**<<cs\_t5\_1A>>**

**<<## 5.1A Correspondence not copied – not considered – rule 92 February 2018 (v2)##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>>  **Delete as appropriate** | | <<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,

**COPYING CORRESPONDENCE TO OTHER PARTIES**

**Employment Tribunals Rules of Procedure 2013**

**Rule 92**

I refer to your correspondence dated [insert date].

Under rule 92 of the Employment Tribunals Rules of Procedure, “*Where a party sends a communication to the Tribunal (except an application under rule 32) it shall send a copy to all other parties, and state that it has done so (by use of "cc" or otherwise)…*”.

You have not complied with this rule and your correspondence will not be considered until you have done so.

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t5\_1B>>**

**<<## 5.1B Correspondence no copied – send to other party(-ies) by Tribunal office – rule 92 February 2018 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |
| --- | --- | --- | --- |
| To: | <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  **Delete as appropriate** | | <<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,

**COPYING CORRESPONDENCE TO OTHER PARTIES**

**Employment Tribunals Rules of Procedure 2013**

**Rule 92**

I refer to your correspondence dated [insert date].

Under rule 92 of the Employment Tribunals Rules of Procedure, “*Where a party sends a communication to the Tribunal (except an application under rule 32) it shall send a copy to all other parties, and state that it has done so (by use of “cc” or otherwise)…*”.

You have not complied with this rule, but on this occasion the correspondence has been considered anyway. The Employment Judge has directed the Tribunal office to forward it to all other parties for their comments. Please ensure you comply with the rule in the future.

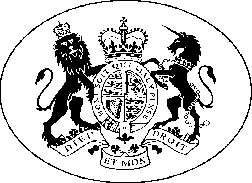
Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t5\_1C>>**

**<<## 5.1C Application not copied – claimant rule 30 ##>>**



**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>>  <<resp\_others>> |

Dear Sir / Madam,

**APPLICATION FOR CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date]. Since it is not clear that you have sent a copy to the other party notifying them that any objections to the application must be sent to the Tribunal as soon as possible, your application cannot be considered.

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

**<<else\_t5\_1R>>**

**<<## 5.1R Application not copied – respondent rule 30 ##>>**



**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 CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date]. Since it is not clear that you have sent a copy to the other party notifying them that any objections to the application must be sent to the Tribunal as soon as possible, your application cannot be considered.

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

**<<else\_t5\_2C>>**

**<<## 5.2C Application not copied but sent on by ET – claimant – rules 30 & 92 ##>>**



**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 CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

The respondent has made an application, a copy of which is enclosed.

Employment Judge has ordered that the application is accepted and the need for the respondent to send a copy to you has been departed from in the interests of justice.

An Employment Judge will consider the application on ***[insert B/F date].*** If you wish to object to the application you must send your objections in writing to the Tribunal and to the other party as soon as possible.

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

**<<else\_t5\_2R>>**

**<<## 5.2R Application not copied but sent on by ET – respondent – rules 32 & 92 ##>>**



**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,

**APPLICATION FOR CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

The claimant has made an application, a copy of which is enclosed.

Employment Judge has directed that the application is accepted and the need for the claimant to send a copy to you has been departed from in the interests of justice.

An Employment Judge will consider the application on ***[insert B/F date].*** If you wish to object to the application you must send your objections in writing to the Tribunal and to the other party as soon as possible.

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

**<<else\_t5\_3C>>**

**<<## 5.3C Application refused – claimant – rule 30 ##>>**



**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 CASE MANAGEMENT ORDER REFUSED**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date].

Employment Judge has refused it because:

***[Insert Reasons for refusal of application]***

[The case remains listed for hearing on ].

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

**<<else\_t5\_3R>>**

**<<## 5.3R Application refused – respondent – rule 30 ##>>**



**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 CASE MANAGEMENT ORDER REFUSED**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date]**.**

The Judge has refused it because:

***[Insert Reasons for refusal of application]***

[The case remains listed for hearing on [insert date]].

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

**<<else\_t5\_4C>>**

**<<## 5.4C Consider application at hearing – claimant – rule 30 ##>>**



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

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

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

Dear Sir / Madam,

**APPLICATION FOR CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date]. Your application will be considered at the hearing on [insert date].

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

**<<else\_t5\_4R>>**

**<<## 5.4R Consider application at hearing – respondent rule - 30 ##>>**



**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 CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Rule 30**

I refer to your application dated [insert date]. Your application will be considered at the hearing on [insert date].

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

**<<else\_t5\_5>>**

**<<## 5.5 Considering case management preliminary hearing rule 29 ##>>**



**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,

**CASE MANAGEMENT OF PROCEEDINGS**

**Employment Tribunals Rules of Procedure**

**Rule 29**

Employment Judge is considering listing this case for a preliminary hearing to discuss case management. If, within 14 days of the date of this letter, the tribunal receives:

1. an agreed statement of the issues to be decided;
2. agreed orders; and
3. time estimates for the final hearing (with brief explanations)

Such a preliminary hearing may not be necessary. Otherwise the parties may be required to participate in such a preliminary hearing at a date which will be fixed without further reference to them.

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

**<<else\_t5\_5A>>**

**<<## 5.5A Short track directions – rule 29 ##>>**



**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,

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure**

**Rule 29**

1. The claimant must provide to the respondent and the tribunal by [*4 weeks*]a document – a “Schedule of Loss” – setting out how much in compensation and/or damages the tribunal will be asked to award the claimant at the final hearing in relation to each of the claimant’s complaints and how the amount(s) have been calculated.

The claimant(s) and the respondent(s) shall prepare full written statements containing all of the evidence they and their witnesses intend to give at the final hearing. All relevant documents, in chronological order and with page numbers, must be attached to the statements. The statements must: have numbered paragraphs; be cross-referenced to the documents; contain only evidence relevant to issues in the case. They must provide copies of their written statements and documents to each other on or before [*8 weeks*] and must bring 2 spare copies to the final hearing for the Tribunal’s use.

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<else\_t5\_6>>**

**<<## 5.6 Case management order as proposed by parties – rule 29 ##>>**



**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,

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure**

**Rule 29**

Having considered the proposals of the parties, Employment Judge orders that they are approved and now stand as orders of the Tribunal and the notes below apply to them.

**[*Delete as appropriate*]**

[The hearing remains listed on [insert date].] [ A notice of hearing will be issued in due course.]

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 29 for this Order to be varied, suspended or set aside.**

**<<else\_t5\_7>>**

**<<## 5.7 Case management preliminary hearing necessary rule 29 ##>>**



**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,

**CASE MANAGEMENT OF PROCEEDINGS**

**Employment Tribunals Rules of Procedure**

**Rule 29**

Having considered the proposals of the parties, Employment Judge considers that a preliminary hearing to discuss case management is necessary and a notice of hearing will be issued in due course.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_8>>**  **<<## 5.8 Case management order signed by EJ template rule 29. 01/01/14 ##>>**  **Case No.** <<Case\_No>>    **EMPLOYMENT TRIBUNALS**   |  | | --- | | **To:**    <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> |   **Claimant <<Claimant\_name>>**  **Respondent <<Respondent\_name>>**  **CASE MANAGEMENT ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 29**  **Dated:** [insert date]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ....... [insert date].......  ........................................................................  FOR THE TRIBUNAL OFFICE  **<<Claimant\_addressUK>>**  **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 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_9C>>**  **<<## 5.9C Leave to amend claim rule 29 ##>>**    **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,  **CASE MANAGEMENT ORDER- LEAVE TO AMEND CLAIM**  **Employment Tribunals Rules of Procedure 2013**  **Rule 29**  On the application of the claimantand having considered any representations made by the parties, Employment Judge orders that the claimant be given leave to amend the claim as follows, namely -  ***[]***  The Judge’s reasons for making this Order are ***[]***   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t5\_9R>>**  **<<## 5.9R Leave to amend response – rule 29 ##>>**    **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,  **CASE MANAGEMENT ORDER- LEAVE TO AMEND RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 29**  On the application of the respondentand having considered any representations made by the parties, Employment Judge orders that the respondent be given leave to amend the response as follows, namely -    The Judge’s reasons for making this Order are ***[]***   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **NOTE: Any party may apply under rule 29 for this Order to be varied, suspended or set aside.** |
| **<<else\_t5\_10>>**  **<<## 5.10 Postponed by Order of REJ ##>>**    **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,  **POSTPONEMENT OF HEARING**  **Employment Tribunals Rules of Procedure 2013**  As it was extremely unlikely that the above case could have been heard on [insert date], Regional Employment Judge decided to postpone the hearing which will now be re-listed on an alternative mutually convenient date.  Please complete the enclosed form and return it by [insert date]**.**  The Regional Employment Judge apologises for any inconvenience caused as a result of the postponement, but believed this course of action was preferable to leaving too many cases in the list and needing to send parties away unheard on the day their case was listed for hearing.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t5\_11C>>**  **<<## 5.11 Postponement Order - claimant ##>>**    **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,  **POSTPONEMENT ORDER**  **Employment Tribunals Rules of Procedure 2013**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] and having considered any representations made by the parties, Employment Judge orders that the hearing fixed for be postponed to [insert date].  ***[Delete as appropriate]***  [Any directions previously made apply to the new hearing date.]  The Judge’s reasons for making this Order are ***[]****.*   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t5\_11R>>**  **<<## 5.11R Postponement Order – 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 | | <<Claimant\_reference>> |  | | Date | | <<TODAY\_DATE>> |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **POSTPONEMENT ORDER**  **Employment Tribunals Rules of Procedure 2013**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge orders that the hearing fixed for [insert date] be postponed to [insert date].  ***[Delete as appropriate]***  [Any directions previously made apply to the new hearing date.]  The Judge’s reasons for making this Order are ***[]***.   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t5\_12C>>**  **<<## 5\_12C Postponement refused – claimant – (6 April 2016) ##>>**    **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,  POSTPONEMENT REQUEST REFUSED  **Employment Tribunals Rules of Procedure 2013**  I refer to your letter of [insert date].  Employment Judge has considered your request to postpone the hearing and has refused it.  The Judge’s reasons for refusing the request are:  [that you have made the application late (that is less than 7 days before the date the hearing was due to begin) and therefore for the Tribunal to allow a postponement one of the conditions under Rule 30A(2)(a)-(c) of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 must be met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application].  **OR**  the Tribunal has previously ordered 2 or more postponements in this matter upon your request and it can therefore only grant you a further postponement if one of the conditions under Rule 30A(3)(a)-(c) has been met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application.  **OR**  [insert other reasons]  The case remains listed for hearing on .   |  | | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else\_t5\_12R>>**  **<<## 5.12R Postponement refused – respondent – (6 April 2016) ##>>**    **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,  POSTPONEMENT REQUEST REFUSED  **Employment Tribunals Rules of Procedure 2013**  I refer to your letter of [insert date].  Employment Judge has considered your request to postpone the hearing and has refused it.  The Judge’s reasons for refusing the request are:  [that you have made the application late (that is less than 7 days before the date the hearing was due to begin) and therefore for the Tribunal to allow a postponement one of the conditions under Rule 30A(2)(a)-(c) of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 must be met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application].  **OR**  the Tribunal has previously ordered 2 or more postponements in this matter upon your request and it can therefore only grant you a further postponement if one of the conditions under Rule 30A(3)(a)-(c) has been met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application.  **OR**  [insert other reasons]  The case remains listed for hearing on .   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_13C>>**  **<<## 5.13C Disclose information – claimant rule 31 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  | | --- | --- | --- | | **To:** | <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | | **Your Ref.** | | <<Respondent\_reference>> |   **Claimant <<Claimant\_full\_name>>**  **Respondent <<Respondent\_full\_name>>**   |  |  |  | | --- | --- | --- | |  |  |  |   **ORDER TO DISCLOSE INFORMATION**  **Employment Tribunals Rules of Procedure 2013**  **Rule 31**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge  ORDERS that-  ***[Delete as appropriate]***  On or before the [insert date], the claimant discloses to the respondent[with a copy to the Tribunal] the following information, namely  ***[]***  The Judge’s reasons for making this Order are ***[]****.*  **Dated:**    [insert date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................    Huntingdon Law Courts, Walden Road, Huntingdon, Cambridgeshire, PE29 3DW  **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 rules 74-84.**  **(3) You may apply under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_13R>>**  **<<## 5.13R Disclose information – respondent - rule 31 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  | | --- | --- | --- | | **To:** | <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | | **Your Ref:** | | <<Respondent\_reference>> |   **Claimant** <<Claimant\_full\_name>>  **Respondent** <<Respondent\_full\_name>>  **ORDER TO DISCLOSE INFORMATION**  **Employment Tribunals Rules of Procedure 2013**  **Rule 31**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] and having considered any representations made by the parties, Employment Judge ORDERS that-  ***[Delete as appropriate]***  On or before the [insert date], the respondent discloses to the claimant [with a copy to the Tribunal] the following information, namely  ***[]***  The Judge’s reasons for making this Order are ***[]***.  **Dated:**    [insert date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE    **Huntingdon Law Courts, Walden Road, Huntingdon, Cambridgeshire, PE29 3DW**  **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 rules 74-84.**  **(3) You may apply under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_14C>>**  **<<## 5.14C Disclose documents –claimant rule 31 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **To:** | <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>> | |  |  |   **Claimant** <<Claimant\_full\_name>>    **Respondent** <<Respondent\_full\_name>>  **ORDER TO DISCLOSE DOCUMENTS**  **Employment Tribunals Rules of Procedure 2013**  **Rule 31**  On the application of the respondentand having considered any representations made by the parties, Employment Judge ORDERS that-  On or before the[insert date], the claimant discloses for inspection by the respondent the following documents and allow copies to be taken of them, namely  ***[]***  This Order can be complied with by sending copies of the documents ordered.  ***[]***  **Dated:**  [insert date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **Huntingdon Law Courts, Walden Road, Huntingdon, Cambridgeshire, PE29 3DW**  **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 rules 74-84.**  **(3) You may apply under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_14R>>**  **<<## 5.14R Disclose documents –respondent - rule 31 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **To:** | <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | |  |  |   **Claimant** <<Respondent\_full\_name>>    **Respondent** <<Respondent\_full\_name>>  **ORDER TO DISCLOSE DOCUMENTS**  **Employment Tribunals Rules of Procedure 2013**  **Rule 31**  On the application of the claimant, and having considered any representations made by the parties, Employment Judge ORDERS that-  On or before the [insert date], the respondent discloses for inspection by the claimant the following documents and allow copies to be taken of them, namely  ***[]***  This Order can be complied with by sending copies of the documents ordered.  ***[]***  **Dated:**  [insert date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **Huntingdon Law Courts, Walden Road, Huntingdon, Cambridgeshire, PE29 3DW**  **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 rules 74-84.**  **(3) You may apply under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_15C>>**  **<<## 5.15C Witness Order Query – rule 32 - Claimant ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**  **Case Number:** <<Case\_No>>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | 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>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>>  <<resp\_others>> | |  |  |   Dear Sir / Madam,  **APPLICATION FOR WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 32**  I refer to your application dated [insert date] for a witness order.  Before considering your application, Employment Judge needs to know the following:  (a) Has the witness been asked to attend voluntarily and, if so, has the witness refused to attend;  (b) What evidence the witness will give and why it is relevant to the case; and  (c) If not already supplied, the full name and address of the witness.  You should realise that, if you call a witness to give evidence on your own behalf, you are not generally entitled to challenge or contradict what the witness says. You may also be liable for the costs incurred by the witness’s attendance.  Please respond to this letter by[insert date].  This letter has not been copied to any other party.  Yours faithfully,  <<Clerk>>  For the Secretary of Employment Tribunals  **<<else\_t5\_15R>>**  **<<## 5.15R Postponement refused – respondent – (6 April 2016) ##>>**    **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,  POSTPONEMENT REQUEST REFUSED  **Employment Tribunals Rules of Procedure 2013**  I refer to your letter of [insert date].  Employment Judge has considered your request to postpone the hearing and has refused it.  The Judge’s reasons for refusing the request are  [that you have made the application late (that is less than 7 days before the date the hearing was due to begin) and therefore for the Tribunal to allow a postponement one of the conditions under Rule 30A(2)(a)-(c) of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 must be met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application].  **OR**  the Tribunal has previously ordered 2 or more postponements in this matter upon your request and it can therefore only grant you a further postponement if one of the conditions under Rule 30A(3)(a)-(c) has been met. The Tribunal is not satisfied that any of the conditions has been met and therefore refuses your application.  **OR**  [insert other reasons]  The case remains listed for hearing on .  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_16>>**  **<<## 5.16 Refusal of Witness Order – rule 32 ##>>**    **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   **REFUSAL OF WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 32**  Your application for a witness order has been considered by Employment Judge .  The Judge refused to make a witness order because  ***[].***  This letter has not been copied to any other party.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_17>>**  **<<## 5.17 Witness Order – to produce documents of information – rule 32 ##>>**  **Case No.** <<Case\_No>>    **EMPLOYMENT TRIBUNALS**   |  | | --- | | **To: [Insert Witness name and address]** |   **Claimant** <<Claimant\_full\_name>>    **Respondent** <<Respondent\_full\_name>>  **WITNESS ORDER TO ATTEND TO PRODUCE DOCUMENTS OR INFORMATION**  **Employment Tribunals Rules of Procedure 2013**  **Rule 32**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge ORDERS that-  You attend to produce the [documents] [information] identified below at the hearing of this claim at **[insert Tribunal office address],** on **[insert date]** at **[insert time]** and at any adjourned hearing.  ***[Delete as appropriate]***  [The documents you are to produce are ]  [The information you are to produce is ]  ***[Insert details of documents or information ordered].***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **<<Claimant\_addressUK>**  **NOTES: (1) If you fail to comply with this Order without reasonable excuse you are liable on summary conviction to a fine up to £1,000.00 under section 7(4) of the Employment Tribunals Act 1996.**  **(2) You may make an application under rule 29 for this Order to be varied, suspended or set aside.** | | **<<else\_t5\_18>>**  **<<## 5.18 Witness Order – to give evidence – rule 32. 01/01/14 ##>>**  **Case No.** <<Case\_No>>    **EMPLOYMENT TRIBUNALS**   |  | | --- | | **To: [Insert Witness name and address]** |   **Claimant** <<Claimant\_full\_name>>    **Respondent** <<Respondent\_full\_name>>  **WITNESS ORDER TO GIVE EVIDENCE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 32**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] [On the application of the respondent], Employment Judge ORDERS that-  You attend to give evidence at the hearing of this claim at <<Hearing\_Address>> on [insert date] at <<Hearing\_Date\_Time>>and at any adjourned hearing.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **Eagle Building, 215 Bothwell Street, Glasgow, G2 7TS**  **NOTES: (1) If you fail to comply with this Order without reasonable excuse you are liable on summary conviction to a fine up to £1,000.00 under section 7(4) of the Employment Tribunals Act 1996.**   1. **You may make an application under rule 29 for this Order to be varied, suspended or set aside.**   **<<else\_t5\_19>>**  **<<## 5.19 Witness Order – Covering letter – rule 32 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **Delete as appropriate**  <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 32**  ***[Delete as Appropriate]***  [Your application for a witness order has been granted by Employment Judge . The order was sent to the witness by the tribunal on and a copy is enclosed.]  [Your application for witness orders have been granted by Employment Judge . The orders were sent to the witnesses by the tribunal on  and copies are enclosed.  [Your application for witness orders have been granted by Employment Judge in respect of the following witnesses only. The orders were sent to the witnesses by the tribunal on and copies are enclosed.  [The Judge refused to make witness orders in respect of the other names on your list because ***.****]*  It is your responsibility to notify the witness(es) of any changes of date, time or place of the hearing. That includes notifying them that their attendance is no longer required, for example because the claim has been settled or withdrawn. You may be liable for any costs incurred by their attendance.  This letter has not been copied to any other party.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_19A>>**  **<<## 5.19A Witness Order – Notice to other party – rule 60 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **Delete as appropriate**  <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rules 60**  A Witness Order has been sent to  requiring him / her to attend the hearing as a witness for the **Claimant / Respondent**.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_20>>**  **<<## 5.20 Witness Order set aside – rule 32 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **[Insert Witness Name and Address]** | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | Date | | <<TODAY\_DATE>> |  | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **YOUR WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  Employment Judge has granted your request to set aside the Witness Order issued on [insert date].  Our exchange of correspondence has been copied only to the party which requested the order.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_21>>**  **<<## 5.21 Witness Order not set aside – rule 32 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **[Insert Witness Name and Address]** | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | Date | | <<TODAY\_DATE>> |  | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **YOUR WITNESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  Employment Judge has refused your request to set aside the Witness Order issued on because **[*].***  I am directed by the Employment Judge to remind you that a failure to attend the hearing in compliance with the Witness Order could lead to a fine of £1,000.00 under section 7(4) of the Employment Rights Act 1996.  Our exchange of correspondence has been copied only to the party which requested the order.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_22>>**  **<<## 5.22 Order adding party – rule 34 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **Delete as appropriate**  <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **ORDER ADDING A PARTY**  **Employment Tribunals Rules of Procedure 2013**  **Rule 34**  **[Delete as appropriate]**  [On the Tribunal’s own initiative] [On the application of the claimant] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge orders that-  **[New party]** be added as a [claimant] [respondent] in these proceedings, under Rule 34.  **[New party]** be added as a [claimant] [respondent] [in substitution for old party] in these proceedings, under Rule 34.  The Judge’s reasons for making this Order are **[]**.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **NOTE: Any party may make an application under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_23>>**  **<<## 5.23 Order removing party – rule 34 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **Delete as appropriate**  <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **ORDER REMOVING PARTY**  **Employment Tribunals Rules of Procedure 2013**  **Rule 34**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge ORDERS that-  ***[Name of Party]*** be removed from these proceedings under Rule 34.  The Judge’s reasons for making this Order are ***[]***.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **NOTE: Any party may make an application under rule 29 for this Order to be varied, suspended or set aside.**  **<<else\_t5\_24>>**  **<<## 5.24 Considering cases together letter ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | To: | **Delete as appropriate**  <<Claimant\_full\_name>>,  <<Claimant\_addressUK>>  <<Claimant\_email\_address>>  <<Respondent\_full\_name>>,  <<Respondent\_addressUK>>  <<Respondent\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** | | | Your Ref | | <<Claimant\_reference>>  <<Respondent\_reference>> | |  | | Date | | <<TODAY\_DATE>> | |   **Case Number:** <<Case\_No>>   |  |  |  | | --- | --- | --- | | **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |   Dear Sir / Madam,  **CONSIDERING CLAIMS TOGETHER**  **Employment Tribunals Rules of Procedure 2013**  On reviewing the files in the followingcases, Employment Judge is of the opinion that the claims should be considered together because they appear to give rise to common or related issues of fact and law **.**  Before an Employment Judge directs that they are considered together, you are given an opportunity to make written representations why such an Order should or should not be made, by.  The cases to be considered for hearing together are:   |  |  | | --- | --- | | Case Number | Parties | |  |  | |  |  | |  |  |   Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_25>>**  **<<## 5.25 Considering cases together Order ##>>**  Crest_EW_001_large  **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,  **CONSIDERING CLAIMS TOGETHER**  **Employment Tribunals Rules of Procedure 2013**  Having considered any representations made by the parties, Employment Judge orders that the following claims be heard together:   |  |  | | --- | --- | | Case Number | Parties | |  |  | |  |  | |  |  |     The Judge’s reasons for making this Order are that they appear to give rise to common or related issues of fact and law and it is in accordance with the overriding objective that they are heard together .  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_26>>**  **<<## 5.26 Unless Order – claimant – rule 38 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **To:** | <<Claimant\_full\_name>>  <<Claimant\_addressUK>>  <<Claimant\_email\_address>> |   **Claimant** <<Claimant\_full\_name>>  **Respondent** <<Respondent\_full\_name>>  **UNLESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the respondent] and having considered any representations made by the parties, Employment Judge ORDERS that-  **Unless by the [insert date] the claimant .**  **[the claim] [the complaint of – *Name the complaint*] will stand dismissed without further order.**  The Judge’s reasons for making this Order are ***[].***  **Dated:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **<<else\_t5\_27>>**  **<<## 5.27 Unless Order – respondent – rule 38 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **To:** | << Respondent\_full\_name>>  << Respondent\_addressUK>>  << Respondent\_email\_address>> |   **Claimant** <<Claimant\_full\_name>>  **Respondent** <<Respondent\_full\_name>>  **UNLESS ORDER**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant] and having considered any representations made by the parties, Employment Judge ORDERS that -  **Unless by the [insert date] the respondent .**  **[the response] [part of the response, namely – *Identify part*] will stand dismissed without further order.**  The respondent will then be entitled to notice of any hearings and decisions of the Tribunal but will only be entitled to participate in any hearing [relating to that part of the response]to the extent permitted by the Employment Judge.  The Judge’s reasons for making this Order are ***[].***  **Dated:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **<<else\_t5\_28>>**  **<<## 5.28 Dismissal of claim – rule 38 ##>>**  Crest_EW_001_large  **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,  **CONFIRMATION OF DISMISSAL OF CLAIM**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  Further to the Unless Order sent to the parties on ***[insert date]*** which was not complied with by ***[insert date]***, [the claim] [the complaint of – *identify complaint*] has been dismissed under Rule 38.  [The hearing listed on ***[insert date]*** has been cancelled].  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_29>>**  **<<## 5.29 Dismissal of response – rule 38 ##>>**  Crest_EW_001_large  **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,  **CONFIRMATION OF DISMISSAL OF RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  Further to the Unless Order sent to the parties on ***[insert date]*** which was not complied with by ***[insert date]***, [the response] [part of the response, namely – *identify the part of the response*] has been dismissed under Rule 38. The respondent will be entitled to notice of any hearings and decisions of the Tribunal but will only be entitled to participate in any hearing [relating to that part of the response] to the extent permitted by the Employment Judge.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_30>>**  **<<## 5.30 Setting aside dismissal of claim – rule 38 ##>>**  Crest_EW_001_large  **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,  **SETTING ASIDE DISMISSAL OF CLAIM**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  I refer to your application dated ***[insert date]***. Employment Judge has considered your application to set aside the dismissal of your [claim] [complaint of – *Identify complaint*] following non-compliance with the Unless Order, and any representations from the respondent. The application is granted.  The Judge’s reasons for this are ***[].***  The [claim] [complaint of*– Identify complaint*] is therefore reinstated.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_31>>**  **<<## 5.31 Setting aside dismissal of the response – rule 38 ##>>**  Crest_EW_001_large  **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,  **SETTING ASIDE DISMISSAL OF RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  ***[Delete as appropriate]***  I refer to your application dated ***[insert date]***. Employment Judge has considered your application to set aside the dismissal of your [response] [part of your response, namely*– Identify part*] following non-compliance with the Unless Order, and any representations from the claimant. The application is granted.  The Judge’s reasons for this are ***[]***.  The [response] [part of the response, namely- *Identify part*] is therefore reinstated.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_32>>**  **<<## 5.32 Hearing to consider setting aside dismissal of the claim – rule 38 ##>>**  Crest_EW_001_large  **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 TO SET ASIDE DISMISSAL OF CLAIM**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  I refer to your application dated ***[insert date]*** to set aside the dismissal of your claim following non-compliance with an Unless Order, which includes a request for a hearing.  Notice of the hearing, at which your application will be considered, will be sent out in due course.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_33>>**  **<<## 5.33 Hearing to consider setting aside dismissal of the response – rule 38 ##>>**  Crest_EW_001_large  **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,  **APPLICATION TO SET ASIDE DISMISSAL OF RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  I refer to your application dated ***[insert date]*** to set aside the dismissal of your response following non-compliance with an Unless Order, which includes a request for a hearing.  Notice of the hearing, at which your application will be considered, will be sent out in due course.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_34>>**  **<<## 5.34 Application to set aside dismissal of claim refused – rule 38 ##>>**  Crest_EW_001_large  **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 TO SET ASIDE DISMISSAL OF CLAIM**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  I refer to your application dated ***[insert date]***. Employment Judge has considered your application to set aside the dismissal of your claim following non-compliance with the Unless Order, and any representations from the respondent, and has refused it.  The Judge’s reasons for this decision are ***[]***.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_35>>**  **<<## 5.35 Application to set aside dismissal of the response refused – rule 38 ##>>**  Crest_EW_001_large  **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,  **APPLICATION TO SET ASIDE DISMISSAL OF RESPONSE**  **Employment Tribunals Rules of Procedure 2013**  **Rule 38**  I refer to your application dated ***[insert date]***. Employment Judge has considered your application to set aside the dismissal of your response following non-compliance with the Unless Order, and any representations from the claimant, and has refused it.  The Judge’s reasons for this decision are ***[].***  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_36>>**  **<<## 5.36 Proposal to strike out – claim not strike out - rule 37 ##>>**  Crest_EW_001_large  **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,  **PROPOSAL TO STRIKE OUT**  **Employment Tribunals Rules of Procedure 2013**  **Rule 37**  ***[Delete as appropriate]***  After considering the objections to the proposal to strike out [theclaim] [the complaint of - *Insert details of complaint*], Employment Judge has decided that no striking out order should be made.  The Judge’s reasons for this decision are that [].  **The Judge wishes to emphasise that any further non-compliance with orders or failure to respond to letters is likely to result in a striking out order.**  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_37>>**  **<<## 5.37 Proposal to strike out – response not strike out - rule 37 ##>>**  Crest_EW_001_large  **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,  **PROPOSAL TO STRIKE OUT**  **Employment Tribunals Rules of Procedure 2013**  **Rule 37**  ***[Delete as appropriate]***  After considering the objections to the proposal to strike out [theresponse] [part of the response, namely - *Insert part of response*] Employment Judge has decided that no striking out order should be made.  The Judge’s reasons for this decision are that [].  **The Judge wishes to emphasise that any further non-compliance with orders or failure to respond to letters is likely to result in a striking out order.**  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_38>>**  **<<## 5.38 Order – non- compliance - claimant - rule 37 ##>>**  Crest_EW_001_large  **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,  **NON-COMPLIANCE WITH CASE MANAGEMENT ORDERS**  **Employment Tribunals Rules of Procedure 2013**  We enclose a copy of a letter which we have received from the respondent alleging that you have failed to comply with the Orders made on **[insert date]**, in particular that you have failed to [exchange witness statements] [and] [co-operate in the preparation of a single bundle of documents].  I am instructed by Employment Judge to point out that under rule 37(1)(c) of the above Rules a failure to comply with Orders may lead to your claim being struck out. An order for costs or preparation time may also be made against you.  You are therefore required to explain in writing by **[insert date]** why you have not complied with the Orders. An Employment Judge will then decide what further action to take.  Copies of this letter are being sent as indicated below.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_39>>**  **<<## 5.39 Order – non- compliance - respondent - rule 37 ##>>**  Crest_EW_001_large  **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,  **NON-COMPLIANCE WITH CASE MANAGEMENT ORDERS**  **Employment Tribunals Rules of Procedure 2013**  We enclose a copy of a letter which we have received from the claimant alleging that you have failed to comply with the Orders made on **[insert date]**, in particular that you have failed to [exchange witness statements] [and] [co-operate in the preparation of a single bundle of documents].  I am instructed by Employment Judge to point out that under rule 37(1)(c) of the above Rules a failure to comply with Orders may lead to your response being struck out. An order for costs or preparation time may also be made against you.  You are therefore required to explain in writing by **[insert date]** why you have not complied with the Orders. An Employment Judge will then decide what further action to take.  Copies of this letter are being sent as indicated below.  Yours faithfully,  <<Clerk>>  For the Tribunal Office  **<<else\_t5\_40>>**  **<<## 5.40 Reinstatement Order after dismissal for non- payment of fee – both parties - rule 40 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **Claimant:** | <<claimant\_full\_name>>,  << claimant\_addressUK>>  << claimant\_email\_address>> | | ***OR*** |  | | **Respondent:** | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>> |   **REINSTATEMENT ORDER**  On the application of the [claimant] [respondent] under Rule 40(5), Employment Judge ORDERS that the [claim] [respondent’s employer’s contract claim] be reinstated].  On the application of the [claimant] [respondent] under Rule 40(5), Employment Judge ORDERS that the [claim] [respondent’s employer’s contract claim] be reinstated only if the Tribunal fee of **[insert currencyGBP]** is paid or a remission application is presented and accepted by **[insert date]**.  **[]**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Employment Judge    Date:    ORDER & REASONS SENT TO THE PARTIES ON  ..................................................................................  ..................................................................................  FOR THE TRIBUNAL OFFICE  **<<else\_t5\_41>>**  **<<## 5.41 Refusal of Reinstatement Order – both parties – rule 40 ##>>**  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**   |  |  | | --- | --- | | **Claimant:** | <<claimant\_full\_name>>,  << claimant\_addressUK>>  << claimant\_email\_address>> | | ***OR*** |  | | **Respondent:** | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>> |   **REFUSAL OF REINSTATEMENT**  **Employment Tribunals Rules of Procedure 2013**  I refer to your application under Rule 40(5) dated **[insert date]** for reinstatement of the [claim] [employer’s contact claim] which was dismissed for non-payment of a Tribunal fee with no remission application having been presented.  Employment Judge has refused your application because  ***[Insert reasons]****.*  Yours faithfully,  <<Clerk>>  For the Tribunal Office |   **<<else>>**  **<<## 5.42 Stay Order Rule 29. 01/01/14 ##>>**  **Case No.** <<Case\_No>>  Crest_EW_001_large  **EMPLOYMENT TRIBUNALS**  **Claimant** <<claimant\_full\_name>>  **Respondent** <<respondent\_full\_name>>  **ORDER STAYING PROCEEDINGS**  **Employment Tribunals Rules of Procedure 2013**  **Rule 29**  ***[Delete as appropriate]***  [On the Tribunal’s own initiative] [On the application of the claimant/respondent] and having considered any representations made by the parties,  These proceedings are stayed until or further order.  The Judge’s reasons for making this order are ***[Insert reasons]***  [The hearing fixed for is cancelled.]  **Dated:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment Judge  ORDER SENT TO THE PARTIES ON  ........................................................................  ........................................................................  FOR THE TRIBUNAL OFFICE  **[ET Office address]**  **NOTES: You may apply under rule 29 for this Order to be varied, suspended or set aside.** |

**<<es\_>>**