**<<cs\_t2\_1>>**

**<<## 2.1 UDL – length of service – no response required – whole claim ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**NO RESPONSE REQUIRED**

**Employment Tribunals Rules of Procedure 2013**

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

You are not required to enter a response at this stage. The Tribunal is waiting for a reply from the claimant to its letter, a copy of which is attached. We will inform you if it becomes necessary to enter a response.

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.

**Please quote the case number shown above in all future correspondence.**

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

**<<else\_t2\_2>>**

**<<## 2.2 UDL – length of service – no response required - part claim ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

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

You are not required to enter a response to the unfair dismissal claim at this stage. The Tribunal is waiting for a reply from the claimant to its letter in respect of that claim, a copy of which is attached. We will inform you if it becomes necessary to enter a response in the future.

You are however required to enter a response to the other claims (see accompanying documents).

**Please quote the case number shown above in all future correspondence.**

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

**<<else\_t2\_3>>**

**<<## 2.3 UDL – length of service - response now required ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**NOTICE OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I refer to the Tribunal’s letter of **[Letter Date]** .

Enclosed is a copy of the reply received from the claimant.

Employment Judge has directed that a response is now required from you to the unfair dismissal claim.

**Responding to the claim**

To submit a response to the claim a prescribed form, a copy of which is enclosed, must be used. Alternatively you may respond on-line at [www.gov.uk/being-taken-to-employment-tribunal-by-employee](https://www.gov.uk/being-taken-to-employment-tribunal-by-employee). If you wish to defend the claim your response must be received at the Tribunal office by <<TodayPlus28Days>>. If a response is not received by that date and no extension of time has been applied for and given, or if you indicate that you do not contest any part of the claim, a judgment may be issued and you will only be entitled to participate in any hearing to the extent permitted by the Employment Judge.

**Representative**

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 0300 123 1024.

**ACAS**

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.

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

**Please quote the case number shown above in all future correspondence**

**<<else\_t2\_4>>**

**<<## 2.4 Interim relief - notice of application ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF APPLICATION FOR INTERIM RELIEF**

A claim form which includes an application for interim relief has been received and registered at this office. Any future correspondence relating to the application should quote the above case number and be sent to this office.

The claim form also includes a complaint of unfair dismissal which will be dealt with separately. You are not required to enter a separate response to the interim relief application.

A notice of hearing of the interim relief application is attached. You will be given a copy of the application and any supporting documentation at least 7 days before the hearing.

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

**<<else\_t2\_5>>**

**<<## 2.5 Interim relief – notice of hearing ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**URGENT**

**NOTICE OF HEARING - INTERIM RELIEF**

**Employment Tribunals Rules of Procedure 2013**

The claimant has applied for interim relief. The basis for the application is that the reason for their dismissal was ***[Reasons]***.

A hearing is to be held to consider the application, and if appropriate, to order the claimant’s reinstatement or re-engagement or to grant a continuation of contract order pending the hearing of the complaint of unfair dismissal.

It will be heard by an Employment Judge at <<hearing\_address>> on<<hearing\_date\_time>> or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. It has been given a time allocation of <<hearing\_duration>>. If you feel that this is insufficient, please inform us in writing within 3 days of the date of this letter.

No application to postpone the hearing will be granted unless the Judge is satisfied that special circumstances exist which justify a postponement.

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.

Witnesses will not be permitted to give oral evidence at the hearing unless the Employment Judge directs otherwise.

If you intend to rely on any documents at the hearing you must send copies to all other parties not later than 3 working days prior to the hearing and bring 3 copies with you.

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)

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\_t2\_6>>**

**<<## 2.6 ET2 – no hearing date ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF A CLAIM**

**The Claim**

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

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

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

**Responding to the claim**

To submit a response to the claim a prescribed form, a copy of which is enclosed, must be used. Alternatively a respondent may respond on-line at [www.gov.uk/being-taken-to-employment-tribunal-by-employee](http://www.gov.uk/being-taken-to-employment-tribunal-by-employee). If a respondent wishes to defend the claim their response must be received at the Tribunal office by <<TodayPlus28Days>>. If a response is not received by that date and no extension of time has been applied for and given, or if a respondent indicates that it does not contest any part of the claim, a judgment may be issued and that respondent will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

**ACAS**

ACAS (whose services are free) may be able to help the parties resolve the matter at any time.

**Representative**

If you appoint a representative to act for you, please pass these documents to your representative as soon as possible. You remain responsible for ensuring that the representative deals with all matters promptly.

**Enclosures**

A copy of the claim

A prescribed response form

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

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

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

Response to an

Employment Tribunal claim

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

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

(please quote this in all correspondence)

**This requires your immediate attention**. If you want to resist the claim made against you, you must use the prescribed response form. Your completed form must reach the tribunal office within 28 days of the date of the attached Notice. If the form does not reach us by <<TodayPlus28Days>>you will not be able to take part in the proceedings and a judgment may be entered against you under Rule 21.

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

By law, you **must** provide the information marked with \*

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

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

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

**<<else\_t2\_6A>>**

**<<## 2.6A multiple claims – rule 16(3) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**MULTIPLE CLAIMS**

**Employment Tribunals Rules of Procedure 2013**

**Rule 16(3)**

**(Please see attached list of claimants)**

I enclose a number of claims which appear to be based on the same set of facts.

One response form can cover all or a number of these cases, scheduling any disputed items (e.g. age, length of service, pay etc) provided that you intend to resist all the claims covered by a response on the same grounds or you do not intend to resist any of the claims.

You should indicate the names and case numbers of all claimants covered by a response.

Copies of this letter are being sent as indicated below.

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

**<<else\_t2\_7>>**

**<<## 2.7 ET2 – short Track ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF A CLAIM**

**NOTICE OF HEARING on** <<hearing\_date\_time>> *at* <<hearing\_address>>

**The Claim**

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

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

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

**Responding to the claim**

To submit a response to the claim a prescribed form, a copy of which is enclosed, must be used. Alternatively a respondent may respond on-line at [www.gov.uk/being-taken-to-employment-tribunal-by-employee](http://www.gov.uk/being-taken-to-employment-tribunal-by-employee).

If a respondent wishes to defend the claim their response must be received at the Tribunal office by **[insert date]** If a response is not received by that date and no extension of time has been applied for and given, or if a respondent indicates that it does not contest any part of the claim, a judgment may be issued and that respondent will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

**The hearing**

The claim will be heard by an Employment Judge at <<hearing\_address>> on <<hearing\_date\_time>> or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. <<hearing\_duration>> has been allocated to hear the evidence and decide the claim. If you think that is not long enough, you must give your reasons, in writing, and your time estimate. **Unless there are exceptional circumstances, requests for a postponement or an extension to the hearing length will not be considered before the return date for the response form.**

If you wish to rely on written representations at the hearing they must be sent to the Tribunal and to all other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

It is your responsibility to ensure that any relevant witnesses attend the hearing and that you bring sufficient copies of any relevant documents.

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.

**Case Management Order**

The Claimant shall by no later than 4 weeks from date of this letter set out in writing to the Respondent what remedy the Tribunal is being asked to award. The Claimant shall include any evidence and documentation supporting what is claimed and how it is calculated. The Claimant shall bring a copy of such evidence and documentation to the Hearing.

**Acas**

Acas (whose services are free) may be able to help the parties resolve the matter at any time.

**Representative**

If you appoint a representative to act for you, please pass these documents to your representative as soon as possible. You remain responsible for ensuring that the representative deals with all matters promptly.

**Wages Claims**

The law protects workers from having unauthorised deductions made from their wages (including complete non-payment). To be lawful, any deduction must either be required or authorised by legislation (e.g. income tax or NI contributions), or be permitted by the worker’s contract or prior written consent.

**Enclosures**

**For the respondent(s)**

A copy of the claim

A prescribed response form

A copy of the booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

**All parties**

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)

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 |

Response to an

Employment Tribunal claim

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

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

(please quote this in all correspondence)

**This requires your immediate attention**. If you want to resist the claim made against you, you must use the prescribed response form. Your completed form must reach the tribunal office within 28 days of the date of the attached Notice. If the form does not reach us by **[insert date]**you will not be able to take part in the proceedings and a judgment may be entered against you under Rule 21.

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

By law, you **must** provide the information marked with \*

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

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

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

**<<else\_t2\_8>>**

**<<## 2.8 ET2 – UDL plus ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF A CLAIM**

**NOTICE OF HEARING on *<<Hearing\_Date\_Time>>*** *at* ***<<Hearing\_Address>>***

**The Claim**

The Employment Tribunal has accepted a claim against the above respondent(s). It has been given the above case number, which should be quoted in any communication relating to this case. A copy of the claim is enclosed for the respondent(s).

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

**Responding to the claim**

To submit a response to the claim a prescribed form, a copy of which is enclosed, must be used. Alternatively a respondent may respond on-line at [www.gov.uk/being-taken-to-employment-tribunal-by-employee](http://www.gov.uk/being-taken-to-employment-tribunal-by-employee).

If a respondent wishes to defend the claim their response must be received at the Tribunal office by **[insert date]**. If a response is not received by that date and no extension of time has been applied for and given, or if a respondent indicates that it does not contest any part of the claim, a judgment may be issued and that respondent will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

**The hearing**

The claim will be heard by an Employment Judge at *<<Hearing\_Address>>* on *<<Hearing\_Date\_Time>>* or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. *<<Hearing\_Duration>>* has been allocated to hear the evidence and decide the claim. If you think that is not long enough, you must give your reasons, in writing, and your time estimate.  **Unless there are exceptional circumstances, requests for a postponement or an extension to the hearing length will not be considered before the return date for the response form.**

If you wish to rely on written representations at the hearing, they must be sent to the Tribunal and to all other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case. It is your responsibility to ensure that any relevant witnesses attend the hearing and that you bring sufficient copies of any relevant documents.

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.

**Case Management Orders**

The parties are required to comply with the following Case Management Orders and timetable.

|  |  |
| --- | --- |
| **By no later than** | **The following shall be done** |
|  | The claimant shall set out in writing what **remedy** the Tribunal is being asked to award. The claimant shall send a copy to the respondent. The claimant shall include any evidence and documentation supporting what is claimed and how it is calculated. The claimant shall also include information about what steps the claimant has taken to reduce any loss (including any earnings or benefits received from new employment). |
|  | The claimant and the respondent shall send each other a list of any **documents** that they wish to refer to at the hearing or which are relevant to the case. They shall send each other a copy of any of these documents if requested to do so. |
|  | The respondent shall then prepare sufficient copies of the documents for the hearing. The documents shall be fastened together in a **file** so as to open flat. The file of documents shall be indexed. The documents shall be in a logical order. All pages shall be numbered consecutively. The respondent shall provide the other parties with a copy of the file. Two copies of the file shall be provided to the Tribunal at the hearing (and not before). |
|  | The claimant and the respondent shall prepare full **written statements of the evidence** they and their witnesses intend to give at the hearing. No additional witness evidence may be allowed at the hearing without permission of the Tribunal. The written statements shall have numbered paragraphs. The claimant and the respondent shall send the written statements of their witnesses to each other. Two copies of each written statement shall be provided for use by the Tribunal at the hearing (and not before). |
|  | Where the claimant and the respondent are both professionally represented, the professional representatives shall prepare a draft **statement of issues** or questions that are to be decided by the Tribunal at the hearing. The draft statement of issues shall be subject to the Tribunal’s agreement at the commencement of the hearing. |

**These Orders are made under rules 29 and 30 of the Employment Tribunals Rules of Procedure 2013.**

**Any person who without reasonable excuse fails to comply with an Order to which section 7(4) of the Employment Tribunals Act 1996 applies, shall be liable on summary conviction to a fine not exceeding £1,000.**

**If this Order (including the timetable) is not complied with, the Tribunal, under rule 6 of the Rules of Procedure, may take such action as it considers just which may include (a) waiving or varying the requirement; (b) striking out the claim or response in whole or in part, in accordance with rule 37; (c) barring or restricting a party’s participation in the proceedings and/or (d) awarding costs in accordance with rules 74 - 84.**

**You may make an application under rule 30 for this Order to be varied or revoked.**

**Presidential Guidance**

Under the Rules of Procedure the President of the Employment Tribunals in England and Wales has issued Presidential Guidance which enables the parties to understand what is expected of them and what to expect. It is not binding but should be followed where possible and includes guidance on General Case Management which will assist the parties to comply with the Orders in the timetable above.

The Presidential guidance may be found at:

[www.gov.uk/employment-tribunals/legislation](http://www.gov.uk/employment-tribunals/legislation)

**Acas**

Acas (whose services are free) may be able to help the parties resolve the matter at any time.

**Representative**

If you appoint a representative to act for you, please pass these documents to your representative as soon as possible. You remain responsible for ensuring that the representative deals with all matters promptly.

**Enclosures**

**For the respondent(s)**

A copy of the claim

A prescribed response form

A copy of the booklet ‘Responding to a claim to an Employment Tribunal’ can be found on our website at [www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

**All parties**

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)

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 |

Response to an

Employment Tribunal claim

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

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

(please quote this in all correspondence)

**This requires your immediate attention**. If you want to resist the claim made against you, you must use the prescribed response form. Your completed form must reach the tribunal office within 28 days of the date of the attached Notice. If the form does not reach us by **[insert date]**you will not be able to take part in the proceedings and a judgment may be entered against you under Rule 21.

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

By law, you **must** provide the information marked with \*

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

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

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

**<<else\_t2\_9>>**

**<<## 2.9 Response required – claim reconsideration – further complaints accepted ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**FURTHER COMPLAINTS ACCEPTED AFTER RECONSIDERATION**

**Employment Tribunals Rules of Procedure 2013**

After a reconsideration by Employment Judge **[Judge surname]** the whole claim is now accepted [except for ***[insert details]*].**

The respondent now has 28 days from the date of this letter to respond to the additional complaints. A new response form is enclosed. Failure to respond by **[insert date]** will mean that a judgment may be issued in respect of the additional complaints and the respondent will only be entitled to participate in any hearing in respect of them to the extent permitted by the Employment Judge who hears the case. Any application for more time to enter the response should be received by the Tribunal before that date.

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.

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

**<<else\_t2\_10>>**

**<<## 2.10 Resending claim ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RE-SENDING OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

To the Claimant

Employment Judge has directed that for the following reasons your claim should be re-sent to the address appearing on this letter.

This is because **[REASONS - insert reason supplied by Judge]**

***And/or delete as applicable***

· service at the address provided by the Claimant is unlikely to come to the attention of the Respondent.

· The Hearing on **[insert date]** **is/is not** therefore postponed

To the Respondent

Please see the enclosed correspondence, which contains a copy of the Claimant's ET1 claim form, notice of a claim and / or notice of hearing, and a blank ET3 Response form for completion. The time limit for presenting a response is set out in the notice of claim.

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

**<<else\_t2\_10A>>**

**<<## 2.10A Substituted service – rule 89 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**SUBSTITUTED SERVICE OF CLAIM**  
**Employment Tribunals Rules of Procedure 2013**

A claim has been made against the respondent. Regional Employment Judge has directed that the claim form should be sent to you at the postal address appearing on this letter in substitution for the postal address supplied by the claimant. The reason for this is because: **[Delete as applicable]**

* the correct name and address for service on **[insert name of respondent government department]** is published under the Crown Proceedings Act 1947.
* service at the address provided by the claimant is unlikely to come to the attention of the respondent and the claim form is being sent to the registered office.
* An **[administrative receiver] [liquidator]** is appointed and the claim form is being sent to the person who has been authorised to act for the company.
* ***[insert reason supplied by REJ]***

Please see the enclosed correspondence, which contains a copy of the Claimant's ET1 claim form, notice of a claim and / or notice of hearing, and a blank ET3 Response form for completion. The time limit for presenting a response is set out in the notice of claim.

ACAS (whose services are free) may be able to help the parties resolve the matter at any time.

\*The hearing on **[insert date]** is/is not postponed. **[Delete as applicable]**

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

**<<else\_t2\_11>>**

**<<## 2.11 Response accepted ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE ACCEPTED**

**Employment Tribunals Rules of Procedure 2013**

The response from the **[first/second]** Respondent has been accepted and a copy is enclosed for the claimant. A copy has also been sent to ACAS. The case file has been referred to an Employment Judge.

If you have not already been informed of the hearing date I will be writing to you shortly. If the claim proceeds to a hearing a copy of the booklet ‘The Hearing’, which explains what happens at Tribunal hearings, can be found on our website at

[www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

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

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

**<<else\_t2\_11A>>**

**<<## 2.11A Response – documents returned ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RETURN OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

Thank you for your response together with the accompanying documents. It is unnecessary to supply these documents at this stage and we are therefore returning them to you.

In many cases an Employment Judge will, in due course, give directions about the preparation of a set of relevant documents and you should comply with these directions.

If no specific directions are given, you should bring all the relevant documents with you to the hearing with copies for the Judge and witnesses. You should also send copies of the documents to the other parties to the proceedings at least 7 days prior to the hearing.

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

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

**<<else\_t2\_12>>**

**<<## 2.12 Response rejection – prescribed form – rule 17(1)(a) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**REJECTION OF RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

I have received your response but am required to reject it and return it to you because it has not been presented on a prescribed form as required by rule 16 of the above Rules. To present the response again you must use the prescribed response form enclosed with this letter or alternatively submit your response via our website at

[www.gov.uk/being-taken-to-employment-tribunal-by-employee](http://www.gov.uk/being-taken-to-employment-tribunal-by-employee)

**Please note that the original time limit for presenting your response has not altered.** **If you require an extension of time to present your response, you must apply to the T****ribunal in writing, setting out the reason why the extension is sought and send a copy of your application to the claimant.**

The accompanying notes entitled ‘Response Rejection - Your Questions Answered’ explain the steps that are now open to you.

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

**<<else\_t2\_13>>**

**<<## 2.13 Response rejection– minimum information – rule 17(1)(b) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**REJECTION OF RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

I have received your response but I am required to reject it and return it to you because it does not include the following minimum information as required by rule 17(1)(b) of the above Rules, namely:

***[Delete as Appropriate]***

* the respondent’s full name
* the respondent’s address
* whether the respondent wishes to resist any part of the claim

To present the response again you may either insert the missing information in your original response form and return it to us, or submit a fresh response using a prescribed response form or submit your response via our website at

[www.gov.uk/being-taken-to-employment-tribunal-by-employee](http://www.gov.uk/being-taken-to-employment-tribunal-by-employee)

**Please note that the original time limit for presenting your response has not altered.** **If you require an extension of time to present your response, you must apply to the T****ribunal in writing, setting out the reason why the extension is sought and send a copy of your application to the claimant.**

The accompanying notes entitled ‘Response Rejection - Your Questions Answered’ explain the steps that are now open to you.

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

**<<else\_t2\_14>>**

**<<## 2.14 Response rejection – out of time – rule 18 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**REJECTION OF RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

I have received your response.

Employment Judge **[Judge surname]** has directed that, under rule 18 of the above Rules the response must be rejected because it was received [more than 28 days after you were sent a copy of the claim] [after the end of the extension of time you were previously given]and it was not accompanied by and did not include [an application] [a further application]to extend time.

A judgment may now be issued and you will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

**The accompanying notes ‘Response Rejection – Your Questions Answered’ explain the steps that are now open to you as a result of this rejection.**

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

**<<else\_t2\_15>>**

**<<## 2.15 Response Rejection – Your Questions Answered ##>>**

**RESPONSE REJECTION - YOUR QUESTIONS ANSWERED**

Q. *Why has the response been rejected?*

A. There are three reasons why the response may have been rejected, namely:-

* it was not presented on the prescribed form
* not all the minimum information was provided
* it was received out of time

The letter returning the response form to you explains why it has been rejected.

Q. *There is a good reason why the response was late. Can it still be accepted?*

A. Possibly, but you must apply for an extension of time as quickly as possible. Your application, which must be in writing and should be copied to the claimant(s), must include:

(a) a request for an extension of the time limit for presenting the response;

(b) your explanation why the response was not presented within the original time limit; and

(c) your completed response form

An Employment Judge will then decide whether to grant the extension of time and accept the response. Unless you request a hearing the judge will decide the application on the basis of your written explanation. If you wish to request a hearing of your application you must make the request in the application itself.

Q. *The response has been rejected because not all the minimum information was provided. What can be done about this?*

A. Provide the minimum information on the response form which has been returned to you and send it back to the Tribunal office. The letter rejecting the response tells you what the minimum information is.

Q. *There is a time limit for the response. Is time still running?*

A. Yes. It is important that your response is returned to us in an acceptable form which means that it must be on the prescribed form and must include all the minimum information. If possible this should be done before the time limit runs out. If you need the time limit extended, you must apply to the Tribunal office. You can, if necessary, do this even after the time has run out. When applying for an extension of time you must explain why the minimum information was not provided in the first place, why you need an extension of time and, if applicable, why you did not apply for an extension of the time limit before it expired. If you are applying for an extension of time after the time limit has expired, you must also submit the response that you wish to present or explain why this cannot be done. If you want a hearing before a judge rather than have your application dealt with on the basis of your written explanation only, you must say so in your application.

Q. *What happens if I don’t send my response back or an extension of time is refused?*

A. A judgment may be issued against you and you will only be entitled to take part in any hearing to the extent permitted by the Employment Judge who hears the case.

**RECONSIDERATIONS**

Q. *I disagree with the reason for rejection – can I ask for the rejection to be re-considered?*

A. Yes. If you wish to apply for a reconsideration of the decision you must apply in writing within 14 days of the date of the letter rejecting your response. You must explain why you believe the decision not to accept your response is wrong and say whether you require a hearing if the Employment Judge still considers that your response should be rejected. The only ground on which the decision can be changed is if an Employment Judge is satisfied that it is in the interests of justice to do so. If you believe that the decision not to accept your response is wrong in law, you may also appeal to the Employment Appeal Tribunal provided you do so in writing within 42 days of the date of this letter.

**APPEALS**

If you believe that the Tribunal has reached the wrong decision because it has made an error of law, you can appeal to the **Employment Appeal Tribunal (EAT).** You must serve a valid notice of appeal on the EAT **within 42 days** of the date of the letter rejecting your claim (or part of your claim) or response. You should send your appeal to:

Employment Appeal Tribunal

Second Floor

Fleetbank House

2-6 Salisbury Square

London

EC4Y 8JX

The notice of appeal must follow the official appeal form. The grounds for appeal may only be:

* that the Tribunal has made a mistake in the application of the law; or
* that the decision was one which no reasonable Tribunal could have reached.

Your notice of appeal should set out full particulars of the points you are relying on in support of the grounds of appeal.

With your appeal you **must** enclose a copy of the letter rejecting your response. You should also send a copy of the claim and a copy of the response.

If you have any questions about the appeal you should address them to the EAT registrar. Appeal forms and general information about the EAT and how to appeal can be found on their website at [www.justice.gov.uk/tribunals/employment-appeals](http://www.justice.gov.uk/tribunals/employment-appeals). You can also obtain forms from the EAT office at the address above.

If you have not received an acknowledgement from the EAT **within seven days** of posting the notice of appeal, you should contact the EAT, by telephone 0207 273 1041 or e-mail [Londoneat@hmcts.gsi.gov.uk](mailto:Londoneat@hmcts.gsi.gov.uk)

**Note**

If you apply to the Tribunal for a reconsideration of its decision, you may also appeal to the EAT but the EAT **must** still receive your notice of appeal within 42 days of the date of the Tribunal’s original decision. You must send a copy of the application for reconsideration and, if such application has been heard and determined, a copy of the Tribunal’s decision on the reconsideration application to the EAT.

**<<else\_t2\_16>>**

**<<## 2.16** **Response rejection – reconsideration – apply again – rule19 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RECONSIDERATION OF DECISION TO REJECT RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

Your application dated **[application date]** for a reconsideration of the decision to reject your response cannot be accepted. If you want the decision to be reconsidered you must explain [why you say the decision was wrong and/or rectify the defect which caused the response to be rejected] [and] [why your application was not made within 14 days of the date the notice of rejection was sent to you] .

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

**<<else\_t2\_17>>**

**<<## 2.17** **Response rejection - reconsideration – successful – rule 19 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RECONSIDERATION OF DECISION TO REJECT RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

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

Employment Judge **[Judge surname]** has reconsidered the decision and has decided that your response can be accepted because **[reasons]**.

[Because the original decision to reject the response was correct but the defect which led to its rejection has now been rectified, the response is to be treated as having been presented on **[insert date]**. [As this is later than the original date for presenting the response, the Employment Judge has extended the time limit under rule 5 to allow the response to be accepted.]

The default judgment issued on **[insert date]** is set aside.

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

**<<else\_t2\_18>>**

**<<## 2.18 Response rejection - reconsideration – hearing – rule 19(3) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE REJECTION – RECONSIDERATION HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Rule 19(3)**

I refer to your application dated for a reconsideration of the decision to reject your response which has been considered by Employment Judge **[Judge surname]**.

Because the Judge is not prepared to accept the response on the basis of your written application and because you have requested a hearing, your application will now be considered at a hearing by an Employment Judge at ***<<Hearing\_Address>>*** on ***<<Hearing\_Date\_Time>>*** or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. ***<<Hearing\_Duration>>*** has been allocated to hear the evidence and decide the application.

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)

If you wish to rely on written representations at the hearing they must be sent to the Tribunal not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

This letter has been copied to the claimant for information only.

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

**<<else\_t2\_18A>>**

**<<## 2.18A Response rejection - reconsideration – dismissed – rule 19 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE REJECTION - RECONSIDERATION - DISMISSED**

**Employment Tribunals Rules of Procedure 2013**

**Rule 19(3)**

I refer to your application dated **[insert date]** for a reconsideration of the decision to reject your response which has been considered by Employment Judge **[Judge surname]**.

As you did not request a hearing, the Employment Judge has determined your application on the basis of your written representations only. The Judge has decided to dismiss your application for the following reasons:

**[Insert Reasons]**

In consequence the claim will proceed as though you have not entered a response and a judgment may now be issued under rule 21. You will be entitled to receive notice of any hearing but you may only participate in any hearing to the extent permitted by the Employment Judge who hears the case.

If you believe that either the Judge’s decision to dismiss your application or the original decision to reject your response was wrong in law, you may appeal to the Employment Appeal Tribunal. Details of how to do so were included in the explanatory note ‘Response Rejection – Your Questions Answered’ which was sent to you when your response was first rejected.

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

**<<else\_t2\_19>>**

**<<## 2.19** **Response - extension of time – apply again – rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**APPLICATION FOR EXTENSION OF TIME TO SUBMIT RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

Your application for an extension of time to submit a response to the claim cannot be accepted because you have failed to ***[delete as appropriate]***

* say that you have copied your application to the claimant
* set out the reason why the extension is being sought
* provide a draft of the proposed response, the time limit for entering the response having already expired, or provide an explanation of why that is not possible

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

**<<else\_t2\_20>>**

**<<## 2.20** **Response - extension of time – time limit not yet expired – granted – rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EXTENSION OF TIME FOR RESPONSE GRANTED**

**Employment Tribunals Rules of Procedure 2013**

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

Employment Judge **[Judge surname]** has granted your application to extend the time for presenting your response. Your response must be presented on or before **[insert date]**.

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

**<<else\_t2\_21>>**

**<<## 2.21** **Response - extension of time – time limit not yet expired – refused - rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EXTENSION OF TIME FOR RESPONSE REFUSED**

**Employment Tribunals Rules of Procedure 2013**

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

Your application for an extension of time within which to present your response has been refused by Employment Judge **[Judge surname]** for the following reasons:

**[Reasons]**

**Please note that your response must be presented by the date given previously that is by [insert date].**

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

**<<else\_t2\_22>>**

**<<## 2.22 Response submitted late - extension of time -** **refused – rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE SUBMITTED LATE**

**Employment Tribunals Rules of Procedure 2013**

Your response was presented to the Tribunal office more than 28 days after you were sent a copy of the claim. However, your response included or was accompanied by an application for an extension of time and you have given reasons why the response was not presented in time.

Employment Judge **[Judge surname]** has refused the application for an extension of time because **[Reasons]**.

I am therefore required to reject your response. A judgment may now be entered and you will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

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

**<<else\_t2\_23>>**

**<<## 2.23 Response submitted late - extension of time - copy to claimant – rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE SUBMITTED LATE**

**Employment Tribunals Rules of Procedure 2013**

Your response was presented to the Tribunal office more than 28 days after you were sent a copy of the claim. However, your response included or was accompanied by an application for an extension of time and you have given reasons why the response was not presented in time.

[It is not clear whether you have copied your application to the claimant as required by rule 20. Before your application is put to an Employment Judge, please confirm that this has been done.]

[A copy of this letter and your application have been sent to the claimant for comments before your application is considered.]

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

**<<else\_t2\_24>>**

**<<## 2.24 Response submitted late - extension of time - granted – rules 5 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RESPONSE SUBMITTED LATE**

**Employment Tribunals Rules of Procedure 2013**

Your response was presented to the Tribunal office more than 28 days after you were sent a copy of the claim. However, your response included or was accompanied by an application for an extension of time and you have given reasons why the response was not presented in time.

Employment Judge **[Judge surname]** has granted your application and has extended the time limit to enable the response to be accepted. The judgment issued on [**insert date]** is set aside.

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

**<<else\_t2\_25>>**

**<<## 2.25 Response - extension of time– hearing required – rule 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

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

**Employment Tribunals Rules of Procedure 2013**

Employment Judge [**Judge surname]** has directed that the respondent’s application for an extension of time to present a response be listed for a hearing.

The hearing will take place before an Employment Judge in private at **<<Hearing\_Address>**> on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. **<<Hearing\_Duration>>** has been allocated to the hearing.

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)

If you wish to rely on written representations at the hearing they must be sent to the Tribunal and to all other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

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

**<<else\_t2\_26>>**

**<<## 2.26** **No response received – rule 21 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**NO RESPONSE RECEIVED**

**Employment Tribunals Rules of Procedure 2013**

You did not present a response to the claim.

Under rule 21 of the above Rules, because you have not entered a response, a judgment may now be issued. You are entitled to receive notice of any hearing but you may only participate in any hearing to the extent permitted by the Employment Judge who hears the case.

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

**<<else\_t2\_26A>>**

**<<## 2.26A Case not contested – rule 21 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**CASE NOT CONTESTED**

**Employment Tribunals Rules of Procedure 2013**

In your response to the claim you stated that no part of it is contested.

Under rule 21 of the above Rules, a judgment may now be issued. You are entitled to receive notice of any hearing but you may only participate in any hearing to the extent permitted by the Employment Judge who hears the case.

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

**<<else>>**

**<<## 2.27** **Response - amendment granted ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**Employment Tribunals Rules of Procedure 2013**

**Response – Amendment Granted**

Thank you for your letter dated **[insert date]**. Employment Judge **[Judge surname]**, has ordered that it be treated as an amendment to the response.

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

**<<es\_>>**