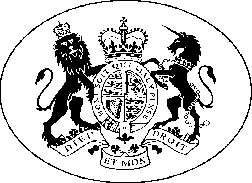
**<<cs\_t\_Scot\_1>>**

**<<## 1 Extension of time granted ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**REJECTION OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form but am unable to accept it because it is defective for the following reason: [*delete as appropriate*]

(a) It has not been presented on a prescribed form as required by Rule 8(1) of the above Rules. I enclose a prescribed claim form which you must use to present your claim.

(b) Under Rule 10 of the Rules of Procedure, a claim cannot be accepted unless specific information is provided by the claimant. The information you have not provided in relation to your claim is shown below: *[delete as necessary]*

* the name of each claimant
* the address of each claimant
* the name of each person or organisation against whom your claim is made
* the address of each person or organisation against whom your claim is made
* an early conciliation number or confirmation that there is no requirement for early conciliation in respect of your claim
* the correct early conciliation number as it appears on the early conciliation certificate provided by ACAS

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

You have the right to apply for a reconsideration of this decision under Rule 13. If you want to apply you must do so in writing within 14 days of the date of this letter quoting the pre-acceptance number shown above. Your application must:

* explain why you believe the decision to reject your claim is wrong or rectify the identified defect; and
* state if you wish to request a hearing to consider your application.

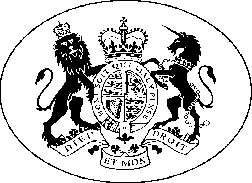
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_2>>**

**<<## 2 Rejection of claim by Employment Judge ##>>**



**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: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**REJECTION OF CLAIM/PART OF CLAIM (delete as appropriate)**

**Employment Tribunals Rules of Procedure 2013**

I have received your claim form and have referred it to Employment Judge who has decided that your claim/ the part of your claim alleging (insert as directed by EJ) cannot be accepted because it is defective for the following reason:[*delete as appropriate*]

(a) the claim is one which the Employment Tribunal has no jurisdiction to consider.

*[insert reasons if directed by the Judge]*

[*If the claim is rejected for lack of geographical jurisdiction include the following paragraph*]

Under Rule 8(3), the Employment Tribunal in Scotland can only deal with claims where:

(a) the respondent resides or carries on business in Scotland,

(b) one or more of the acts complained of took place in Scotland

(c) the claim relates to a contract under which the work is performed in Scotland or

(d) there is otherwise a relevant connection with Scotland.

None of these appear to apply to your claim. You may wish to take legal or other advice about what this means in practice.

If the respondent resides or carries on business in England and Wales or one or more of the acts complained of took place in England and Wales or the claim relates to a contract under which the work is performed in England and Wales or there is otherwise a relevant connection with England and Wales, you may wish to consider sending your claim to the appropriate office in England and Wales. You will find further information at [www.justice.gov.uk/tribunals/employment/venues](http://www.justice.gov.uk/tribunals/employment/venues).

1. the claim /part of the claim is in a form which cannot sensibly be responded to or is otherwise an abuse of the process.

(*insert reasons if directed by the Judge*)

I am therefore returning your claim form to you. **Please note that the relevant time limit for presenting your claim has not altered.**

You have the right to apply for a reconsideration of this decision under Rule 13. If you want to apply you must do so in writing within 14 days of the date of this letter quoting the pre-acceptance reference number shown above. Your application must:

* explain why you believe the decision to reject your claim is wrong or rectify the identified defect; and
* say if you wish to request a hearing to consider your application.

If you believe that the decision to reject this claim or part of your claim is wrong in law, you may also appeal to the Employment Appeal Tribunal as long as you do so in writing within 42 days of the date of this letter.

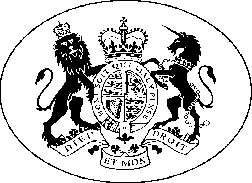
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3>>**

**<<## 3 Acknowledgment of claim standard ##>>**



**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: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted at this office and the case file has been transferred to the Aberdeen office. Any future correspondence relating to your claim should quote the above case number and should be sent to Office of the Employment Tribunals, Mezzanine Floor, Atholl House, 84-88 Guild Street, Aberdeen AB11 6LT.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days to respond. If a response is not received or not accepted, a judgment may be issued without the need for a hearing.

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

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

The booklet *“Your claim, what happens next*” can be found on our website 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. If your claim proceeds to a hearing you will be given at least 14 days notice.

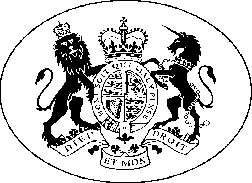
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3\_1>>**

**<<## 3.1 Acknowledgment of claim open track Aberdeen ##>>**



**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: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted at this office and the case file has been transferred to the Aberdeen office. Any future correspondence relating to your claim should quote the above case number and should be sent to Office of the Employment Tribunals, Mezzanine Floor, Atholl House, 84-88 Guild Street, Aberdeen AB11 6LT.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days to respond. If a response is not received or not accepted, a judgment may be issued without the need for a hearing.

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

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

The booklet *“Your claim, what happens next*” can be found on our website 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. If your claim proceeds to a hearing you will be given at least 14 days notice.

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

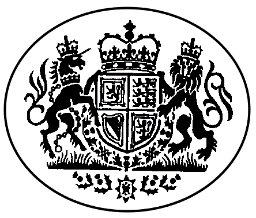
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3\_2>>**

**<<## 3.2 Acknowledgment of claim open track Dundee ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted at this office and the case file has been transferred to the Dundee office. You should quote the case number shown above on any future correspondence relating to your claim and send it to ETS, Ground Floor, Block C, Caledonian House, Greenmarket Dundee DD1 4QX.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days to respond. If a response is not received or not accepted, a judgment may be issued without the need for a hearing.

We have also sent a copy of your claim to the Advisory Conciliation and Arbitration Service (Acas) whose services are confidential and free of charge. If you think it may be possible to settle the case through conciliation you should contact Acas and speak to a conciliation officer.

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

The booklet *“Your claim, what happens next*” can be found on our website 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. If your claim proceeds to a hearing you will be given at least 14 days notice.

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

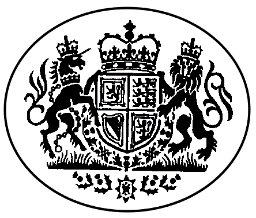
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3\_3>>**

**<<## 3.3 Acknowledgment of claim open track Edinburgh ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted at this office and the case file has been transferred to the Edinburgh office. You should quote the case number shown above on any future correspondence relating to your claim and send it to ETS, 54-56 Melville Street, Edinburgh EH3 7HF.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days to respond. If a response is not received or not accepted, a judgment may be issued without the need for a hearing.

We have also sent a copy of your claim to the Advisory Conciliation and Arbitration Service (Acas) whose services are confidential and free of charge. If you think it may be possible to settle the case through conciliation you should contact Acas and speak to a conciliation officer

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

The booklet *“Your claim, what happens next*” can be found on our website 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. If your claim proceeds to a hearing you will be given at least 14 days notice.

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

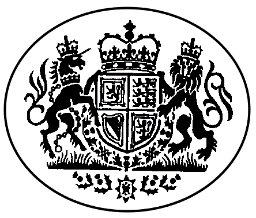
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3\_4>>**

**<<## 3.4 Acknowledgment of claim open track Edinburgh ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Your claim has been accepted at this office. You should quote the case number shown above on any future correspondence relating to your claim and send it to this office.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you. A respondent has 28 days to respond. If a response is not received or not accepted, a judgment may be issued without the need for a hearing.

We have also sent a copy of your claim to the Advisory Conciliation and Arbitration Service (Acas) whose services are confidential and free of charge. If you think it may be possible to settle the case through conciliation you should contact Acas and speak to a conciliation officer.

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

The booklet *“Your claim, what happens next*” can be found on our website 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. If your claim proceeds to a hearing you will be given at least 14 days notice.

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

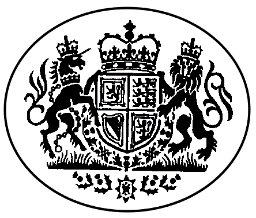
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_3\_5>>**

**<<## 3.5 Letter to claimant where time bar issue identified ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**Employment Tribunals Rules of Procedure 2013**

**Time Limit for Making a Claim**

I am writing to you because your claim/complaint of (*insert details*) appears to have been presented out with the period within which claims/complaints of this type should normally be brought, being [3 months from termination of employment] [3 months from the act complained of] [6 months from the end of the relevant employment] [other – *insert details*](*delete as appropriate*)

It may be that you will seek to prove that the claim was in fact submitted within the statutory time limit or alternatively that the circumstances are such that the tribunal should consider it although it was submitted late. These circumstances vary depending on the type of claim. For most claims, including a claim for unfair dismissal, the tribunal must be satisfied that it was “not reasonably practicable” to submit the claim within the relevant period and that the claim was then submitted within a further reasonable period. For claims of discrimination, the tribunal may consider a claim that is out of time if it considers that it is “just and equitable” for it to do so. Where the complaint is of a breach of an equality clause, neither of these possible extensions apply. The relevant provisions that may affect the time for submitting such a claim are set out in section 129 and 130 of the Equality Act 2010.

Accordingly, although your claim has been registered, the tribunal will have to decide, as a preliminary issue, whether the claim/complaint of (*insert details*) should be allowed to proceed. Once the response has been received, the file will be referred to an Employment Judge for initial consideration and we will write to you further after that has taken place.

If you decide, having now become aware of the time limit that you wish to withdraw your claim/complaint of (*insert details*) you can do so by informing this office in writing as soon as possible of your decision to withdraw.

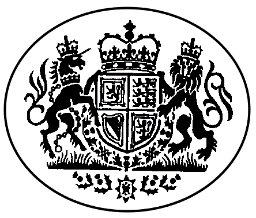
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_4>>**

**<<## 4 Application for reconsideration not considered - failure to comply ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**RECONSIDERATION OF DECISION TO REJECT CLAIM/PART OF CLAIM (delete as appropriate)**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge (insert name) has directed your application for a reconsideration of the decision to reject the claim / part of the claim *(delete as appropriate)* made on [insert date of Decision] cannot be considered because *(delete as appropriate)*:

* It has been presented more than 14 days after the notice of rejection was sent to you

You have not *[delete as appropriate]* explained why you consider the decision was wrong / rectified the defect identified.

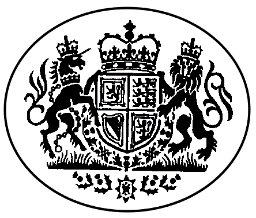
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_5>>**

**<<## 5 Application for reconsideration granted ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**RECONSIDERATION – CLAIM ACCEPTED**

**Employment Tribunals Rules of Procedure 2013**

I refer to your application dated *[insert date*] for a reconsideration of the decision to reject *[your claim] [part of your claim].*

Employment Judge *[insert name]* has reconsidered the decision without a hearing and has decided that *[your claim] [the whole of your claim]* can be accepted.

*OR*

Employment Judge [*insert name*] having reconsidered the decision has decided that the rejected part of your claim can be accepted only as follows: [*insert details*]. Your claim is treated as being amended accordingly.

*[insert this sentence only where there was a defect that has been rectified]*

The claim will be treated as presented as at [*insert date of application for reconsideration].*

*(Otherwise insert)*

The claim will be treated as presented at (*insert date of original presentation*)

The respondent will now be required to respond to the claim / these additional parts of your claim. *(delete as appropriate*)

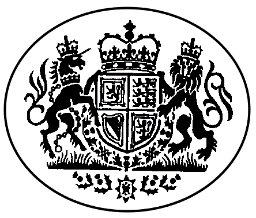
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_6>>**

**<<## 6 Application for reconsideration - rejection confirmed ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**RECONSIDERATION - REJECTION CONFIRMED**

**Employment Tribunals Rules of Procedure 2013**

I refer to your application dated [insert date] for a reconsideration of the decision to reject [your claim] [part of the claim].

Employment Judge has reconsidered the decision and has confirmed that the [your claim] [the rejected part of the claim] should be rejected for the reasons previously given.

Or

Employment Judge has reconsidered the decision and has confirmed that the [your claim] [the rejected part of the claim] should be rejected for the following reasons:

*(insert as directed by EJ if reasons are different from those originally given)*

If you believe that this decision is wrong in law, you may appeal in writing to the Employment Appeal Tribunal explaining your grounds of appeal. Your appeal must reach them within 42 days of the date of our original letter rejecting your claim which was *(insert date)*.

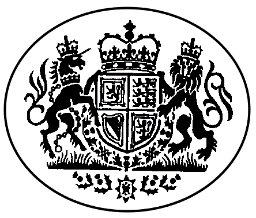
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_7>>**

**<<## 7 Notice of claim standard ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<respodent\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

1. The Employment Tribunal has accepted a claim made against you by [insert Claimant\_full\_name].

[include this para for part claims only]

Only part of the claim has been accepted, namely the complaints [insert applicable complaints from Employment Judge referral] The rest of this letter applies to those complaints only. The tribunal will not deal with the remaining complaint(s) in the claim form unless they are accepted at a later date. If this happens, you will be notified and allowed to respond to them.

To enable you to understand how this affects you and to explain what you should do now, I am enclosing:

1. a copy of the claim; and
2. a blank response form (ET3)

The explanatory booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.justice.gov.uk/tribunals/employment/claims/booklets](http://www.justice.gov.uk/tribunals/employment/claims/booklets). If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with the claim.

2. **You are required to send a response by** **at the latest.** You should do this by completing and returning the enclosed response form to ETS, 54 – 56 Melville Street. Edinburgh EH3 7HF or by responding on-line on our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment)

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

4 **If your response is not received by , unless an extension of time is agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

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

6. You can deal with the case yourself or appoint a representative to act for you. If you name a representative, we will send all further communications to them and not to you. You may be able to get help to complete your response form from your employers’ association or other professional adviser, or you can ring our enquiry line on 0141 354 8574.

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

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

**In all future correspondence please quote the case number shown above.**

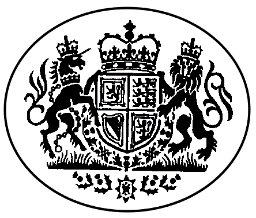
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_7\_1>>**

**<<## 7.1 Notice of claim Aberdeen open track ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir / Madam,

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

1. The Employment Tribunal has accepted a claim made against you by <<Claimant>>.

[include this para for part claims only]

Only part of the claim has been accepted, namely the complaints [insert applicable complaints from Employment Judge referral] The rest of this letter applies to those complaints only. The tribunal will not deal with the remaining complaint(s) in the claim form unless they are accepted at a later date. If this happens, you will be notified and allowed to respond to them.

To enable you to understand how this affects you and to explain what you should do now, I am enclosing:

1. a copy of the claim; and
2. a blank response form (ET3)

The explanatory booklet ‘Responding to a claim to an Employment Tribunal’ 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.

2. **You are required to send a response by** *[insert date response is due]***<<TodayPlus28Days>> at the latest.** You should do this by completing and returning the enclosed response form to ETS, Mezzanine Floor, Atholl House, 84-88 Guild Street, Aberdeen AB11 6LT or by responding on-line on our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment)

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

4 **If your response is not received by <<TodayPlus28Days>>** *[insert date response is due]* **<<TodayPlus28Days>>, unless an extension of time is agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

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

6. You can deal with the case yourself or appoint a representative to act for you. If you name a representative, we will send all further communications to them and not to you. You may be able to get help to complete your response form from your employers’ association or other professional adviser, or you can ring our enquiry line on 0845 7959775.

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

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

**In all future correspondence please quote the case number shown above.**

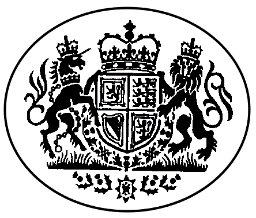
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_7\_2>>**

**<<## 7.2 Notice of claim Dundee open track ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<claimant\_reference>>  <<TODAY\_DATE>> |  | |

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

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

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

1. The Employment Tribunal has accepted a claim made against you by <<Claimant>>

[include this para for part claims only]

Only part of the claim has been accepted, namely the complaints [insert applicable complaints from Employment Judge referral] The rest of this letter applies to those complaints only. The tribunal will not deal with the remaining complaint(s) in the claim form unless they are accepted at a later date. If this happens, you will be notified and allowed to respond to them.

To enable you to understand how this affects you and to explain what you should do now, I am enclosing:

1. a copy of the claim; and
2. a blank response form (ET3)

The explanatory booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.justice.gov.uk/tribunals/employment/claims/booklets](http://www.justice.gov.uk/tribunals/employment/claims/booklets). If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with the claim.

1. **You are required to send a response by** *[insert date response is due]* **<<TodayPlus28Days>> at the latest.** You should do this by completing and returning the enclosed response form to ETS, Ground Floor Block C Caledonian House Greenmarket **Dundee** DD1 4QX. or by responding on-line on our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment)

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

4 **If your response is not received by <<TodayPlus28Days>>** *[insert date response is due]* **<<TodayPlus28Days>>, unless an extension of time is agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

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

6. You can deal with the case yourself or appoint a representative to act for you. If you name a representative, we will send all further communications to them and not to you. You may be able to get help to complete your response form from your employers’ association or other professional adviser, or you can ring our enquiry line on 0845 7959775.

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

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

**In all future correspondence please quote the case number shown above.**

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_7\_3>>**

**<<## 7.3 Notice of claim Edinburgh open track ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<respondent\_reference>>  <<TODAY\_DATE>> |  | |

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

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

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

1. The Employment Tribunal has accepted a claim made against you by <<Claimant>>.

[include this para for part claims only]

Only part of the claim has been accepted, namely the complaints [insert applicable complaints from Employment Judge referral] The rest of this letter applies to those complaints only. The tribunal will not deal with the remaining complaint(s) in the claim form unless they are accepted at a later date. If this happens, you will be notified and allowed to respond to them.

To enable you to understand how this affects you and to explain what you should do now, I am enclosing:

1. a copy of the claim; and
2. a blank response form (ET3)

The explanatory booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.justice.gov.uk/tribunals/employment/claims/booklets](http://www.justice.gov.uk/tribunals/employment/claims/booklets). If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with the claim.

2. **You are required to send a response by** *[insert date response is due]* **<<TodayPlus28Days>> at the latest.** You should do this by completing and returning the enclosed response form to ETS, 54 – 56 Melville Street. Edinburgh EH3 7HF or by responding on-line on our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment)

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

4 **If your response is not received by <<TodayPlus28Days>>** *[insert date response is due]* **<<TodayPlus28Days>>, unless an extension of time is agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

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

4. You can deal with the case yourself or appoint a representative to act for you. If you name a representative, we will send all further communications to them and not to you. You may be able to get help to complete your response form from your employers’ association or other professional adviser, or you can ring our enquiry line on 0845 7959775.

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

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

**In all future correspondence please quote the case number shown above.**

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t\_Scot\_7\_4>>**

**<<## 7.4 Notice of claim Glasgow open track ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<respondent\_reference>>  <<TODAY\_DATE>> |  | |

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

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

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

1. The Employment Tribunal has accepted a claim made against you by <<Claimant>>.

[include this para for part claims only]

Only part of the claim has been accepted, namely the complaints [insert applicable complaints from Employment Judge referral] The rest of this letter applies to those complaints only. The tribunal will not deal with the remaining complaint(s) in the claim form unless they are accepted at a later date. If this happens, you will be notified and allowed to respond to them.

To enable you to understand how this affects you and to explain what you should do now, I am enclosing:

1. a copy of the claim; and
2. a blank response form (ET3)

The explanatory booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.justice.gov.uk/tribunals/employment/claims/booklets](http://www.justice.gov.uk/tribunals/employment/claims/booklets). If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with the claim.

1. **You are required to send a response by*****<<TodayPlus28Days>>* at the latest.** You should do this by completing and returning the enclosed response form to the address on this letter or by responding on-line on our website at [www.justice.gov.uk/forms/hmcts/employment](http://www.justice.gov.uk/forms/hmcts/employment)

3. **If you wish to apply for an extension of time to submit your response you must do so in writing setting out the reason why the extension is sought.** The application must be copied to the claimant(s) and you must state in your application that you have done so. Unless the application is made before **<<TodayPlus28Days>>**, it must be accompanied by a draft of the proposed response or an explanation of why it is not possible to provide this. You should say if you wish to request a hearing to consider the application for an extension of time.

4 **If your response is not received by <<TodayPlus28Days>>, unless an extension of time is agreed by an Employment Judge, you will not be entitled to defend this claim.** If you fail to provide the required information set out in the response form, your response cannot be accepted and you will not be entitled to defend this claim.

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

6. You can deal with the case yourself or appoint a representative to act for you. If you name a representative, we will send all further communications to them and not to you. You may be able to get help to complete your response form from your employers’ association or other professional adviser, or you can ring our enquiry line on 0845 7959775.

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

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

**In all future correspondence please quote the case number shown above.**

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else>>**

**<<## 7.5 Letter to respondent where timebar issue identified ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_email>>** |
| Your Ref:  Date: | | <<respondent\_reference>>  <<TODAY\_DATE>> |  | |

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

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

Dear Sir/Madam

**CLAIM/ PART OF CLAIM (delete as appropriate) ACCEPTED OUT OF TIME**

A claim has been accepted against you. We have noted that the claim/complaint of *(insert details)* appears to have been submitted outwith the period within which claims/complaints (*delete as appropriate*) of this type should normally be brought.

It may be that the claimant will seek to prove that the claim was in fact submitted within the statutory time limit or alternatively that the circumstances are such that the tribunal should consider it although it was submitted late. These circumstances vary depending on the type of claim. For most claims, including a claim for unfair dismissal, the tribunal must be satisfied that it was “not reasonably practicable” to submit the claim within the relevant period and that the claim was then submitted within a further reasonable period. For claims of discrimination, the tribunal may consider a claim that is out of time if it considers that it is “just and equitable” for it to do so. Where the complaint is of a breach of an equality clause, neither of these possible extensions apply. The relevant provisions that may affect the time for submitting such a claim are set out in section 129 and 130 of the Equality Act 2010.

The tribunal will have to decide, as a preliminary issue, whether the claim / complaint (delete as appropriate) should be allowed to proceed and the claimant has been advised of this.

**In order to be allowed to defend the claim/complaint of (*insert details*) you must complete and return the enclosed form by [enter ET3 return date].** However, you may wish to submit a limited (sometimes known as a “skeleton”) response at this stage dealing only with the issue of time bar and provide a fuller response dealing with the merits of the case at a later stage if the decision of the tribunal is that it can consider the claim/complaint (delete as appropriate).

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<es\_>>**