



EMPLOYMENT TRIBUNALS (SCOTLAND)

Presidential Practice Direction – Presentation of Claims

1. Rule 8 (1) of the Employment Tribunals Rules of Procedure (as set out in Schedule 1 of the Employment Tribunals (Constitution and Rules of Procedure Regulations 2013) 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.”

2. This Presidential Practice Direction, which sets out the methods by which a completed claim form may be presented, is made in accordance with the powers set out in Regulation 11 of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013. The Practice Direction has effect on and from 26 July 2017.

Methods of presenting a completed claim form

3. A completed claim form may be presented to an Employment Tribunal in Scotland:
 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 Tribunals Central Office (Scotland), PO Box 27105, GLASGOW, G2 9JR.**
 3. **Only** during the period 26 July 2017 to 31 July 2017 inclusive, **and not otherwise** by email to GlasgowET@hmcts.gsi.gov.uk.
 4. By hand to an Employment Tribunal Office listed in the schedule to this Practice Direction.
4. The Presidential Practice Direction dated 14 December 2016 is hereby revoked.

Shona Simon

President, Employment Tribunals (Scotland)

Dated: 02 November 2017

Schedule

<i>Office</i>	<i>Address</i>
Aberdeen	Employment Tribunals Ground Floor AB1 48 Huntly Street Aberdeen AB10 1SH Telephone: 01224 593137
Dundee	Ground Floor Block C Caledonian House Greenmarket Dundee DD1 4QB Telephone:01382 221578
Edinburgh	54-56 Melville Street Edinburgh EH3 7HF Telephone:0131 226 5584
Glasgow	Eagle Building 215 Bothwell Street Glasgow G2 7TS Telephone: 0141 204 0730