



EMPLOYMENT TRIBUNALS (ENGLAND & WALES)

Presidential Practice Direction Presentation of Claims

1. Regulation 11 of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (hereafter “the Regulations”) allows the President to make Practice Directions about the procedure of Employment Tribunals in the area for which the President is responsible.
2. Regulation 12 states that the Secretary of State may prescribe one or more versions of a form which shall be used by claimants to start proceedings. However, Regulation 12(2) goes on to make it clear that it is not necessary to use a prescribed form for certain types of proceedings including proceedings in which an Employment Tribunal will be exercising its appellate jurisdiction.
3. Rule 8 (1) of the Employment Tribunals Rules of Procedure (as set out in Schedule 1 of the Regulations) 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.”

4. This Presidential Practice Direction sets out the methods by which (i) a completed prescribed claim form and (ii) a statutory appeal not on a prescribed form may be presented. It has effect on and from 28th November 2018.

Methods of presenting a completed (prescribed) claim form

5. A completed (prescribed) claim form may be presented to an Employment Tribunal in England & Wales:
 1. Online by using the online form submission service provided by Her Majesty’s Courts and Tribunals Service, accessible at www.employmenttribunals.service.gov.uk;
 2. By post to **Employment Tribunal Central Office (England & Wales), PO Box 10218, Leicester, LE1 8EG.**
 3. By hand to an Employment Tribunal Office listed in the schedule to this Practice Direction.

Methods of presenting a statutory appeal

6. In the case of a statutory appeal, where there is no requirement to use a prescribed form, presentation may be effected by any of the methods specified at paragraph 5 above (albeit use of the online form submission service will necessitate the use of a prescribed claim form). In addition, an appeal may be presented by email to a regional office in the schedule to this Practice Direction.
7. Attention is drawn to the related Presidential Guidance entitled “Making a Statutory Appeal falling within the jurisdiction of the Employment Tribunal” which has appended to it forms which can be used to submit a notice of appeal in connection with various appeal rights.
8. The Presidential Practice Direction dated 2nd November 2017 is hereby revoked.

Judge Brian Doyle

President

Employment Tribunals (England & Wales)

Dated: 28 November 2018

Schedule

<i>Region</i>	<i>Address</i>
London Central	Employment Tribunals Victory House 30-34 Kingsway London WC2B 6EX
London East	Employment Tribunals 2 nd Floor Import Building 2 Clove Crescent London E14 2BE
London South	Employment Tribunals Montague Court 101 London Road West Croydon CR0 2RF
Midlands West	Employment Tribunals 13 th Floor Centre City Tower 7 Hill Street Birmingham B5 4UU

Midlands East	Employment Tribunals Nottingham Justice Centre Carrington Street Nottingham NG2 1EE
North East	Employment Tribunals 4 th Floor City Exchange 11 Albion Street Leeds LS1 5ES Employment Tribunals 2 nd Floor Kings Court Earl Grey Way Royal Quays North Shields Tyne & Wear NE29 6AR
North West	Employment Tribunals Alexandra House 14-22 The Parsonage Manchester M3 2JA
South East	Employment Tribunals 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	Employment Tribunals Bristol Civil and Family Justice Centre 2 Redcliff Street Bristol BS1 6GR
Wales	Employment Tribunals 3rd Floor Cardiff and Vale Magistrates Court Fitzalan Place Cardiff CF24 0RZ