**<<cs\_t4\_1>>**

**<<## 4.1 Further Information – rule 26 ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**ORDER TO PROVIDE FURTHER INFORMATION**

**Employment Tribunals Rules of Procedure 2013**

**Rule 26 – Orders on Initial Consideration**

Having considered the claim form and response, Employment Judge **[Judge surname]** ORDERS that on or before **[insert date]**, the **[respondent] / [claimant]** provide the **[claimant] / [respondent]** [**delete as applicable]** and the Tribunal with the following further information:

***[Insert specific instructions from Employment Judge referral]***

**Dated: [insert date],**

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

Employment Judge **[Judge surname]**

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

**NOTES**

(1 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 of up to £1,000.00.

(2) Under rule 6, if this Order is not complied with, the Tribunal may take such action as it considers just which may include

(a) waiving or varying the requirement;

(b) striking out the claim or the 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 rule 74-84.

(3) You may apply under rule 30 for this Order to be varied, suspended or set aside.

**<<else\_t4\_2>>**

**<<## 4.2 Notice and order– whole claim – both parties – rule 27(1) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE AND ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 27(1) – Initial Consideration**

Having considered the file, the Employment Judge is of the view

**[that the Tribunal has no jurisdiction to consider the claim] /**

**[that the claim has no reasonable prospect of success] /**

**[for the following reasons:]**

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

**[Delete above as applicable]**

Employment Judge **[Judge surname]**ORDERS that the claim will stand dismissed on **[insert date]** without further order, unless before that date the claimant has explained in writing why the claim should not be dismissed.

**Dated: [insert date],**

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

Employment Judge **[Judge surname]**

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

**<<else\_t4\_3>>**

**<<## 4.3 Notice and order– part of claim – both parties – rule 27(1) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE AND ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 27(1) – Initial Consideration**

Having considered the file, the Employment Judge is of the view

**[that the Tribunal has no jurisdiction to consider part of the claim, namely (insert part concerned)] /**

**[that part of the claim, namely (insert part concerned) has no reasonable prospect of success] /**

**[for the following reasons:]**

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

**[Delete above as applicable]**

Employment Judge **[Judge surname]**ORDERS that the claim of **[insert part concerned]** will stand dismissed on **[insert date]** without further order, unless before that date the claimant has explained in writing why the claim should not be dismissed.

**Dated: [insert date],**

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

Employment Judge **[Judge surname]**

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

**<<else\_t4\_4>>**

**<<## 4.4 Letter following dismissal – both parties – rule 27(2) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**CONFIRMATION OF DISMISSAL OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

**Rule 27**

I refer to the Notice and Order dated **[insert date]**.

The claimant has failed to provide representations why **[the claim] / [part of the claim]** should not be dismissed prior to the date set out in the order. The effect of that failure is that the **[the claim] / [part of the claim]**, namely **[the claim] / [part of the claim]** was dismissed on **[insert date]**. **[The remaining claim or claims will proceed to a hearing].**

**[Delete above as applicable]**

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

**<<else\_t4\_5>>**

**<<## 4.5 Notice of preliminary hearing after initial consideration of claim - rule 27(3) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF PRELIMINARY HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Rule 27(3) Initial Consideration**

An Employment Judge will conduct a hearing 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 7 days of the date of this letter.

The purpose of the hearing is to decide whether **[the claim] / [the part of the claim identified in the Tribunal’s Notice and Order dated (insert date)]** should be permitted to proceed. If any part of the claim is permitted to proceed the Employment Judge will give case management orders.

The respondent may, but need not, attend and participate in the hearing.

Unless there are exceptional circumstances, no application for a postponement will be granted. Any such application must be in writing.

If you intend to rely on any documents at the hearing you must 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.

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

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

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

**<<else\_t4\_6>>**

**<<## 4.6 Notice and order– whole response – both parties – rule 28(1) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE AND ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 28(1) – Initial Consideration**

Having considered the file, the Employment Judge is of the view that the response has no reasonable prospect of success for the following reasons:

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

Employment Judge **[Judge surname]**ORDERS that the response will stand dismissed on **[insert date]** without further order, unless before that date the respondent has explained in writing why the response should not be dismissed.

Where a response is dismissed the consequences will be as if no response had been presented: a judgment may be issued and the respondent will only be entitled to participate in any hearing to the extent permitted by the Employment Judge who hears the case.

**Dated: [insert date],**

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

Employment Judge **[Judge surname]**

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

**<<else\_t4\_7>>**

**<<## 4.7 Notice and order– part of response – both parties – rule 28(1) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE AND ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 28(1) – Initial Consideration**

Having considered the file, the Employment Judge is of the view that part of the response, namely **[insert claim part]** has no reasonable prospect of success for the following reasons:

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

Employment Judge **[Judge surname]**ORDERS that that part of the response will stand dismissed on **[insert date]** without further order, unless before that date the respondent has explained in writing why that part of the response should not be dismissed.

Where part of a response is dismissed the consequences will be as if no response had been presented: a judgment may be issued in respect of that part and the respondent will only be entitled to participate in any hearing in respect of that part to the extent permitted by the Employment Judge who hears the case.

**Dated: [insert date],**

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

Employment Judge **[Judge surname]**

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

**<<else\_t4\_8>>**

**<<## 4.8 Letter following dismissal of response – both parties – rule 28(2) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

Dear Sir / Madam,

**CONFIRMATION OF DISMISSAL OF RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

**Rule 28**

I refer to the Notice and Order dated **[insert date]**.

The respondent having failed to provide representations why [**the response] / [part of the response]** should not be dismissed prior to the date set out in the order [[**the response] / [part of the response, namely (part of response)]** was dismissed on **[insert date dismissed]**.

A judgment will be issued. The respondent will only be entitled to participate in **[any hearing] [relating to the part of the response struck out]** to the extent permitted by the Employment Judge hearing the case.

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

**<<else\_t4\_8A>>**

**<<## 4.8A Notice of preliminary hearing after initial consideration of response - rule 28(3) ##>>**



**EMPLOYMENT TRIBUNALS**

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

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

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

**NOTICE OF PRELIMINARY HEARING**

**Employment Tribunals Rules of Procedure 2013**

**Rule 28(3) Initial Consideration**

An Employment Judge will conduct a hearing 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 7 days of the date of this letter.

The purpose of the hearing is to decide whether **[the response] / [the part of the response identified in the Tribunal’s Notice and Order dated (insert date)]** should be permitted to proceed. If any part of the response is permitted to proceed the Employment Judge will give case management orders. Where a response or part of a response is not permitted to proceed, the Employment Judge may issue a default judgment.

The respondent may, but need not, attend and participate in the hearing.

Unless there are exceptional circumstances, no application for a postponement will be granted. Any such application must be in writing.

If you intend to rely on any documents at the hearing you must 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.

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

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

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

**<<else\_t4\_9>>**

**<<## 4.9 Name of respondent ##>>**



**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,

**RESPONDENT’S NAME**

**Employment Tribunals Rules of Procedure 2013**

***[Delete and insert text as appropriate]***

[The name you have provided for the respondent to your claim, namely <<Respondent>>, appears to be only a trading name***.*** This may make it difficult for any decision of the Tribunal to be enforced.]

[The name you have provided for the respondent to your claim, namely <<Respondent>>, appears to be only the name of a person, but your claim form also suggests there was a company involved. The wrong name may make it difficult for any decision of the Tribunal to be enforced.]

You should provide the full and correct name of your former employer. If it is a company it will usually end with ‘Ltd’ or ‘Plc.’ The full name can usually be found on the contract of employment, statement of terms and conditions (if you have one) or on other documents, such as a letterhead, invoice or payslip. If the employer is a sole trader or partners trading under the trading name above, then the owner or owners of the business should be named, if possible.

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

Please reply in writing within 14 days of the date of this letter.

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

**<<else\_t4\_9A>>**

**<<## 4.9A Respondent’s name on response ##>>**



**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,

**RESPONDENT’S NAME ON RESPONSE**

**Employment Tribunals Rules of Procedure 2013**

The response presented names a different respondent to that named in your claim.

Employment Judge **[Judge surname]** proposes that the name of the respondent be changed to

***[insert name from ET3]*** .

If you wish to object to this proposal, you should write to the Tribunal by **[insert date]**, giving your reasons for objecting.

The full name of your former employer can usually be found on the contract of employment, statement of terms and conditions (if you have one) or on other documents, such as a letterhead, invoice or payslip.

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

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

**<<else\_t4\_10>>**

**<<## 4.10 Rule 21 judgment - remedy hearing 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 | |  |  | |
| Date | | <<TODAY\_DATE>> |

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

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

Dear Sir / Madam,

**RULE 21 JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

The respondent having **[failed to enter a response] / [indicated that it does not resist the claim]** Employment Judge **[Judge surname]** has decided to issue a judgment, a copy of which is enclosed.

As the judgment deals with liability only, a notice of hearing to determine remedy and any case management orders **[are enclosed] [will be sent separately]**. The respondent will only be entitled to take part in this hearing to the extent permitted by the Employment Judge who hears the case.

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

**<<else\_t4\_11>>**

**<<## 4.11 Rule 21 judgment - reconsideration ##>>**



**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 RULE 21 JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the judgment has been accepted.

Unless within 14 days of the date of this letter all parties consent in writing to the judgment being **[varied as requested by the respondent] [revoked]** without a hearing the judgment will be reconsidered by an Employment Judge at a hearing. The date, time and place of the hearing will be notified to you.

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

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

**<<else\_t4\_12>>**

**<<## 4.12** **Rule 21 judgment – reconsideration - application out of time – 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,

**RECONSIDERATION OF RULE 21 JUDGMENT - EXTENSION OF TIME GRANTED**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the judgment was received more than 14 days after the date on which the judgment was sent to the parties. However, having considered the reasons given for the delay, Employment Judge **[Judge surname]** considers that it is in the interests of justice to extend time and your application has been accepted.

Unless within 14 days of the date of this letter, all parties consent in writing to the judgment being **[varied as requested by the respondent] [revoked]** without a hearing, the judgment will be reconsidered by an Employment Judge at a hearing. **[The hearing listed for (insert date) has therefore been cancelled].** The date, time and place of the hearing will be notified to you.

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

**<<else\_t4\_13>>**

**<<## 4.13** **Rule 21 judgment – reconsideration – application rejected ##>>**



**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 RULE 21 JUDGMENT REJECTED**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the judgment has been rejected as it was received more than 14 days after the date on which the judgment was sent to the parties and no reason for the delay has been given and it does not indicate that it has been copied to the claimant. Employment Judge **[Judge surname]** having directed that it is not in the interests of justice for this requirement to be dispensed with.

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

**<<else\_t4\_14>>**

**<<## 4.14** **Rule 21 judgment – reconsideration - denied ##>>**



**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 RULE 21 JUDGMENT DENIED**

**Employment Tribunals Rules of Procedure 2013**

Your application for a reconsideration of the judgment has been rejected by Employment Judge **[Judge surname]** because:

**[insert reasons]**

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

**<<else\_t4\_15>>**

**<<## 4.15 Rule 21 judgment – claim not quantified ##>>**



**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,

**RULE 21 JUDGMENT – CLAIM NOT QUANTIFIED**

**Employment Tribunals Rules of Procedure 2013**

I refer to your claim form (ET1) dated **[insert date]**.

The respondent has failed to present a response to your claim within the 28 day period provided by the Rules, and a judgment could now be issued which would avoid the need for you to attend the Tribunal to give evidence at a hearing. However, the Employment Judge is unable to consider whether to do this unless you write to us explaining how much you are claiming and showing how you have calculated that figure.

Please tell us in writing within 7 days:-

1. your weekly wage both before and after deduction of tax and national insurance
2. the amount claimed as unpaid wages and how you calculate that figure, including the period of time when wages were not paid. You should use your gross weekly wage (your earnings before deduction of tax and national insurance) in this calculation;
3. the amount claimed as accrued holiday pay and how you calculate this figure. Again you should use your gross weekly wage in this calculation;
4. how much notice pay you are claiming and why. If your contract of employment includes a provision for notice you should tell us what it says. You should use your net weekly wage (your earnings after deduction of tax and national insurance) in this calculation;
5. if you obtained alternative employment in the notice period. If you did, you should tell us your net earning from that employment during the notice period;
6. the amount of any benefits you received in the notice period.

Your case is listed for hearing on ***<<Hearing\_Date>>.*** This hearing has been postponed to give you time to provide the above information. Unless we receive this information from you by not later than **[insert date]** then, if you wish to pursue your claim, the case will have to be relisted for hearing and you will have to attend the hearing to give evidence.

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

**<<else\_t4\_16>>**

**<<## 4.16 Rule 21 judgment not appropriate ##>>**



**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,

**RULE 21 JUDGMENT NOT APPROPRIATE**

**Employment Tribunals Rules of Procedure 2013**

The respondent has failed to present a valid response to your claim.

Employment Judge **[Judge surname]** has reviewed the file but has decided that it is not appropriate to issue a judgment because **[insert reasons]**.

The case will therefore be listed for hearing and a notice of hearing will be sent to you in due course.

The notice of hearing will be copied to the respondent, but the respondent is only entitled to take part in the hearing to the extent permitted by the Employment Judge who hears the case.

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

**<<else\_t4\_17>>**

**<<## 4.17** **Rule 21 judgment – universal template ##>>**



**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>> |

**JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

**Rule 21**

***[Delete and insert, as appropriate]***

1. The respondent has made an unauthorised deduction from the claimant's wages and is ordered to pay the claimant the gross/net sum of £.

2. The claimant was dismissed in breach of contract in respect of notice and the respondent is ordered to pay damages to the claimant in the sum of £.

3. The claimant was dismissed by reason of redundancy and is entitled to a redundancy payment of £.

4. The respondent has failed to pay the claimant’s holiday entitlement and is ordered to pay the claimant the sum of £.

5. The claim succeeds and the remedy to which the claimant is entitled will be determined at a Remedy Hearing.

6. The hearing listed on ***<<Hearing\_Date>>*** is cancelled.

Employment Judge **[Judge surname]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

JUDGMENT SENT TO THE PARTIES ON **[insert date]** AND ENTERED IN THE REGISTER

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

**<<else\_t4\_18>>**

**<<## 4.1****8 Initial Consideration – Rule 26 Referral ##>>**

**Initial Consideration – Rule 26 Referral**

**Referred by:** <<Clerk>> **Case no:** <<Case\_No>>

**Hearing Target Date: [insert date] Date referred: [insert date]**

***Employment Judge:***

Is/are the jurisdiction code(s) correct? YES/NO

If not, what are correct codes?

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

***Caseworker to identify:-***

**1 ET1 served on Respondent/s**

**2** ***No ET3 received***  ***Respondent does not wish to resist the claim***

**See separate Referral Sheet under Rule 21**

**3 *ET3 due by ……………… and received on ………………..***

If late, any application for eot? (Rules 18 & 20) ***Yes No***

**4 *Is the case listed for hearing? Yes No***

If Yes, date……………, type; CMPH/PH/Final……and length of hearing…………………

**5** **Any transfer application** – refer to REJ ***Yes No***

**6 Any issue regarding the identity of the R? If so, see below *Yes No***

**7** ***Any issues identified for EJ’s initial consideration (rule 26)? Yes No***

If Yes, state simply what they are with document number reference:-

|  |
| --- |
|  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Judge directions on Rule 26 initial consideration of claim(s), response and issues:**

Respondent’s title different from ET1;ask parties if they object to change of R’s name to…………………………………….. Reply in 7 days? **No/Yes**

Or:  Send letter 4.9 (Trading name)

Grant Rule 20 Request? **No/Yes**

**by \_\_\_\_\_\_\_\_\_\_\_\_**

Valid employers contract claim? **Yes/No**

Prospects for claim: all parts apparently arguable? (Rule 27) **Yes/No**

Prospects for response: all parts apparently arguable? (Rule 28) **Yes/No**

If **No** send reasons on form **4.2 / 4.3 / 4.6 / 4.7** *[N.B. Party should be allowed at least 7 days to reply]*

Reasons:

**If already listed short track, UDL or CMPH, can the case remain as listed? Yes/No**

**If no, reason(s):**

**2. Refuse request for consideration of Strike-out/deposit Order? Reason(s):**

 Such consideration would not determine an issue in these proceedings

 It is not possible to separate these issues from those upon which evidence will have to be heard

 Such consideration would not save time or expense

 The possibility of holding a further PH to consider the request will be considered at the CMPH

 Other (please specify);………………………………………………………………………………..

1. **Preliminary Hearing** (For listing purposes, give reasons if not as regional standard practice ..………..)

 In private; letter 7.7 (in person)

 In private; letter 7.8 (by telephone)

The following further matters to be included ………………………………………………………………

…………………………………………………………………………………………………………………..

**NB** If DDA and disability is disputed, should Claimant provide a statement, limited to 750 words, explaining the length of the disability, the nature of its effects of it upon day-to-day activities and any existing medical evidence relied upon to the Respondent by……………….............. **YES/NO**

 In public;

* Deposit/ Strike out - Rules 39 & 37 – send 7.1 or 7.2
* Strike out only - Rule 37 - send 7.1 or 7.2
* To determine a preliminary issue –

Para library No. or; ……………………………………………………………………….…

………………………………………………………………………………………………...

..……………………………………………………………………………………………….

Any case management directions for that PH;…………………………………………...

………………………………………………………………………………………………...

…………………………………………………………………………………………………

**4. Orders for Final Hearing**

JSA/ Full ………….. days/leave as listed

 Schedule of Loss: by ……………………. weeks from now

 Disclosure (Consecutive) by ……………………. weeks from now

 Disclosure (Simultaneous) by ……………………. weeks from now

 Agreed Bundle (limited to pages) by………………….…. weeks from now

 Witness Statements (limited to words each) by ……………………. weeks from now

 Agreed schedule of issues by ……………………. weeks from now

 Agreed cast list/chronology to be brought to the Hearing

* Any other orders or directions;…………………………………………………………………………..

…………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………..

Any other issues to consider (e.g. National Security, Rule 50 (privacy and/or RRO), transfers?);

|  |
| --- |
|  |

**EJ name …………………..................... Date:**

**<<else>>**

**<<## 4.19 Rule 21 Referral ##>>**

**Rule 21 Referral**

**Case Number:** <<Case\_No>> **Date referred: [insert date]**

**Referred by:** <<Clerk>>

**Caseworker to complete**

1. No ET3 received
2. Response rejected and no application to reconsider made
3. Claim not defended
4. Respondent not a legal entity?
5. Problem with the Respondent’s name or address
6. Companies House/Individual Insolvency Register search attached

**Caseworker’s additional comments:**

**Employment Judge to complete**

1. **Rule 21 not appropriate at this stage because:**
   1. Send letter 4.9 (Trading name of Respondent)
   2. Send letter 14.1 (enquiry re: RPO claims)
   3. Send letter 14.2 (consent of administrator)
   4. Send letter 14.5 (consent of court)
   5. Set out other reason below. Send letter 4.16
   6. Send letter 4.15 for detailed calculation of loss
   7. Send letter 2.26 to Respondent
   8. Is Listed Hearing to be vacated pending reply **Yes/No**

1. **Rule 21 Judgment to be issued:**
   1. Send letter 4.10 (include para 2 if judgment on merits only?) **Yes/No**
   2. Send Draft Judgment annexed
   3. Send letter and pro forma for detailed calculation of loss/additional information order (Standard letter 4.15)
   4. Is listed hearing to be retained? **Yes/No**

**Employment Judge’s additional directions/comments:**

**Employment Judge’s signature:** **Date:**

**<<es\_>>**