE LIABLE**

**Employment Tribunals Rules of Procedure 2013**

An Employment Judge **[Judge surname]** has directed that the documents and notices in this case be sent to you in view of the Secretary of State’s potential liability.

Please inform the Tribunal whether the Secretary of State intends to appear and be heard at any hearing.

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

**<<else\_t****\_Scot\_132>>**

***<<##*** 132 serve afresh ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RE-SENDING OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has directed that for the following reasons your claim should be resent to **[insert resp name / address].**

**[Insert reasons from Employment Judge referral]**

The date for the response to be submitted has not changed.

The hearing on **<<Hearing\_Date>>** is therefore postponed.  **[Delete as applicable]**

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

**<<else\_t****\_Scot\_133>>**

***<<##*** 133 trading name of respondent ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RESPONDENT’S NAME**

**Employment Tribunals Rules of Procedure 2013**

The name you have provided for the respondent to your claim, namely **(insert name given)** appears to be only a trading name. It may be that any decision of the Tribunal against this named respondent could not be readily enforced.

You should provide the full and correct name of this respondent. This can usually be found on the contract of employment, statement of terms and conditions (if you have one) or on other documents, such as a letterhead, invoice or payslip. If the respondent is a sole trader or partners trading under the trading name above, then the owner or owners of the business should be named, if possible.

It will assist if you can identify an address to which we can send documents to the respondent. This may be a business or trading address or, in the case of a limited company, a registered office. Such an address will usually be found on documents such as those mentioned above.

Please reply in writing by **[insert date from Employment Judge referral]**.

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

**<<else\_t****\_Scot\_134>>**

***<<##*** 134 recall of sist ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RECALL OF SIST TO PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

I wrote to you on **[enter date of letter]** telling you that these proceedings were sisted.

Employment Judge **[Judge surname]** has ordered that the sist be recalled. The case is now active once more.

**[Where case management orders have been made]**

Please comply with the attached case management orders on or before **[insert date].**

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

**<<else\_t****\_Scot\_135>>**

***<<##*** 135 respondent in administration consent required ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RESPONDENT IN ADMINISTRATION:**

**CONSENT REQUIRED TO PROCEED**

**Employment Tribunals Rules of Procedure 2013**

The respondent company is in administration. The Insolvency Act 1986 provides that legal proceedings cannot be instituted or continued against the respondent company without the consent of the administrator or the permission of the court which is dealing with the administration proceedings.

You should decide whether to ask the administrator for such consent or whether to apply to the court for such permission. If you obtain the consent of the administrator or the permission of the court, you should send a copy to this office immediately.

The Administrator for the respondent company is: **[]**. You may wish to seek advice from a solicitor, law centre, citizens advice bureau, trade union, employers association or other source of advice as appropriate. In discrimination cases the Equality and Human Rights Commission might also be able to assist you.

Otherwise, your claim will be considered by an Employment Judge in 6 months. The Tribunal may then ask you whether you have applied to the administrator or to the court and, if so, with what result. If no such application has been made the Employment Judge may then ask you to give reasons why your claim should not be struck out for not being actively pursued.

It is your responsibility to monitor the progress of the administration. You may be able to offer evidence that there is an expectation that it will result in the administration being discharged. In that case your claim could proceed. If you decide to abandon this claim, you are asked to write to the Tribunal withdrawing it.

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

**<<else\_t****\_Scot\_136>>**

***<<##*** 136 administration show cause ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**STRIKE OUT WARNING**

**Employment Tribunals Rules of Procedure 2013**

I refer to the Tribunal’s letter dated **[insert letter date]**. It is not clear that you have obtained the consent of the administrator or the permission of the court to allow your claim to proceed.

Accordingly, Employment Judge [**Judge surname]** proposes to strike out the claim because it has not been actively pursued. A claimant (together with any representative) has the right to attend a preliminary hearing at which reasons may be put forward why the claim should not be struck out. If you wish to do so you should inform me in writing by **[insert date]** and a hearing will then be fixed. Alternatively, you may put forward such reasons in writing to me by **[insert date]**.

If your reasons are not acceptable and you do not request a hearing, the claim may be struck out without further notice.

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

**<<else\_t****\_Scot\_137>>**

***<<##*** 137 judgment struck out administration ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

The claim is struck out under the provisions of rule 37(i)(d) of the Employment Tribunals Rules of Procedure 2013 on the ground that it has not been actively pursued.

**REASONS**

1. The respondent company is in administration. Neither the consent of the administrator nor the permission of the court has been obtained for these proceedings to be instituted or continued as required by the Insolvency Act 1986.

2. On **[insert date of previous letter]** the Tribunal gave the claimant an opportunity to give written reasons why the claim should not be struck out as it had not been actively pursued. The claimant has failed to give an acceptable reason.

3. The claim is therefore struck out.

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

Employment Judge [**Judge surname]**

DATE OfF JUDGMENT **[insert date],**

Entered in register and copied to the parties

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

**<<else\_t****\_Scot\_138>>**

***<<##*** 138 respondent in cmpulsory liquidation consent required ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**COMPULSORY LIQUIDATION OF RESPONDENT**

**Employment Tribunals Rules of Procedure 2013**

The respondent company is in compulsory liquidation. The Insolvency Act 1986 provides that legal proceedings cannot be instituted or continued against the respondent company without the permission of the court which is dealing with the liquidation proceedings.

You should decide whether to apply to that court for such permission. If you obtain the permission of the court, you should send a copy of the court’s order to this office immediately.

The liquidator for the respondent company is: **[]**. You may wish to seek advice from a solicitor, law centre, citizens advice bureau, trade union, employers association or other source of advice as appropriate. In discrimination cases the Equality and Human Rights Commission might also be able to assist you.

Otherwise, your claim will be considered by an Employment Judge of Employment Tribunals in 6 months. The Tribunal may then ask you whether you have applied to the court and, if so, with what result. If no such application has been made the Employment Judge may then ask you to give reasons why your claim should not be struck out for not being actively pursued.

If you decide to abandon this claim, you are asked to write to the Tribunal withdrawing it.

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

**<<else\_t****\_Scot\_139>>**

***<<##*** 139 compulsory liquidation show cause ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**STRIKE OUT WARNING**

**Employment Tribunals Rules of Procedure 2013**

I refer to the Tribunal’s letter dated **[insert date of letter]*.*** It is not clear that you have sought or obtained the permission of the court to allow your claim to proceed.

Accordingly, an Employment Judge proposes to order that the claim be struck out because the claim has not been actively pursued. A claimant (together with any representative) has the right to attend a preliminary hearing at which reasons may be put forward why the claim should not be struck out. If you wish to do so you should inform me in writing by **[insert date]** and a hearing will then be fixed. Alternatively, you may put forward such reasons in writing to me by **[insert date].**

If you do not give an acceptable reason and do not request a hearing, the claim may be struck out without further notice.

If you have sought the permission of the court to proceed you should notify this office of that fact immediately.

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

**<<else\_t****\_Scot\_140>>**

***<<##*** 140 compulsory liquidation judgment ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

The claim is struck out under the provisions of rule 37(i)(d) of the Employment Tribunals Rules of Procedure 2013 on the ground that it has not been actively pursued.

**REASONS**

1. The respondent company is in compulsory liquidation. The claimant was notified of the need to obtain the consent of the court for these proceedings to be instituted or continued as required by the Insolvency Act 1986. No such consent has been obtained.

2. On **[insert date of show cause letter]** the Tribunal gave the claimant an opportunity to give reasons why the claim should not be struck out as it had not been actively pursued. The time limit for so doing has passed and the claimant has failed to give an acceptable reason.

3. The claim is therefore struck out under the provisions of rule 39(1)(d) of the Employment Tribunals Rules of Procedure 2013 on the ground that it has not been actively pursued

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

Employment Judge [**Judge surname]**

DATE OfF JUDGMENT **[insert date],**

Entered in register and copied to the parties

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

**<<else\_t****\_Scot\_141>>**

***<<##*** 141 consent to EJ sitting alone ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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>> |

**CONSENT TO EMPLOYMENT JUDGE SITTING ALONE**

**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 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\_t****\_Scot\_142>>**

***<<##*** 142 consent to two person tribunal ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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>> |

**CONSENT TO A TWO PERSON TRIBUNAL**

**Employment Tribunals Act 1996 section 4(1)(b)**

The parties consent to the proceedings being heard by the 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 [delete as applicable]** in accordance with the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013.

…………………………………………… …………………………………………

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\_t****\_Scot\_143>>**

***<<##*** 143 change in time ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**CHANGE OF TIME OF HEARING**

**Employment Tribunals Rules of Procedure 2013**

The hearing on **<<Hearing\_Date>>** will now commence at **<<Hearing\_Time>>**.

**[optional]** Please notify your client of the time change.

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

**<<else\_t****\_Scot\_144>>**

***<<##*** 144 change in length of hearing ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**CHANGE IN LENGTH OF HEARING**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[Judge surname]** has considered the case file and any relevant correspondence.

Employment Judge **[Judge surname]** has ordered that the time allocated for the hearing shall be extended/reduced to **<<Hearing\_Duration>>**.

The hearing will take place on **<<Hearing\_Date\_Time>>**.

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

**<<else\_t****\_Scot\_145>>**

***<<##*** 145 letter enclosing extract ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**CHANGE IN LENGTH OF HEARING**

**Employment Tribunals Rules of Procedure 2013**

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

I enclose an extract of the award as entered in the Register of the Employment Tribunals (Scotland). Action may be taken in accordance with paragraph 15(2) of the Employment Tribunals Act 1996 (see footnote).

You should take this warrant to a Solicitor or Sheriff's Officer for service **[delete if requested by a solicitor]**.

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

FOOTNOTE

"15(2) Any order for the payment of any sum made by an Employment Tribunal in Scotland (or any copy of such an order certified by the Secretary of the Tribunals) may be enforced as if it were an extract registered decree arbitral bearing a warrant for execution issued by the sheriff court of any sheriffdom in Scotland."

**<<else\_t****\_Scot\_146>>**

***<<##*** 146 enforcement respondent in E & W ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**EXTRACT OF AWARD**

**The Employment Tribunals (Enforcement of Orders in Other Jurisdictions)**

**(Scotland) Regulations 2002**

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

As the respondent’s place of business is in England and Wales an extract of the award as entered in the Register of the Employment Tribunals (Scotland) may not be enforced in England and Wales.

I enclose a certificate issued under Regulation 3 of the above Regulations and a certified copy of the judgment in this case which may be used to enforce payment if presented in the appropriate County Court.

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

**<<else\_t****\_Scot\_147>>**

***<<##*** 147 extract refused recoupment not received ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**request for extract of award**

**Employment Tribunals Rules of Procedure 2013**

I acknowledge your letter dated **[insert date]** requesting an Extract of an Award.

I am directed to inform you that we are unable to take any further action upon the extract request until we have received either the copy of the recoupment notice (JSA 302) or confirmation from the jobcentre that the recoupment regulations do not apply.

You should therefore contact the jobcentre concerned.

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

**<<else\_t****\_Scot\_148>>**

***<<##*** 148 dissolved company proceedings sisted ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**RESPONDENT COMPANY DISSOLVED**

**Employment Tribunals Rules of Procedure 2013**

The respondent company has been dissolved. This means that your claim cannot proceed as there is no legal entity in existence against whom it can be pursued. Your claim can only proceed if the company is restored to the Register of Companies. The proceedings are therefore sisted.

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

You must inform the Tribunal if you decide to apply to have the company restored to the Register. If you do not do so, an Employment Judge will consider your claim in 6 months time. You will then be asked whether you have applied to have the company restored to the Register and, if so, with what result. If no application has been made (or if it has been refused) the Judge may then ask you to give reasons why your claim should not be struck out because it is not being actively pursued.

Any application to restore the company to the Register should be made to the court and not to the Tribunal. Information on how to do this is available on the Companies House website.

If you decide to abandon this claim, you are asked to write to the Tribunal withdrawing it.

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

**<<else\_t****\_Scot\_149>>**

***<<##*** 149 company dissolved strike out warning ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**STRIKE OUT WARNING**

**Employment Tribunals Rules of Procedure 2013**

I refer to the Tribunal’s letter dated **[insert letter date]**. You have not informed us that you have applied to have the Respondent company restored to the Register of Companies.

Accordingly, Employment Judge **[Judge surname]** proposes to strike out the claim because it has not been actively pursued. A claimant (together with any representative) has the right to attend a preliminary hearing at which reasons may be put forward why the claim should not be struck out. If you wish to do so you should inform me in writing by **[insert date]** and a hearing will then be fixed. Alternatively, you may put forward such reasons in writing to me by **[insert date]**.

If you do not give an acceptable reason and do not request a hearing the claim may be struck out without further notice.

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

**<<else\_t****\_Scot\_150>>**

***<<##*** 150 judgment strike out company dissolved ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

The claim is struck out under the provisions of rule 37 (1)(d) of the Employment Tribunals Rules of Procedure 2013 on the ground that it has not been actively pursued.

**REASONS**

1. The respondent company has been dissolved. The claimant has not applied to have the company restored to the Register of Companies / The claimant’s application to have the company restored to the Register of Companies has been refused. **(Delete as appropriate).**

2. On **[insert date of previous letter]** the Tribunal gave the claimant an opportunity to give written reasons why the claim should not be struck out as it had not been actively pursued. The claimant has failed to give an acceptable reason.

3. The claim is therefore struck out.

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

Employment Judge [**Judge surname]**

DATE OfF JUDGMENT **[insert date],**

Entered in register and copied to the parties

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

**<<else\_t****\_Scot\_151>>**

***<<##*** 151 insolvency RPO claims enquiry ***##>>***



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**REDUNDANCY AND OTHER PAYMENTS**

**Employment Tribunals Rules of Procedure 2013**

Since your former employer may be insolvent or unable to pay you, you may be able to claim a redundancy payment and certain other sums from the Redundancy Payments Service. Do you intend to make such a claim or, if you have already done so, what was the result?

If you have not made a claim but wish to do so you should immediately contact the Redundancy Payments Service whose address is:

Redundancy Payments Service

Ladywell House

Ladywell Road

Edinburgh

EH12 7UR

No action will be taken to arrange a hearing for your claim whilst we wait for your reply.

Please reply within 7 days of the date of this letter.

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

**<<else>>**

***<<##*** 152 fax cover sheet ***##>>***

|  |
| --- |
| <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>**  www.justice.gov.uk |

**To**:

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**Fax number:**

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**Date: <<TODAY\_DATE>> Time: No of pages (including cover):**

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**Covering Message:**

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

**Parties:** <<Claimant>> **v** <<Respondent>>

<<Clerk**>>**

For the Tribunal



A DTI SERVICE



**<<es\_>>**