



EMPLOYMENT TRIBUNALS (ENGLAND & WALES)

Presidential Practice Direction – Presentation of Claims

1. This Presidential Practice Direction, which sets out the methods by which a completed form may be presented, is made in accordance with the provisions of Regulation 11 of the Employment Tribunals (Constitution & Rules Procedure) Regulations 2013. The Practice Direction has effect on and from 26 July 2017.
2. Rule 8 (1) of Schedule 1 of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (“the Rules”) is in the following terms:

“Presenting the claim

8.—(1) A claim shall be started by presenting a completed claim form (using a prescribed form) in accordance with any practice direction made under regulation 11 which supplements this rule.”

3. For the purpose of this Presidential Practice Direction “claims” are defined by Rule 1 of the Rules as any proceedings before an Employment Tribunal making a complaint. A “complaint” is also clarified as anything that is referred to as a claim, complaint, reference, application or appeal in any enactment which confers jurisdiction on the Tribunal.

4. Methods of starting a claim

A completed claim form may be presented to an Employment Tribunal in England & Wales:

Online by using the online form submission service provided by Her Majesty’s Courts and Tribunals Service, accessible at www.employmenttribunals.service.gov.uk;

By post to: **Employment Tribunal Central Office (England & Wales), PO Box 10218, Leicester, LE1 8EG.**

A claim may also be presented in person to an Employment Tribunal Office listed in the Schedule to this Practice Direction (and exceptionally by email to such an Office only during the period 26 July 2017 to 31 July 2017 inclusive and not otherwise).

5. The Presidential Practice Direction dated 14 December 2016 is hereby revoked.

Judge Brian Doyle
President, Employment Tribunals (England and Wales)
Dated: 02 November 2017

Schedule

<i>Region</i>	<i>Address</i>
London Central	Victory House 30-34 Kingsway London WC2B 6EX
London East	2 nd Floor Anchorage House 2 Clove Crescent London E14 2BE
London South	Montague Court 101 London Road West Croydon CR0 2RF
Midlands West	13 th Floor Centre City Tower 7 Hill Street Birmingham B5 4UU
Midlands East	Nottingham Justice Centre Carrington Street Nottingham NG2 1EE
North East	4 th Floor City Exchange 11 Albion Street Leeds LS1 5ES 2 nd Floor, Kings Court Earl Grey Way Royal Quays North Shields Tyne & Wear NE29 6AR
North West	Alexandra House 14-22 The Parsonage Manchester M3 2JA
South East	3 rd Floor Radius House 51 Clarendon Road Watford Hertfordshire WD17 1HP Employment Tribunals Cambridge County Court & Family Court 197 East Road Cambridge CB1 1BA
South West	Bristol Civil and Family Justice Centre 2 Redcliff Street Bristol BS1 6GR
Wales	Wales Employment Tribunal 3rd Floor Cardiff and Vale Magistrates Court Fitzalan Place Cardiff CF24 0RZ