

## ACAS

Acas has an online interactive query tool, you can ask any question on employment law, workplace rights and employment relations, and get detailed answers, in simple straightforward language. <http://www.acas.org.uk/index.aspx?articleid=2042>

The service is available at all hours and complements the Acas telephone Helpline service 0300 123 1100, (open Monday to Friday 8am to 6pm), making it possible to carry out some initial research before discussing an issue with an Acas Helpline adviser. The Helpline can make use of translation services should you need it.

### **Early Conciliation**

This is not an advice service, however, if you can't sort things out with your employer, you must notify Acas of your intention to lodge an employment tribunal claim, and Acas will offer you the opportunity to use Early Conciliation. Acas Early Conciliation is open to everybody.

### **The Early Conciliation process**

You will need to submit an Early Conciliation Notification via the link <https://ec.acas.org.uk/>. After you have submitted the Early Conciliation notification form you will receive an acknowledgement, confirming all the details you have provided - this is a formal record of your submission. Please keep this email (or letter, if you do not have an email account).

Following the acknowledgement you will receive an email containing a telephone number to contact us on. We'll need to check your details, ask some basic questions about your claim and explain the process of early conciliation

## **Local Information**

Legal Advice Centre  
Nottingham Law School  
Chaucer Building  
Goldsmith Street  
Nottingham  
NG1 5LP

nls.legaladvicecentre@ntu.ac.uk  
Telephone: +44 (0)115 848 4262

Citizens Advice Nottingham & District.  
16-18 Maid Marian Way,  
Nottingham  
NG1 6HS

Telephone: 0300 330 5457

### **Website:**

[www.citizensadvicenottingham.org.uk](http://www.citizensadvicenottingham.org.uk)

**Facebook:** [Advice Nottingham](#)

**Twitter:** [@CABNottingham](#)

# Sources of Legal Advice and Assistance

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HM Courts &  
Tribunals Service

## Introduction

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Although employment tribunals are used to dealing with parties who are unrepresented and our procedure is relatively informal, many cases are more complex than they may at first seem. It is a fact of life that the more involved in a case you are the easier it is to overlook its weaknesses and to over estimate its strengths.

Advice and guidance from an experienced outsider before the case is heard can be just as valuable as representation at the hearing itself.

This is a list of some organisations where you may be able to get free advice and/or representation. The organisations give different types of help. Some offer legal advice. Some may represent you at the hearing. Some only offer emotional support. The websites usually explain what kind of help can be given.

We cannot guarantee that any of these organisations will be able to help you. We are also not responsible for the content or quality of any advice or help which you do receive. Please note that we do not delay cases to allow any extra time for you to get assistance.

Another possibility is that you can read a reliable written guide to the law and procedure.

If you cannot find any organisation to help you or you would prefer to represent yourself, which is fine, the tribunal staff and Judges will do everything they can to ensure your case is given a fair hearing. However, we cannot give you legal advice or advice on how to conduct your case.

## Advice Agencies

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### **Citizens Advice:** : [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

The address of the Citizens Advice nearest to you is available on the website. You can also look up Citizens Advice's self-help website, which has very clear advice, at [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

### **Equality Advisory and Support Service:**

[www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

The helpline is on 0808 800 0082 (free phone). This is only for discrimination cases under the Equality Act.

**Twitter:** @EASShelpline

### **Working Families:**

[www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)  
[advice@workingfamilies.org.uk](mailto:advice@workingfamilies.org.uk)

For issues around childcare and family rights.

The helpline is at 0300 012 0312

**Twitter:** @workingfamUK

### **Cheshire Halton & Warrington Race and Equality Centre (CHAWREC)**

The Unity Centre, 17 Cuppin Street,  
Chester CH1 2BN

Tel: 01244 400730 Fax: 01244 400722

E-mail: [office@chawrec.org.uk](mailto:office@chawrec.org.uk)

[www.discriminationhelp.org.uk](http://www.discriminationhelp.org.uk)

We offer an independent, completely confidential discrimination casework service, with no upfront fees, which may include representation at tribunal or court. If you think you have been discriminated against because of your race, age, religion or belief, gender, disability, sexuality or transgender status then we can advise you on the best course of action and your chances of success.

## Advice Agencies

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### **Free Representation Unit:**

[www.thefru.org.uk](http://www.thefru.org.uk)

FRU may offer free representation at the tribunal hearing. You cannot approach FRU direct. An advice agency such as a Citizens Advice Bureau needs to make a referral.

### **Advocate:** [www.weareadvocate.org.uk](http://www.weareadvocate.org.uk)

Advocate may offer free (pro bono) representation at the tribunal hearing. You cannot approach them direct. You need a referral from an advice agency, solicitor or your MP. Visit the website for details.

**Twitter:** @WeAreAdvocate

### **Personal Support Unit:** [www.thepsu.org](http://www.thepsu.org)

The PSU does not give legal advice, but it provides moral support and practical assistance in terms of helping put paperwork in good order etc

[Nottingham@thepsu.org.uk](mailto:Nottingham@thepsu.org.uk)

0115 947 3592

**Twitter:** @Nottingham PSU

Helpline pilot from 18/3/19 to 14/6/19

0300 081 0006

### **Other possibilities**

If you are a member of a trade union, they may be able to help you.

If you have household, car or other insurance cover, it may be that you are paying for legal expenses insurance, which can cover an employment tribunal case.

Some solicitors, barristers or other representatives offer a 'no win, no fee' service.

### **The Employment Tribunal website is at:**

[www.gov.uk/courts-tribunals/employment-tribunal](http://www.gov.uk/courts-tribunals/employment-tribunal)