



## 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 29 July 2013.
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](http://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. If a claim is so presented, it must be so within tribunal business hours (9am to 4pm, Monday to Friday, not including public holidays or weekends).

5. The Tribunal shall reject a claim if it is not accompanied by the appropriate fee or a remission application (Rule 11).

David Latham  
President, Employment Tribunals (England and Wales)  
Dated: 29 July 2013

## **Additional Information for the Assistance of Individuals who wish to present claims**

The following information does not form part of this Practice Direction but is provided for the assistance of those who wish to present claims (hereafter 'claimants').

1. If a claim is rejected for not being accompanied by the relevant fee or admission application (see item 5 above) for the purposes of the time limit which applies to presentation of the claim, time will continue to run.
2. Guidance on methods of payment is available at <http://www.justice.gov.uk/tribunals/employment/claims>.
3. The speediest and most efficient method of presenting a claim will normally be by using the online submission service. The online system will assist in calculating the fee which is due, will ensure that a claimant does remember to pay or apply for remission (since it will not allow the claim to be submitted otherwise) and will reach the fee processing centre very quickly. It also leaves no room for doubt about when the claim was presented since this is recorded electronically. That may be important if the claim is being presented close to the end of the limitation period. An electronic version of the claim form can be found at [www.employmenttribunals.service.gov.uk](http://www.employmenttribunals.service.gov.uk).

### **Schedule**

<i>Region</i>	<i>Address</i>
Birmingham	13 <sup>th</sup> Floor Centre City Tower 7 Hill Street Birmingham B5 4UU
East Anglia	Huntingdon Law Courts and Tribunals Centre Walden Road Huntingdon Cambridgeshire PE29 3DW
East Midlands	3 <sup>rd</sup> Floor Byron House 2A Maid Marian Way Nottingham NG1 6HS
Leeds	4 <sup>th</sup> Floor City Exchange 11 Albion Street Leeds LS1 4ES
London Central	Victory House 30-34 Kingsway London WC2B 6EX

London East	2 <sup>nd</sup> Floor Anchorage House 2 Clove Crescent London E14 2BE
London North & West	3 <sup>rd</sup> Floor Radius House 51 Clarendon Road Watford Hertfordshire WD17 1HP
London South	Montague Court 101 London Road West Croydon CR0 2RF
Newcastle	Quayside House 110 Quayside Newcastle Upon Tyne NE1 3DX
North West	Alexandra House 14-22 The Parsonage Manchester M3 2JA
South West	First Floor Crescent Centre Bristol BS1 6EZ
Wales	Caradog House 1-6 St Andrews Place Cardiff CF10 3BE