**<<cs\_t\_Scot\_34>>**

**<<##34 Case management order blank including option for unless order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in rule 29 of the Employment Tribunals Rules of Procedure 2013, Employment Judge (*insert name*) has issued the following Order:

[Insert details here]

*(insert following paragraph only if instructed by EJ to issue an unless order. If including this paragraph, also delete Note 3)*)

**UNLESS THIS ORDER IS COMPLIED WITH BY THE DATE SPECIFIED, THE [CLAIM ][RESPONSE] SHALL BE DISMISSED ON THE DATE OF NON COMPLIANCE WITHOUT FURTHER ORDER.**

Employment Judge **[Judge’s Surname]**

Dated: <<TODAY\_DATE>>

**NOTES**

1. You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**
2. If this order is not complied with, the Tribunal may make an Order under Rule 76 (2) for expenses or preparation time against the party in default.
3. (*delete this Note if the Order is an unless order)*

If this order is not complied with, the Tribunal may strike out the whole or part of the claim or response under Rule 37.

**<<else\_t\_Scot\_34A>>**

**<<## 34A Standard orders Scotland ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Under Rule 29 of the Employment Tribunals Rules of Procedure 2013, the Employment Judge issues the following case management order on his/her own initiative for the purpose of the final hearing in the above proceedings:-**

**1. No later than 28 days prior to the final hearing, the parties shall provide copies to each other of any documents upon which they intend to rely.**

**2. Each party shall prepare a set of documents, in chronological order** **and with numbered pages, incorporating all documentary productions intended to be referred to at the hearing, and shall provide the Tribunal with the required number of copies as indicated in the Notice of Hearing at least 2 days in advance. Parties are encouraged to co-operate to prepare a joint set of documents containing both parties’ documents with a single index.**

**3. The claimant shall send to the respondent, copied to the Tribunal, within the next 21 days, a written statement with supporting documentation setting out:-**

* 1. **what the claimant seeks by way of remedy if the claim succeeds;**
  2. **if the claim relates to dismissal, whether the claimant was a member of an occupational pension scheme;**
  3. **if the claimant seeks the remedy of compensation, how much is sought in respect of each complaint with a detailed explanation of how each sum is calculated;**
  4. **details of any benefits received;**
  5. **a summary of jobs applied for, details of any interviews attended or jobs obtained and details of any income whether from temporary, casual or permanent employment or self-employed work;**
  6. **details of any other efforts made by the claimant to minimise his/her loss.**

1. **Within 7 days of receipt of this statement, the respondent shall write to the claimant, copied to the Tribunal, confirming whether it will argue that the claimant has failed to minimise his/her loss and if so, what further steps the respondent says the claimant should have taken in this regard.**
2. **The claimant shall provide to the respondent, with a copy to the Tribunal, no later than 7 days before the final hearing, an updated written statement of the calculation of the sum claimed (together with copies of supporting documentation).**

**Employment Judge: [Judge’s Surname]**

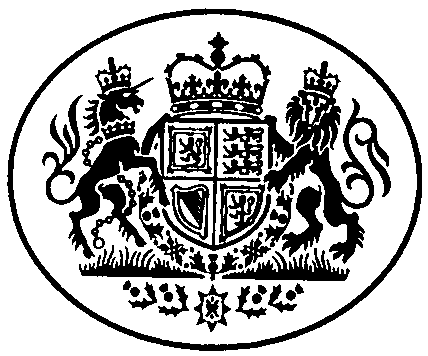
**Dated:** <<TODAY\_DATE>>

**Notes:**

1. You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**
2. If this order is not complied with, the Tribunal may make an Order under Rule 76(2) for expenses or preparation time against the party in default.
3. If this order is not complied with, the Tribunal may strike out the whole or part of the claim or response under Rule 37.

**<<else\_t\_Scot\_35>>**

**<<## 35 Documents order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO PROVIDE DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:-

On or before [insert date] you shall provide to [insert identity of party(ies) to receive documents], with a copy to the Tribunal at the address shown in the enclosed letter, copies of all documents within your possession which fall within the description set out in the attached schedule.

*(insert the following paragraph only if instructed to prepare an “unless order”. If you insert this paragraph, delete Note (3))*

**UNLESS THIS ORDER IS COMPLIED WITH BY THE DATE SPECIFIED, THE [CLAIM ][RESPONSE] SHALL BE DISMISSED ON THE DATE OF NON COMPLIANCE WITHOUT FURTHER ORDER.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

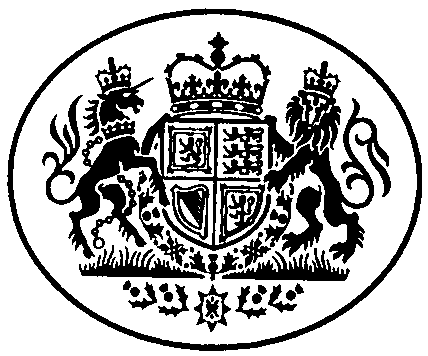
1. You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**
2. If this order is not complied with, the Tribunal may make an Order under Rule 76 (2) for expenses or preparation time against the party in default.
3. (*delete this Note if the Order is an unless order)*

If this order is not complied with, the Tribunal may strike out the whole or part of the claim or response under Rule 37.

1. Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.
2. If you have no documents which fall into the category described above you should notify the Tribunal in writing immediately.
3. If you claim confidentiality for any of the documents you should notify the Tribunal of this and send copies of the documents to the Tribunal in a sealed envelope.

**<<else\_t\_Scot\_35A>>**

**<<## 35A Documents order 3rd party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO PROVIDE DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:-

On or before [insert date] you shall provide to [insert name and address of claimant and respondent ( or representatives)], with a copy to the Tribunal at the address shown in the enclosed letter, copies of all documents within your possession which fall within the description set out in the attached schedule.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

1. Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.
2. If you have no documents which fall into the category described above you should notify the Tribunal in writing immediately.
3. If you claim confidentiality for any of the documents you should notify the Tribunal of this and send copies of the documents to the Tribunal in a sealed envelope.

**SCHEDULE**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_36>>**

**<<## 36 Order to allow inspection of documents ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO ALLOW INSPECTION OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:

On or before [insert date] you shall allow [insert name of other party/rep] to inspect the documents listed in the attached schedule (by providing copies or otherwise).

*(insert the following paragraph only if instructed to prepare an “unless order”. If you insert this paragraph, delete Note (3))*

**UNLESS THIS ORDER IS COMPLIED WITH BY THE DATE SPECIFIED, THE [CLAIM ][RESPONSE] SHALL BE DISMISSED ON THE DATE OF NON COMPLIANCE WITHOUT FURTHER ORDER.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

1. You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**
2. If this order is not complied with, the Tribunal may make an Order under Rule 76 (2) for expenses or preparation time against the party in default.
3. (*delete this Note if the Order is an unless order)*

If this order is not complied with, the Tribunal may strike out the whole or part of the claim or response under Rule 37.

1. Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.
2. If you have no documents which fall into the category described above you should notify the Tribunal in writing immediately.
3. If you claim confidentiality for any of the documents you should notify the Tribunal of this and send copies of the documents to the Tribunal in a sealed envelope.

**SCHEDULE**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_36A>>**

**<<## 36A Order to allow inspection of documents 3rd party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO ALLOW INSPECTION OF DOCUMENTS**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:

On or before **[insert date]** you shall **allow [insert name and address of claimant or respondent as appropriate]** to inspect the documents listed in the attached schedule (by providing copies or otherwise).

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

1. Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.
2. If you have no documents which fall into the category described above you should notify the Tribunal in writing immediately.
3. If you claim confidentiality for any of the documents you should notify the Tribunal of this and send copies of the documents to the Tribunal in a sealed envelope.

**SCHEDULE**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_37>>**

**<<## 37 Information order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO PROVIDE INFORMATION**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:-

On or before [insert date] you shall provide [insert identity of party to receive documents], with a copy to the Tribunal at the address shown in the enclosed letter, with the information set out in the attached schedule.

*(insert the following only if instructed to prepare an “unless order”. If inserting this paragraph, delete Note (3))*

**UNLESS THIS ORDER IS COMPLIED WITH BY THE DATE SPECIFIED, THE [CLAIM ][RESPONSE] SHALL BE DISMISSED ON THE DATE OF NON COMPLIANCE WITHOUT FURTHER ORDER.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

1. You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**
2. If this order is not complied with, the Tribunal may make an Order under Rule 76 (2) for expenses or preparation time against the party in default.
3. (*delete this Note if the Order is an unless order)* If this order is not complied with, the Tribunal may strike out the whole or part of the claim or response under Rule 37.
4. Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.

**<<else\_t\_Scot\_37A>>**

**<<## 37A Information order 3rd party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO PROVIDE INFORMATION**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 31 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:-

On or before [insert date] you shall provide [insert name and address of claimant and respondent (or representatives) with a copy to the Tribunal at the address shown in the enclosed letter, with the information set out in the attached schedule.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**NOTES**

Any person who without reasonable excuse fails to comply with this Order shall be liable on summary conviction to a fine of £1,000.00.

**SCHEDULE**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_38>>**

**<<## 38 Order that claims be considered together ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

Having considered any representations made by the parties an Employment Judge ORDERS that -

The above claims be considered together.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

Any party affected by this order may make an application under Rule 29 for this Order to be varied or revoked. The application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making the application that you have copied it to the other party(ies) and notified them that they should provide the Tribunal with any objections to the application as soon as possible.**

**<<else\_t\_Scot\_38A>>**

**<<## 38A Letter before the claims are combined ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |
| --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  << claimant\_addressUK>>  << claimant\_email\_address>> | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>** |
| Your Ref | | << claimant\_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 above cases Employment Judge is of the opinion that the claims should be considered together because [insert Employment Judge reasons from referral].

Before the Employment Judge orders that they are considered together, you are given an opportunity to make written representations as to why such an Order should or should not be made.

If you wish to make representations in writing then these must be made to this office by [insert specific date from Employment Judge referral].

**<<else\_t\_Scot\_39>>**

**<<## 39 Witness order ##>>**



**EMPLOYMENT TRIBUNALS**

**(SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**ORDER TO ATTEND AS A WITNESS**

**Employment Tribunals Rules of Procedure 2013**

In accordance with the power set out in Rule 32 of the Employment Tribunals Rules of Procedure 2013 an Employment Judge ORDERS that:-

[enter name and address of witness]

attend as a witness for the [claimant / respondent – delete as applicable] at the hearing of this claim at Birmingham, on Wednesday, 24 July 2013 at 10:00 am and at any adjourned hearing (that is any hearing of this claim which takes place or continues at a later date).

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE

**NOTES**

1. Your attention is drawn to the fact that if you fail to comply with this order you will be liable on summary conviction to a fine not exceeding level 3 on the standard scale, namely £1000 under section 7(4) of the Employment Tribunals Act 1996.
2. You may make an application for the order to be varied, suspended or set aside. Such application must be made in writing to the Tribunal and explain why you consider that the order should be varied, suspended or set aside.
3. Please let the Tribunal office dealing with this case know, if you, or anyone coming to the Tribunal with you, has a disability which affects access to the service we provide. We will make reasonable adjustments to the way in which we deliver our service to meet any needs identified.
4. If you have any query regarding the arrangements for the case please contact *(include details of party seeking the order ( or representative if any)*

**<<else\_t\_Scot\_40>>**

**<<## 40 Witness order query ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**WITNESS ORDER**

**Employment Tribunals Rules of Procedure 2013**

Your request for a witness order has been received.

Before considering whether to grant your request Employment Judge needs to know the following:

(a) Has the witness been asked to attend voluntarily and, if so, have they refused to attend?; and

(b) what evidence will the witness give and why it is relevant to your case?

Please respond to this letter by [insert reply by date].

This letter has **not** been copied to any other party.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_41>>**

**<<## 41 Notification of witness order to party making the application ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**WITNESS ORDER**

**Employment Tribunals Rules of Procedure 2013**

[Delete paragraphs not applicable].

[Your application for a witness order has been granted by an Employment Judge. The order was sent to the witness by the tribunal by recorded delivery and a copy is enclosed].

[Your application for witness orders has been granted by an Employment Judge. The orders were sent to the witnesses by the tribunal by recorded delivery and a copy is enclosed].

[Your application for witness orders has been granted by an Employment Judge in respect of the following witnesses only [enter names]. The orders were sent to the witnesses by the tribunal by recorded delivery and copies are enclosed]. The Employment Judge refused to make witness orders in respect of the other names on your list because [enter reason].

[Your application for a witness order has been refused by Employment Judge (insert name) for the following reasons:

*Insert reasons as directed by EJ* ]

Delete following paragraph if application refused.

Please note that it is your responsibility to notify the witness(es) immediately of any changes of date, time or place of the hearing, or if their presence is no longer required (e.g. if there is a postponement, settlement or withdrawal of the case). If you do not do so, any costs arising from the unnecessary attendance of any witness would fall to you to meet. You should also ensure that you arrange for the witness to attend, if needed, on any later date set for the hearing as a result of postponement or continuation of the hearing beyond the date fixed. No further witness orders will be issued in such circumstances. The witness(es) has/have been given your details to enable them to contact you in the event of any query regarding the arrangements for the case.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_42>>**

**<<## 42 Notification of witness order to another party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**WITNESS ORDER**

**Employment Tribunals Rules of Procedure 2013**

A Witness Order has been sent to requiring her to attend the hearing as a witness for the claimant./ respondent.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_43>>**

**<<## 43 Notification that case sisted ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant:** <<claimant\_full\_name>>

**Respondent:** <<respondent\_full\_name>>

**SIST OF PROCEEDINGS**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has ordered that these proceedings be sisted for the following reasons:

[insert reasons from Employment Judge’s referral]

[The hearing fixed for will not take place]

Note

You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making your application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_44>>**

**<<## 44 Order adding a party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**ORDER ADDING A PERSON AS A PARTY**

**Employment Tribunal Rules of Procedure 2013**

An Employment Judge ORDERS that -

[insert specific name from Employment Judge referral] be added as a claimant/respondent (delete as appropriate) as it appears that there are issues between that person and one or more of the existing parties falling within the jurisdiction of the Tribunal which it is in the interests of justice to have determined in the proceedings.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

Note

You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making your application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.**

**<<else\_t\_Scot\_45>>**

**<<## 45 Order removing a party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**ORDER REMOVING A PERSON AS A PARTY**

**Employment Tribunal Rules of Procedure 2013**

An Employment Judge ORDERS that -

[insert specific name from Employment Judge referral] be removed as a party as it appears they were wrongly included in the proceedings.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

Note

You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making your application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.**

**<<else\_t\_Scot\_46>>**

**<<## 46 Order substituting a party ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**ORDER SUBSTITUTING A PERSON AS A PARTY**

**Employment Tribunal Rules of Procedure 2013**

An Employment Judge ORDERS that -

[insert specific name from Employment Judge referral] be substituted for [insert specific name from Employment Judge referral] as the *(delete as appropriate)* claimant/respondent in these proceedings.

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

Note

You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making your application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.**

**<<else\_t\_Scot\_47>>**

**<<## 47 Covering letter for order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

|  |  |  |  |
| --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | <<court\_Address>>  <<court\_Telephone>>  <<court\_Fax>>  <<court\_DX>>  **e-mail: <<court\_Email>** |
| Your Ref | | <<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 2013**

Please find enclosed an Order/copy of an Order issued by an Employment Judge.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_48>>**

**<<## 48 Application for order cannot be considered ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**CASE MANAGEMENT APPLICATION**

**Employment Tribunals Rules of Procedure 2013**

I refer to your application for an Order/a preliminary hearing. [delete as applicable].

Before your application can be considered, you must confirm that you have copied the application to the other party(ies).

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_49>>**

**<<## 49 Case management application refused ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**REFUSAL OF CASE MANAGEMENT APPLICATION**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge **[]** has considered the application for a [Case Management Order/preliminary hearing] [delete as applicable] made by the claimant/respondent [delete as applicable] and has considered any objections made by the other party(ies).

The Employment Judge has refused the application for the following reasons:

[insert reasons from Employment Judge’s referral].

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_50>>**

**<<## 50 Case management application (contested) granted ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**CASE MANAGEMENT APPLICATION GRANTED**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has considered the application for a [Case Management Order/preliminary hearing] [delete as applicable] made by the claimant/respondent [delete as applicable] and has considered the objections made by the other party(ies).

The Employment Judge has granted the application for the following reasons:

[insert reasons from Employment Judge’s referral].

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_50A>>**

**<<## 50A Order giving leave to amend ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**ORDER GIVING LEAVE TO AMEND A CLAIM/RESPONSE (DELETE AS APPROPRIATE)**

**Employment Tribunals Rules of Procedure 2013**

An Employment Judge ORDERS that -

Leave be given to amend the Claim/Response *(delete as appropriate*) as follows, namely

[insert specific instructions from Employment Judge referral]

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

Note

You may make an application under Rule 29 for this Order to be varied, suspended or set aside. Your application should set out the reason why you say that the Order should be varied, suspended or set aside. **You must confirm when making your application that you have copied it to the other party(ies) and notified them that they should provide any objections to the Tribunal as soon as possible.**

**<<else\_t\_Scot\_51>>**

**<<## 51 Notification of lead case ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**NOTIFICATION OF A LEAD CASE**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal has made an Order in terms of Rule 36(1) of the Rules of Procedure 2013 specifying that a claim/s shall be a lead case/s in the above proceedings and the other claims shall be sisted. A copy of the Order is enclosed.

Within 28 days after the date on which the Tribunal sends you a copy of the decision in the lead case you may apply in writing to the Tribunal for an Order that the decision in the lead case does not apply to, and is not binding on you as a party to a related case.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_52>>**

**<<## 52 Order specifying lead case ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**Cases : as per attached Schedule**

**CASE MANAGEMENT ORDER**

**Employment Tribunals Rules of Procedure 2013**

**Specification of a lead case(s)**

The Tribunal/the President of Employment Tribunals (Scotland) (*delete as appropriate*) has made an Order in terms of Rule 36 (1) of the Rules of Procedure 2013 specifying that the claim/s of (*insert details)* shall be a lead case/s in claims listed in the Schedule attached and that the other claims shall be sisted.

(*Attach Schedule of claims affected to Order*)

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

NOTES

1. You may apply to the Tribunal/the President (*delete as appropriate*) to have this Order varied, suspended or set aside and an Employment Judge will decide whether it is necessary in the interests of justice.

(in large multiple, check with Judge whether the next two paragraphs are to be included)

1. You must copy any application to all other parties and state that this has been done (by use of “cc” or otherwise).
2. When making an application in writing, you must also notify the other parties that any objections to the application must be sent to the Tribunal as soon as possible.

**<<else\_t\_Scot\_53>>**

**<<## 53 Notification of change to lead case ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**NOTIFICATION OF NEW LEAD CASE**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal has made an Order in terms of Rule 36 (4) of the Rules of Procedure 2013 specifying that another claim/s shall be a lead case/s in the above proceedings, the original lead case/s having been withdrawn. The other claims shall remain sisted. A copy of the above Order is enclosed.

Insert following paragraph if directed by EJ

[The Tribunal has decided to set aside/vary the Order affecting claims related to the lead case in the above proceedings as follows (*insert details from referral*).]

As previously advised, within 28 days after the date on which the Tribunal sends you a copy of the decision in the lead case you may apply in writing to the Tribunal for an Order that the decision in the lead case does not apply to, and is not binding on you as a party to a related case.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_54>>**

**<<## 54 Restricted reporting order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**RESTRICTED REPORTING ORDER**

Pursuant to section 11 / section 12 *(delete as appropriate - section 11 relates to sexual misconduct, section 12 to disability*) of the Employment Tribunals Act 1996 and Rule 50(3)(d) of the Employment Tribunals Rules of Procedure 2013, and in relation to the above proceedings, this Order prohibits the publication in Great Britain of identifying matter in a written publication available to the public or its inclusion in a relevant program for reception in Great Britain. ‘Identifying matter’ in relation to a person means ‘any matter likely to lead members of the public to identify him as a person affected by, or as the person making, the allegation’.

**The following persons may not be so identified:**

(insert names as directed by EJ)

**The Order remains in force until both liability and remedy have been determined in the proceedings unless revoked earlier**

**If any identifying matter is published or included in a relevant programme in contravention of the Order, any person guilty of such an offence shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale.**

**Any party or other person with a legitimate interest who has not had a reasonable opportunity to make representations before this Order was made may apply in writing for it to be revoked or discharged either on the basis of written representations or, if requested, at a hearing.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_55>>**

**<<## 55 Letter notifying RRO ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**Restricted Reporting Order**

**Employment Tribunals Rules of Procedure 2013**

A Restricted Reporting Order has been made in this case, a copy of which is enclosed.

You may apply to the Tribunal for the Order to be revoked or discharged. Your application must confirm that you have copied it to the other party(ies) and notified them that they should send any objections to the Tribunal as soon as possible. You should state, when making the application, if you request a hearing to consider it.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_56>>**

**<<## 56 Anonymisation order 61(3)(b) ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

**Claimant: <<claimant\_full\_name>>**

**Respondent: <<respondent\_full\_name>>**

**ORDER TO PREVENT DISCLOSURE OF IDENTITIES TO THE PUBLIC**

**Rule 50 (3)(b)**

Pursuant to Rule 50(3)(b) of the Employment Tribunals Rules of Procedure 2013, and in relation to the above proceedings, an Employment Judge has ordered that the identities of the undernoted parties, witnesses or others shall not be disclosed to the public whether in the course of any hearing, or in its listing or in any documents entered on the Register or otherwise forming part of the public record.

**This order refers to:**

(insert names as directed by EJ)

**Any party or other person with a legitimate interest who has not had a reasonable opportunity to make representations before this Order was made may apply in writing for it to be revoked or discharged either on the basis of written representations or, if requested, at a hearing.**

Employment Judge **[Judge’s Surname]**

Date: <<TODAY\_DATE>>

**<<else\_t\_Scot\_57>>**

**<<## 57 Notification of dismissal following unless order ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**CLAIM/RESPONSE DISMISSED (***delete as appropriate***)**

**Employment Tribunals Rules of Procedure 2013**

The unless order issued on [insert date of unless order] has not been complied with. You are therefore notified in accordance with Rule 38 of the Rules of Procedure that the claim/response/part of claim/response (*delete as appropriate*) has been dismissed with effect from [insert date for compliance with the order].

*(Insert next paragraph if only part of claim/response dismissed)*

You will be contacted in due course by the Tribunal in connection with the remaining complaints.

(insert next paragraph only where it is the response that has been dismissed)

As the response to the claim/complaint of *(insert details if only part of response has been dismissed) has been dismissed),* the claim/complaint(s) of [*insert details as directed]* will proceed as if no response had been presented to it. An Employment Judge will decide whether a judgment can be issued without a hearing under Rule 21. The respondent will receive notice of any hearings and decisions of the Tribunal but if there is a hearing, the respondent will only be able to participate to the extent permitted by the Judge.

If your claim or response or part of your claim or response has been dismissed, you may apply to the Tribunal in writing within 14 days of this Notice to have the order set aside. You must copy your application to the other party(ies). In your application you must confirm that you have copied the application to the other party(ies) and say why you consider it to be in the interests of justice that the order should be set aside.

Unless you state in your application that you request a hearing, the Tribunal may determine it on the basis of written representations.

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_57A>>**

**<<## 57A Application to set aside dismissal refused rule 40 ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**APPLICATION TO SET ASIDE DISMISSAL OF CLAIM/RESPONSE (***delete as appropriate***)**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has considered the claimant’s/respondent’s *(delete as appropriate)* application to set aside the dismissal of the claim/response *(delete as appropriate)* following non-compliance with an “unless order” and has refused it.

The Judge’s reasons are *(insert reasons from referral*)

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else\_t\_Scot\_57B>>**

**<<## 57B Dismissal set aside rule 40 ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**DISMISSAL OF CLAIM/RESPONSE (***delete as appropriate***) SET ASIDE**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has considered the claimant’s/respondent’s *(delete as appropriate)* application to set aside the dismissal of the claim/response *(delete as appropriate)* following non-compliance with an “unless order” and any representations from the other party(ies). The application is granted and the claim/response reinstated. *(delete as appropriate).*

The Judge’s reasons are *(insert reasons from referral*)

Yours faithfully,

<<Clerk**>>**

For the Tribunal Office

**<<else>>**

**<<## 57C Application to set aside dismissal under rule 40 – hearing will be fixed ##>>**



**EMPLOYMENT TRIBUNALS (SCOTLAND)**

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

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

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

Dear Sir / Madam,

**APPLICATION TO SET ASIDE DISMISSAL OF CLAIM/RESPONSE (***delete as appropriate***)**

**Employment Tribunals Rules of Procedure 2013**

I refer to your application to set aside the dismissal of your claim/response *(delete as appropriate)* under Rule 38. 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

**<<es\_>>**