**<<cs\_t15\_1>>**

**<<## 15.1 Letter refusing judicial mediation ##>>**



**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,

Thank you for your interest in judicial mediation.

Unfortunately, the Regional Employment Judge is not able to offer **[your client] / [you]** the opportunity of judicial mediation in this case. I am sorry for any disappointment that this causes, but I hope that you will understand that it is not possible to make judicial mediation available to all those who have expressed an interest.

All case management orders made continue to apply and hearings listed will proceed.

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

**<<else\_t15\_2>>**

**<<## 15.2 Notice of hearing for telephone preliminary hearing – judicial mediation ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

## NOTICE OF PRELIMINARY HEARING BY TELEPHONE

**Employment Tribunals Rules of Procedure 2013**

The Regional Employment Judge has directed that there should be a preliminary hearing to:

(a) Consider whether to offer the parties a judicial mediation with a view to resolving the dispute between them;

(b) If so, to make appropriate arrangements for the conduct of the judicial mediation;

(c) To give any other directions for the fair and expeditious disposal of the case.

**The preliminary hearing will be conducted by a Telephone Conference call on [insert date & time], or as soon thereafter as the tribunal can hear it.**

To take part you should telephone **[insert telephone number]** on time and, when prompted, enter access code **[insert access code].**

Please note that if you intend to dial into the preliminary hearing from a mobile phone higher rates apply and you may wish to check the call rate with your service provider first.

If you intend to refer to documents during the conference call, copies must be sent to the Tribunal either in an envelope or under cover of a fax or e-mail header sheet marked “Urgent for Conference Hearing on **[insert date]**”.

The preliminary hearing has been given a time allocation ofhalf an hour. If you feel that this is insufficient, you must inform the Tribunal office in writing.

If you or anyone coming with you to the Hearing has a disability that makes coming to the Hearing or communicating difficult, please tell the Tribunal office dealing with your case as soon as possible. We will make reasonable adjustments to the way we deliver our service where we can.

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

**<<else>>**

**<<## 15.3 Notice of judicial mediation preliminary hearing ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

## NOTICE OF JUDICIAL MEDIATION PRELIMINARY HEARING

**Employment Tribunals Rules of Procedure 2013**

The Regional Employment Judge has directed that there should be a judicial mediation to be conducted at a private preliminary hearing.

**The preliminary hearing will be held at <<Hearing\_Address>> on <<Hearing\_Date\_Time>>, or as soon thereafter as the tribunal can hear it.**

A copy of the booklet ‘The hearing’ can be found on our website at [www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

A location map for the office can be found at

[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

The preliminary hearing has been given a time allocation of **<<Hearing\_Duration>>**.

If you or anyone coming with you to the Hearing has a disability that makes coming to the Hearing or communicating difficult, please tell the Tribunal office dealing with your case as soon as possible. We will make reasonable adjustments to the way we deliver our service where we can.

When the Hearing Clerk comes to record details of your attendance and collect bundles or information from you, please talk to them about any disability issues so they can arrange for a Personal Emergency Evacuation Plan (PEEP) to be set up in case there is an emergency evacuation of the building. In some offices the Hearing rooms might be more than 3 floors from ground level. If that will be a problem for you, please call the hearing centre/office as soon as possible to discuss alternative arrangements.

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

**<<es\_>>**