**<<cs\_t7\_1>>**

**<<## 7.1 Notice of Preliminary hearing - (including deposit order hearing) both parties – Rules 39, 53 & 54 August 2018 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |
| --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has directed that there will be a Preliminary Hearing to determine the following issue:

***[Insert terms from Employment Judge’s referral, including any case management orders.]***

Case management orders may be made at the conclusion of the preliminary hearing.

It will be heard by an Employment Judge at <<Hearing\_venue>>on <<Hearing\_date\_time>> or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region. It has been given a time allocation of <<Hearing\_Duration>>.If you feel that this is insufficient, please inform us in writing within 7 days of the date of this letter.

If this notice has been issued before receipt of the (Form ET3) Response, an Employment Judge will review the Hearing date and any orders made after it has been received. You will be informed of any changes to the Hearing date or to any orders.

If you are affected by this Order you may apply, in writing, to have any part of it set aside, varied or stayed by 14 days after the date of this notice.

Unless there are exceptional circumstances, no application for a postponement made after 14 days from the date of this order will be granted.

It is your responsibility to make sure that your witnesses come to the hearing.

You may submit written representations for consideration at the hearing. If so, they must be sent to the Tribunal and to all the other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

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

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

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

A location map for the office can be found at

[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

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

**Public access to employment tribunal decisions**

Judgments and reasons for the judgments are published, in full, online at [www.gov.uk/employment-tribunal-decisions](http://www.gov.uk/employment-tribunal-decisions) shortly after a copy has been sent to the claimant(s) and respondent(s) in a case.

**<<else\_t7\_2>>**

**<<## 7.2 Notice of Preliminary hearing by telephone – both parties – Rules 39, 53, 54 & 46 August 2018 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |
| --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**BY TELEPHONE**

**Employment Tribunals Rules of Procedure 2013**

Employment Judge has directed that there will be a preliminary hearing to determine the following issue:

***[Insert terms from Employment Judge’s referral, including any case management orders.]***

Case management orders may be made at the conclusion of the preliminary hearing.

The Case Management Hearing will be conducted by telephone on <<hearing\_date\_time>>, or as soon thereafter as the tribunal can hear it. It has been given a time allocation of <<hearing\_duration>>. If you feel that this is insufficient, please inform us in writing within 7 days of the date of this letter.

To take part you should telephone **[insert phone\_number]** on time and enter the access codewhen prompted.

Please note that if you intend to dial into the preliminary hearing from a mobile phone higher rates apply and you may wish to check the call rate with your service provider first.

If this notice has been issued before receipt of the (Form ET3) Response, an Employment Judge will review the hearing date and any orders made after it has been received. You will be informed of any changes to the hearing date or to any orders.

If you are affected by this order you may apply, in writing, to have any part of it set aside, varied or stayed by 14 days after the date of this notice.

Unless there are exceptional circumstances, no application for a postponement made after 14 days from the date of this order will be granted.

You may submit written representations for consideration at the hearing. They must be sent to the Tribunal and to all the other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

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

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

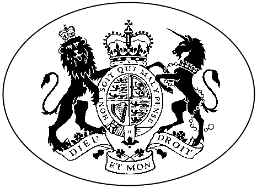
If you or anyone coming with you to the Hearing has a disability that makes coming to the Hearing or communicating difficult, please tell the Tribunal office dealing with your case as soon as possible. We will make reasonable adjustments to the way we deliver our service where we can.

**Public access to employment tribunal decisions**

Judgments and reasons for the judgments are published, in full, online at [www.gov.uk/employment-tribunal-decisions](http://www.gov.uk/employment-tribunal-decisions) shortly after a copy has been sent to the claimant(s) and respondent(s) in a case.

**<<else\_t7\_3>>**

**<<## 7.3 Preliminary hearing – deposit order notes for parties - rules39 ##>>**



**EMPLOYMENT TRIBUNALS**

**PRELIMINARY HEARING**

**DEPOSIT ORDER**

# GUIDANCE NOTES FOR PARTIES

1. An Employment Judge has directed that there will be a preliminary hearing to consider whether to make a deposit order under rule 39 of the Employment Tribunals Rules of Procedure 2013.

2. At the preliminary hearing, if an Employment Judge considers that any specific allegation or argument in a claim or response has little reasonable prospect of success, the Judge may order the payment of a deposit of up to £1000 as a condition of continuing to advance that allegation or argument.

3. When considering whether to make a deposit order against a claimant or respondent, the Judge must make reasonable enquiries into that party’s ability to pay the deposit and must have regard to any such information when deciding the amount of the deposit.

4. If a deposit order is made against a claimant or respondent a written notice of the order, including the reasons for making the order, will be sent to both parties. A guidance note will also explain that, if the claimant or respondent against whom the deposit order has been made persists in continuing to advance that allegation or argument to which the order relates, an award of costs or preparation time may be made against them and the deposit may be lost.

5. If you are ordered to pay a deposit, you will receive instructions with the order on how to pay the deposit. You must pay the deposit by the date specified in the order.

6. If the deposit is not paid within that time or within any extension of time granted by an Employment Judge,the allegation or argument to which the deposit order relates will be struck out. Where a response is struck out, the effect shall be as if no response has been presented, and a judgment may be issued, as set out in Rule 21.

7. If the case goes ahead and no award of costs or preparation time is made against the party that paid the deposit in respect of those allegations or arguments, the deposit will be refunded. If an award of costs or preparation time is made against that party, the deposit will go towards the payment of the costs or expenses. If these were less than the deposit, any remainder of the deposit will be refunded.

**<<else\_t7\_4C>>**

**<<## 7.4C Preliminary hearing – deposit order and payment guidance note – rule 39 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

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

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

<<resp\_others>>

**Heard at:** <<hearing\_venue>>

**On:** <<hearing\_date\_time>>

**Before:** **Employment Judge**

**Representation**

Claimant: <<claimant\_full\_name>>

Respondent: <<respondent\_full\_name>>

**DEPOSIT ORDER**

The Employment Judge considers that the claimant’s allegations or arguments that **[ENTER DETAILS OF ARGUMENT]** have little reasonable prospect of success. The claimant is ORDERED to pay a deposit of [insert currency UK] not later than days from the date this Order is sent as a condition of being permitted to continue to advance those allegations or arguments. The Judge has had regard to any information available as to the claimant’s ability to comply with the order in determining the amount of the deposit.

**REASONS**

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

Employment Judge

Date: <<Hearing\_Date>>

ORDER SENT TO THE PARTIES ON

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FOR THE TRIBUNAL OFFICE

**NOTE ACCOMPANYING DEPOSIT ORDER**

**Employment Tribunals Rules of Procedure 2013**

1. The Tribunal has made an order (a “deposit order”) requiring a party to pay a deposit as a condition of being permitted to continue to advance the allegations or arguments specified in the order.

2. If that party persists in advancing that complaint or response, a Tribunal may make an award of costs or preparation time against that party. That party could then lose their deposit.

**What happens if you do not pay the deposit?**

3. If the deposit is not paid the complaint or response to which the order relates will be struck out on the date specified in the order.

**When to pay the deposit?**

4. The party against whom the deposit order has been made must pay the deposit by the date specified in the order.

5. If the deposit is not paid within that time, the complaint or response to which the order relates will be struck out.

**What happens to the deposit?**

6. If the Tribunal later decides the specific allegation or argument against the party which paid the deposit for substantially the reasons given in the deposit order, that party shall be treated as having acted unreasonably, unless the contrary is shown, and the deposit shall be paid to the other party (or, if there is more than one, to such party or parties as the Tribunal orders). If a costs or preparation time order is made against the party which paid the deposit, the deposit will go towards the payment of that order. Otherwise, the deposit will be refunded.

**How to pay the deposit?**

7. Payment of the deposit must be made by cheque or postal order only, made payable to HMCTS. Payments CANNOT be made in cash.

8. Payment should be accompanied by the tear-off slip below or should identify the Case Number and the name of the party paying the deposit.

9. Payment must be made to the address on the tear-off slip below.

10. An acknowledgment of payment will not be issued, unless requested.

**Enquiries**

11. Enquiries relating to the case should be made to the Tribunal office dealing with the case.

12. Enquiries relating to the deposit should be referred to the address on the tear-off slip below or by telephone on 0117 976 3033. The PHR Administration Team will only discuss the deposit with the party that has been ordered to pay the deposit. If you are not the party that has been ordered to pay the deposit you will need to contact the Tribunal office dealing with the case.

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**DEPOSIT ORDER**

**To:** **HMCTS Finance Centre**

**The Law Library**

**Law Courts**

**Small Street**

**Bristol**

**BS1 1DA**

Case Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose a cheque/postal order (*delete as appropriate*) for £\_\_\_\_\_\_\_\_\_\_

**Please write the Case Number on the back of the cheque or postal order**

**<<else\_t7\_4R>>**

**<<## 7.4R Preliminary hearing – deposit order and payment guidance note – rule 39 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

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

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

<<resp\_others>>

**Heard at:** <<hearing\_venue>>

**On:** <<hearing\_date\_time>>

**Before:** **Employment Judge**

**Representation**

Claimant: <<claimant\_full\_name>>

Respondent: <<respondent\_full\_name>>

**DEPOSIT ORDER**

The Employment Judge considers that the respondent’s allegations or arguments that **[ENTER DETAILS OF ARGUMENT]** have little reasonable prospect of success. The respondent is ORDERED to pay a deposit of £ not later than days from the date this Order is sent as a condition of being permitted to continue to advance those allegations or arguments. The Judge has had regard to any information available as to the respondent’s ability to comply with the order in determining the amount of the deposit.

**REASONS**

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

Employment Judge

Date:

ORDER SENT TO THE PARTIES ON

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FOR THE TRIBUNAL OFFICE

**NOTE ACCOMPANYING DEPOSIT ORDER**

**Employment Tribunals Rules of Procedure 2013**

1. The Tribunal has made an order (a “deposit order”) requiring a party to pay a deposit as a condition of being permitted to continue to advance the allegations or arguments specified in the order.

2. If that party persists in advancing that complaint or response, a Tribunal may make an award of costs or preparation time against that party. That party could then lose their deposit.

**What happens if you do not pay the deposit?**

3. If the deposit is not paid the complaint or response to which the order relates will be struck out on the date specified in the order.

**When to pay the deposit?**

4. The party against whom the deposit order has been made must pay the deposit by the date specified in the order.

5. If the deposit is not paid within that time, the complaint or response to which the order relates will be struck out.

**What happens to the deposit?**

6. If the Tribunal later decides the specific allegation or argument against the party which paid the deposit for substantially the reasons given in the deposit order, that party shall be treated as having acted unreasonably, unless the contrary is shown, and the deposit shall be paid to the other party (or, if there is more than one, to such party or parties as the Tribunal orders). If a costs or preparation time order is made against the party which paid the deposit, the deposit will go towards the payment of that order. Otherwise, the deposit will be refunded.

**How to pay the deposit?**

7. Payment of the deposit must be made by cheque or postal order only, made payable to HMCTS. Payments CANNOT be made in cash.

8. Payment should be accompanied by the tear-off slip below or should identify the Case Number and the name of the party paying the deposit.

9. Payment must be made to the address on the tear-off slip below.

10. An acknowledgment of payment will not be issued, unless requested.

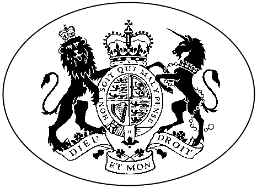
**Enquiries**

11. Enquiries relating to the case should be made to the Tribunal office dealing with the case.

12. Enquiries relating to the deposit should be referred to the address on the tear-off slip below or by telephone on 0117 976 3033. The PHR Administration Team will only discuss the deposit with the party that has been ordered to pay the deposit. If you are not the party that has been ordered to pay the deposit you will need to contact the Tribunal office dealing with the case.

**<<else\_t7\_5>>**

**<<## 7.5 Preliminary hearing – deposit order payment guidance – both parties - rule 3 9 March 2018##>>**



**PRELIMINARY HEARING**

**NOTE ACCOMPANYING DEPOSIT ORDER**

**Employment Tribunals Rules of Procedure 2013**

1. The Tribunal has made an order (a “deposit order”) requiring a party to pay a deposit as a condition of being permitted to continue to advance the allegations or arguments specified in the order.

1. If that party persists in advancing that complaint or response, a Tribunal may make an award of costs or preparation time against that party. That party could then lose their deposit.

**What happens if you do not pay the deposit?**

3. If the deposit is not paid the complaint or response to which the order relates will be struck out on the date specified in the order.

**When to pay the deposit?**

4. The party against whom the deposit order has been made must pay the deposit by the date specified in the order.

5. If the deposit is not paid within that time, the complaint or response to which the order relates will be struck out.

**What happens to the deposit?**

6. If the Tribunal later decides the specific allegation or argument against the party which paid the deposit for substantially the reasons given in the deposit order, that party shall be treated as having acted unreasonably, unless the contrary is shown, and the deposit shall be paid to the other party (or, if there is more than one, to such party or parties as the Tribunal orders). If a costs or preparation time order is made against the party which paid the deposit, the deposit will go towards the payment of that order. Otherwise, the deposit will be refunded.

**How to pay the deposit?**

7. Payment of the deposit must be made by cheque or postal order only, made payable to HMCTS. Payments CANNOT be made in cash.

8. Payment should be accompanied by the tear-off slip below or should identify the Case Number and the name of the party paying the deposit.

9. Payment must be made to the address on the tear-off slip below.

10. An acknowledgment of payment will not be issued, unless requested.

**Enquiries**

11. Enquiries relating to the case should be made to the Tribunal office dealing with the case.

12. Enquiries relating to the deposit should be referred to the address on the tear-off slip below or by telephone on 0117 976 3033. The PHR Administration Team will only discuss the deposit with the party that has been ordered to pay the deposit. If you are not the party that has been ordered to pay the deposit you will need to contact the Tribunal office dealing with the case.

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**DEPOSIT ORDER**

**To:** **HMCTS Finance Centre**

**The Law Library**

**Law Courts**

**Small Street**

**Bristol**

**BS1 1DA**

Case Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose a cheque/postal order (*delete as appropriate*) for £\_\_\_\_\_\_\_\_\_\_

**Please write the Case Number on the back of the cheque or postal order**

**<<else\_t7\_6C>>**

**<<## 7.6C Deposit not paid – Judgment – claimant – Rule 39 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

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

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

**JUDGMENT**

The claim **[ The complaint of ]** is struck out.

**REASONS**

1. The claimant was ordered to pay a deposit of **£** following a preliminary hearing held on **[insert date]**. The Order was sent to the claimant on **[insert date]**.The claimant has failed to pay this deposit. The complaint of **[The complaint of]** is therefore struck out under rule 39(4) of the **Employment Tribunals Rules of Procedure 2013**.

2. The hearing fixed for **[insert date]** will not take place.

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

Employment Judge

Date:

JUDGMENT SENT TO THE PARTIES ON

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FOR THE TRIBUNAL OFFICE

**<<else\_t7\_6R>>**

**<<## 7.6R Deposit not paid – Judgment – respondent – Rule 39 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

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

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

**JUDGMENT**

**[**The response is struck out.**]**

**[**The part of the response relating to **[ part of response ]** is struck out.**]**

**REASONS**

1. The respondent was ordered to pay a deposit of £following a preliminary hearing held on . The order was sent to the respondent on **[insert date]**. The respondent has failed to pay this deposit. **[**The response is therefore struck out**]** **[**The respondent’s part of the response relating to **[ part of response ]** is therefore struck out**]** under rule 39(4) of the Employment Tribunals Rules of Procedure 2013.
2. The hearing fixed for **[insert date]** will not take place.

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

Employment Judge

Date:

JUDGMENT SENT TO THE PARTIES ON

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..................................................................................

FOR THE TRIBUNAL OFFICE

**<<else\_t7\_6R>>**

**<<## 7.6R Deposit not paid – Judgment – respondent – Rule 39 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

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

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

**JUDGMENT**

**[**The response is struck out.**]**

**[**The part of the response relating to **[ part of response ]** is struck out.**]**

**REASONS**

1. The respondent was ordered to pay a deposit of £following a preliminary hearing held on . The order was sent to the respondent on . The respondent has failed to pay this deposit. **[**The response is therefore struck out**]** **[**The respondent’s part of the response relating to **[ part of response ]** is therefore struck out**]** under rule 39(4) of the Employment Tribunals Rules of Procedure 2013.
2. The hearing fixed for will not take place.

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

Employment Judge

Date:

JUDGMENT SENT TO THE PARTIES ON

..................................................................................

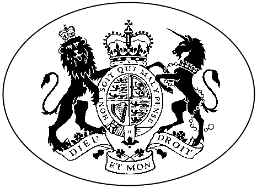
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FOR THE TRIBUNAL OFFICE

**<<else\_t7\_7>>**

**<<## 7.7 Preliminary hearing – notice of case management hearing – rules 53 &54 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**CASE MANAGEMENT**

**Employment Tribunals Rules of Procedure 2013**

**An Employment Judge will conduct a preliminary hearing to identify the issues and to make case management orders including orders relating to the conduct of the final hearing. Your attention is drawn to the attached Agenda for guidance as to the types of Orders that will be considered and the information you will be required to provide at the preliminary hearing.**

The hearing will take place at <<Hearing\_venue>> on *<<hearing\_date\_time>>*,in private. It has been given a time allocation of <<hearing\_duration>>. If you feel that this is insufficient, please inform us in writing within 28 days of the date of this letter.

Please ensure that you attend so that the discussion can start on time.

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

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

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

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

A copy of the Presidential Guidance covering the Protocol on Judicial Assessments can be found on the following link:

[www.judiciary.gov.uk/publications/employment-rules-and-legislation-practice-directions/](https://emea01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.judiciary.gov.uk%2Fpublications%2Femployment-rules-and-legislation-practice-directions%2F&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|0|636652705765535342&sdata=LBqTq2W9RansrYZW1YkDANyTuPIgM2Ngv%2BDJt3afmk8%3D&reserved=0) under [Presidential Guidance Rule 3 – Alternative Dispute Resolution](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.judiciary.uk%2Fwp-content%2Fuploads%2F2013%2F08%2Fpresidential-guidance-rule-3-adr-20180122.pdf&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|1|636652705765545347&sdata=Atft4FH2x7Y7gRTIs0nQrSoOGva8ECGgjrSahA%2BdQXk%3D&reserved=0)

A location map for the office can be found at

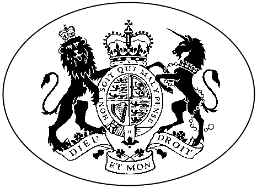
[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

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

**<<else\_t7\_8>>**

**<<## 7.8 Preliminary hearing – notice of case management hearing by telephone – rules 53 &54 August 2018 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**CASE MANAGEMENT – BY TELEPHONE**

**Employment Tribunals Rules of Procedure 2013**

**An Employment Judge will conduct a preliminary hearing to identify the issues and to make case management orders including orders relating to the conduct of the final hearing. Your attention is drawn to the attached Agenda for guidance as to the types of Orders that will be considered and the information you will be required to provide at the preliminary hearing.**

The hearing will be conducted **by telephone** on *<<hearing\_date\_time>>*. It has been given a time allocation of <<hearing\_duration>>. If you feel that this is insufficient, please inform us in writing within 28 days of the date of this letter.

**To take part you should telephone on time and enter the access code when prompted.**

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

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

A copy of the Presidential Guidance covering the Protocol on Judicial Assessments can be found on the following link:

[www.judiciary.gov.uk/publications/employment-rules-and-legislation-practice-directions/](https://emea01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.judiciary.gov.uk%2Fpublications%2Femployment-rules-and-legislation-practice-directions%2F&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|0|636652705765535342&sdata=LBqTq2W9RansrYZW1YkDANyTuPIgM2Ngv%2BDJt3afmk8%3D&reserved=0) under [Presidential Guidance Rule 3 – Alternative Dispute Resolution](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.judiciary.uk%2Fwp-content%2Fuploads%2F2013%2F08%2Fpresidential-guidance-rule-3-adr-20180122.pdf&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|1|636652705765545347&sdata=Atft4FH2x7Y7gRTIs0nQrSoOGva8ECGgjrSahA%2BdQXk%3D&reserved=0)

A location map for the office can be found at

[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

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

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

Yours faithfully,

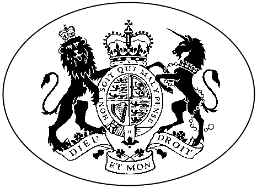
<<Clerk>>

For the Tribunal Office

**<<else\_t7\_9>>**

**<<## 7.9 Preliminary hearing – notice of CMPH not listed at service – both parties – rules 53&54 August 2018 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**CASE MANAGEMENT**

**Employment Tribunals Rules of Procedure 2013**

An Employment Judge will conduct a preliminary hearing to make case management orders in these proceedings.

The hearing will take place at <<Hearing\_venue>> on <<hearing\_date\_time>>,in private. It has been given a time allocation of <<hearing\_duration>>. If you feel that this is insufficient, please inform us in writing within 7 days of the date of this letter.

Please ensure that you attend so that the discussion can start on time.

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

The purpose of the preliminary hearing is:

***[Insert as appropriate, as directed by Employment Judge e,g***

***to consider the claimant’s/respondent’s application for disclosure of documents/ a postponement of the hearing/ a stay of proceedings/an extension of the case management timetable ]***

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

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

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

A copy of the Presidential Guidance covering the Protocol on Judicial Assessments can be found on the following link:

[www.judiciary.gov.uk/publications/employment-rules-and-legislation-practice-directions/](https://emea01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.judiciary.gov.uk%2Fpublications%2Femployment-rules-and-legislation-practice-directions%2F&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|0|636652705765535342&sdata=LBqTq2W9RansrYZW1YkDANyTuPIgM2Ngv%2BDJt3afmk8%3D&reserved=0) under [Presidential Guidance Rule 3 – Alternative Dispute Resolution](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.judiciary.uk%2Fwp-content%2Fuploads%2F2013%2F08%2Fpresidential-guidance-rule-3-adr-20180122.pdf&data=02|01|RegionalEmploymentJudge.Taylor@ejudiciary.net|c3957b932c2944356cf208d5d84308fa|723e45572f1743ed9e71f1beb253e546|1|1|636652705765545347&sdata=Atft4FH2x7Y7gRTIs0nQrSoOGva8ECGgjrSahA%2BdQXk%3D&reserved=0)

A location map for the office can be found at:

[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

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

Yours faithfully,

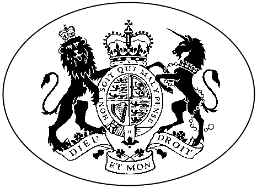
<<Clerk>>

For the Tribunal Office

**<<else>>**

**<<## 7.10 Preliminary hearing – by telephone – notice of CMPH not listed at service – both parties – rules 53&54 August 2018 ##>>**

**Case No.** <<Case\_No>>



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To:  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>> |

Dear Sir / Madam,

**NOTICE OF PRELIMINARY HEARING**

**CASE MANAGEMENT – BY TELEPHONE**

**Employment Tribunals Rules of Procedure 2013**

An Employment Judge will conduct a preliminary hearing to make case management orders in these proceedings.

The hearing will be conducted **by telephone** on <<hearing\_date\_time>>. It has been given a time allocation of <<hearing\_length>>. If you feel that this is insufficient, please inform us in writing within 7 days of the date of this letter.

**To take part you should telephone on time and enter the access code when prompted.**

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

The purpose of the preliminary hearing is:

***[Insert as appropriate, as directed by Employment Judge e,g***

***to consider the claimant’s/respondent’s application for disclosure of documents/ a postponement of the hearing/ a stay of proceedings/an extension of the case management timetable ]***

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

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A location map for the office can be found at:

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

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

Yours faithfully,

<<Clerk>>

For the Tribunal Office

**<<es\_>>**