**<<cs\_t3\_1>>**

**<<## 3.1 Employer’s contract claim rejected – jurisdiction – rule 23 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM REJECTED**

**Employment Tribunals Rules of Procedure 2013**

Your response, which includes an employer’s contract claim, has been referred to Employment Judge .

Article 4(d) of the Employment Tribunals Extension of Jurisdiction (England & Wales) Order 1994 provides that an employer is not entitled to pursue a contract claim unless the claimant has made a contract claim. The claimant has not made a contract claim in this case.

The Tribunal therefore has no jurisdiction to consider your employer’s contract claim which has been rejected.

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t3\_2>>**

**<<## 3.2 Employer’s contract claim rejected – out of time – not part of response – rule 23 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM REJECTED**

**Employment Tribunals Rules of Procedure 2013**

Your response which includes an employer’s contract claim has been referred to Employment Judge **Judge’s Name**.

Rule 23 provides that an employer’s contract claim must be made as part of the response to the claim within 28 days of the date that the copy of the claim form was sent by the Tribunal to the respondent.

Your contract claim [was presented outside this period] [and] [was not made as part of the response] and the Tribunal has no jurisdiction to consider it. It has therefore been rejected.

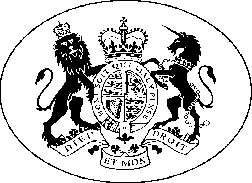
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t3\_3>>**

**<<## 3.3 Employer’s contract claim rejected – rule 23. 01/01/14 ##>>**



**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: | | <<respondent\_reference>> |  |

Date:<<TODAY\_DATE>>

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM REJECTED**

**Employment Tribunals Rules of Procedure 2013**

Your response includes an employer’s contract claim

Your response has been referred to Employment Judge who has rejected the employer’s contract claim because it [is one which the Tribunal has no jurisdiction to consider] [is in a form which cannot be sensibly responded to] [is an abuse of the Tribunal’s process] The Judge’s reasons for this decision are:

***[Insert reasons provided by Employment Judge]***.

The remainder of your response has been accepted.

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

**<<else\_t3\_4>>**

**<<## 3.4 Employer’s contract claim rejection of part – rule 23. 01/01//14 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM - REJECTION OF PART**

**Employment Tribunals Rules of Procedure 2013**

Your response includes an employer’s contract claim

Your response has been referred to Employment Judge who has decided that only the following parts can be accepted, namely, ***[Insert as appropriate].*** The Judge has also decided that the remaining parts should be rejected because they [are ones which the Tribunal has no jurisdiction to consider] [are in a form which cannot be sensibly responded to] [are an abuse of the Tribunal’s process] The Judge’s reasons for this decision are

***[Insert reasons provided by Employment Judge]***

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

**<<else\_t3\_5>>**

**<<## 3.5 Employer’s contract claim rejection – reconsideration – apply again – rule 13 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**RECONSIDERATION OF DECISION**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the decision to reject the employer’s contract claim contained in your response cannot be accepted. If you want the decision to be reconsidered you must apply again and explain [why you say the decision to reject the employer’s contract claim was wrong and/or rectify the defect which led to the rejection of the claim [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 |

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

**<<else\_t3\_6>>**

**<<## 3.6 Employer’s contract claim rejection – reconsideration –claim accepted – rule 13 ##>>**



**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 | | <<respondent\_reference>> |  | |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM ACCEPTED AFTER RECONSIDERATION**

**Employment Tribunals Rules of Procedure 2013**

After a reconsideration by Employment Judge the employer’s contract claim is now accepted [and has been given the above case number which you should quote in all correspondence].

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

**<<else\_t3\_7>>**

**<<## 3.7 Employer’s contract claim rejection – reconsideration – hearing rule 13 ##>>**



**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 | | <<respondent \_reference>> |  |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM REJECTED - RECONSIDERATION HEARING**

**Employment Tribunals Rules of Procedure 2013**

I refer to your application dated for a reconsideration of the decision to reject [your employer’s contract claim] [part of your employer’s contract claim] which has been considered by Employment Judge .

Because the Judge is not prepared to accept the employer’s contract claim in full 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. 2 days has been allocated to hear the evidence and decide the claim.

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.**

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

**<<else\_t3\_8>>**

**<<## 3.8 Notice of employer’s contract claim – rule 24 ##>>**



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

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

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

Dear Sir / Madam,

**NOTICE OF EMPLOYER’S CONTRACT CLAIM**

**Employment Tribunals Rules of Procedure 2013**

The Employment Tribunal has accepted an employer’s contract claim against you by the respondent as shown in the enclosed response. Any future correspondence relating to this contract claim should quote the above case number and be sent to this office.

If you wish to contest the employer’s contract claim, you must send a response in writing which must be received at this office within the next 28 days. If no response to the employer’s contract claim is received you will only be entitled to participate in any hearing relating to that claim to the extent permitted by the Employment Judge and a default judgment may be issued against you.

Employment Judge has directed that:

1. The original claim and the employer’s contract claim will be heard together unless either party objects in writing no less than 14 days prior to the hearing date. Accordingly, both parties should be prepared to deal with the original claim and the employer’s contract claim.
2. [The original hearing date is cancelled.] [The case will now be heard on [You will be sent a new notice of hearing in due course] [The case remains listed for hearing on the date already notified]

If a representative has been named on the original claim form, all communications about the employer’s contract claim will also be sent to that representative, unless you notify us otherwise.

A copy of the employer’s contract claim has been sent to the Advisory Conciliation and Arbitration Service (ACAS).

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

**<<else\_t3\_9>>**

**<<## 3.9 Employer’s contract claim– 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 | | <<respondent\_reference>> |  | |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM**

**NO RESPONSE REQUIRED**

**Employment Tribunals Rules of Procedure 2013**

The Employment Tribunal has accepted a response to the claim which includes an employer’s contract claim.

**You are not required to enter a response to the employer’s contract claim at this stage. The Tribunal is waiting for a reply from the respondent to its letter, a copy of which is attached. We will inform you if it becomes necessary to enter a response. The case remains listed for hearing on .**

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

**<<else\_t3\_10>>**

**<<## 3.10 Employer’s contract claim – response required to part ##>>**



**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 | | <<Claimant\_reference>> |  |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir / Madam,

**EMPLOYER’S CONTRACT CLAIM**

**RESPONSE REQUIRED TO PART**

**Employment Tribunals Rules of Procedure 2013**

The Employment Tribunal has accepted a response to the claim which includes an employer’s contract claim.

**You are not required to enter a response to the employer’s contract claim in respect of [ ] at this stage. The Tribunal is waiting for a reply from the respondent to its letter, a copy of which is attached. We will inform you if it becomes necessary to enter a response to that part of the employer’s contract claim.**

**You are however required to enter a response to the other employer’s contract claims if** **you wish to contest them, by sending a response in writing which must be received at this office within the next 28 days. If no response to these employer’s contract claim is received you will only be entitled to participate in any hearing relating to that claim to the extent permitted by the Employment Judge and a default judgment may be issued against you.**

Employment Judge has directed that:

1. The original claim and the employer’s contract claim will be heard together unless either party objects in writing no less than 14 days prior to the hearing date. Accordingly, both parties should be prepared to deal with the original claim and the employer’s contract claim.
2. [The original hearing date is cancelled.] [The case will now be heard on [You will be sent a new notice of hearing in due course] [The case remains listed for hearing on the date already notified].

**Please quote the case number shown above in all future correspondence about the employer’s contract claim.**

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

**<<else\_t3\_11>>**

**<<## 3.11 Employer’s contract claim– response now required ##>>**



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

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

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

Dear Sir / Madam,

**NOTICE OF EMPLOYER’S CONTRACT CLAIM**

**Employment Tribunals Rules of Procedure 2013**

I refer to the tribunal’s letter of.

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

Employment Judge has directed that a response to the [remaining part of the] employer’s contract claim is now required from you.

If you wish to contest the [remaining part of the] employer’s contract claim, you must send a response in writing which must be received at this office within the next 28 days. If no response to the employer’s contract claim is received you will only be entitled to participate in any hearing relating to that claim to the extent permitted by the Employment Judge.

The Employment Judge has directed that:

1. The original claim and the employer’s contract claim will be heard together unless either party objects in writing no less than 14 days prior to the hearing date. Accordingly, both parties should be prepared to deal with the original claim and the employer’s contract claim.
2. [The original hearing date is cancelled.] [The case will now be heard on [ ] [You will be sent a new notice of hearing in due course] [The case remains listed for hearing on the date already notified]

If a representative has been named on the original claim form, all communications about the employer’s contract claim will also be sent to that representative, unless you notify us otherwise.

**Please quote the case number shown above in all future correspondence about the employer’s contract claim.**

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

**<<else\_t3\_12>>**

**<<## 3.12 Response to employer’s contract claim – extension of time – apply again – rules 25 & 20 ##>>**



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

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

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

Dear Sir / Madam,

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

**TO EMPLOYER’S CONTRACT CLAIM**

**Employment Tribunals Rules of Procedure 2013**

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

* say that you have copied your application to the respondent
* 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
* state whether you request a hearing if the Employment Judge does not grant an extension of time on the basis of your written application.

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t3\_13>>**

**<<## 3.13 Response to employer’s contract claim – extension of time – time limit not yet expired – granted – rules 25 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EXTENSION OF TIME FOR RESPONSE TO**

**EMPLOYER’S CONTRACT CLAIM GRANTED**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of .

Employment Judge has granted your application to extend the time for presenting your response to the employer’s contract claim. Your response must be presented on or before.

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t3\_14>>**

**<<## 3.14 Response to employer’s contract claim – extension of time – time limit not expired yet – refused – rules 25 & 20 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**EXTENSION OF TIME FOR RESPONSE TO**

**EMPLOYER’S CONTRACT CLAIM REFUSED**

**Employment Tribunals Rules of Procedure 2013**

I refer to your letter of ***.***

Your application for an extension of time to present your response to the employer’s contract claim has been refused by Employment Judge for the following reasons:

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t3\_15>>**  **<<## 3.15 Response to employer’s contract claim submitted late– extension of time – refused – rules 25 & 20 ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **RESPONSE TO EMPLOYER’S CONTRACT**  **CLAIM SUBMITTED LATE**  **Employment Tribunals Rules of Procedure 2013**  Your response to the employer’s contract claim 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 has refused the application for an extension of time because .  I am therefore required to reject your response. A default judgment may now be entered and you will only be entitled to participate in any hearing of the employer’s contract claim to the extent permitted by the Employment Judge who hears the case.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_16>>**  **<<## 3.16 Response to employer’s contract claim submitted late– extension of time – granted – rules 25 & 20 ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **RESPONSE TO EMPLOYER’S CONTRACT CLAIM SUBMITTED LATE**  **Employment Tribunals Rules of Procedure 2013**  Your response to the employer’s contract claim was presented to the Employment Tribunals more than 28 days after you were sent a copy of the response which included the employer’s contract 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 has granted your application and has extended the time limit to enable the response to be accepted. The default judgment issued on is set aside.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_17>>**  **<<## 3.17 Response to employer’s contract claim – extension of time – hearing required – rule 21 August 2019 ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **APPLICATION FOR EXTENSION OF TIME TO PRESENT RESPONSE**  **TO EMPLOYER’S CONTRACT CLAIM**  **Employment Tribunals Rules of Procedure 2013**  Employment Judge **Judge's Surname** has directed that the claimant’s application for an extension of time to present a response to the employer’s contract claim 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 center within the region. 2 days 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\_t3\_18>>**  **<<## 3.18 Employer’s contract claim – no response received – rule 21 ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **NO RESPONSE TO EMPLOYER’S CONTRACT CLAIM RECEIVED**  **Employment Tribunals Rules of Procedure 2013**  You did not present a response to the employer’s contract 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 relating to the employer’s contract claim, but you may only participate in it to the extent permitted by the Employment Judge who hears the case.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_19>>**  **<<## 3.19 Response to employer’s contract claim – amendment granted ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **Employment Tribunals Rules of Procedure 2013**  Thank you for your letter dated **[insert\_date]**. Employment Judge **[insert Judge’s surname]**, has ordered that it be treated as an amendment to the response to the employer’s contract claim.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_20>>**  **<<## 3.20 Employer’s contract claim – response submitted late – extension of time ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **EMPLOYER’S CONTRACT CLAIM**  **RESPONSE SUBMITTED LATE**  **Employment Tribunals Rules of Procedure 2013**  Your response to the employer’s contract claim was presented to the Employment Tribunals more than 28 days after a copy of it was sent to you.  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 respondent 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 respondent for comments before your application is considered.]   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_21>>**  **<<## 3.21 Employer’s contract claim – response accepted ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **EMPLOYER’S CONTRACT CLAIM**  **RESPONSE ACCEPTED**  **Employment Tribunals Rules of Procedure 2013**  The response of the claimant to the employer’s contract claim has been accepted and a copy has been sent to Advisory Conciliation and Arbitration Service (ACAS).   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t3\_22>>**  **<<## 3.22 Employer’s contract claim – rejection of response – out of time ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<claimant\_rep\_full\_name>>,  <<claimant\_rep\_addressUK>>  <<claimant\_rep\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** | | Your Ref | | <<claimant\_rep\_reference>> |  | | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **EMPLOYER’S CONTRACT CLAIM**  **REJECTION OF RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  Your response to the employer’s contract claim has been received and referred to Employment Judge who has directed that it be rejected under rule 25 of the above Rules and returned to you 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 default judgment in relation to the employer’s contract claim may now be issued and you will only be entitled to participate in any hearing of the employer’s contract claim to the extent permitted by the Employment Judge who hears the case.  **The accompanying notes ‘Employer’s Contract Claim - 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>>**  **<<## 3.23 Employer’s contract claim – response rejection – your questions asnwered ##>>**  **EMPLOYER’S CONTRACT CLAIM - RESPONSE REJECTION –**  **YOUR QUESTIONS ANSWERED**  Q. *Why has the response been rejected?*  A. There are two reasons why the response may have been rejected, namely:-    it was received out of time  It was received after the end of the extension of time you were previously given  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 respondent(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 response.  An Employment Judge will then decide whether to grant the extension of time and accept the response to the employer’s contract claim.  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 of the employer’s contract claim to the extent permitted by the Employment Judge chairing the hearing.  **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 8AE  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.gov.uk/appeal-employment-appeal-tribunal](http://www.gov.uk/appeal-employment-appeal-tribunal). You can also get forms from the office at Salisbury Square.  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@justice.gov.uk](mailto:Londoneat@justice.gov.uk)  **<<es\_>>** |