

Checklist for lodging an appeal in the Employment Appeal Tribunal against a decision of the Employment Tribunal

REMEMBER!



- The 42 day appeal time limit ends at **4pm** on the 42nd day.
- It is YOUR responsibility to make sure you have submitted ALL the required documents *within* that time limit. DO NOT LEAVE IT UNTIL THE LAST MINUTE.
- If your appeal is incomplete because there are missing documents or pages, it is “not properly instituted”, which means it has not been properly lodged.

THE CHECKLIST



- Read sections 1 to 4 of the EAT Practice Direction and the T440 Guidance.
- Notice of Appeal
 - have you completed all sections of the EAT Form 1 (T444)? Remember to state the date of the decision you are appealing.
- Decision you are appealing
 - have you included a copy of the judgment, order, direction or other decision against which you are appealing?
- Written Reasons
 - have you included a copy of the written reasons (if written reasons are not included in the same document as the judgment or order)?
 - if not, have you requested a copy of the written reasons?
 - if you don't include the written reasons when submitting your appeal you must explain why (see paragraph 3.4 of the Practice Direction).
- Claim (ET1)
 - have you included copies of the Claim (ET1) or, if there was more than one claimant, each Claim in the proceedings as sent to the ET?
 - have you included any document sent to the ET with the Claim (ET1) e.g. a document setting out the details of claim as referred to at box 8.2 of the ET1?
 - if any of these documents are missing when you submit your appeal, you must explain why (see paragraph 3.3 of the Practice Direction).
- Response (ET3)
 - have you included copies of the Response (ET3) or, if there was more than one respondent, each Response in the proceedings as sent to the ET?
 - have you included any document sent to the ET with the Response (ET3) e.g. a document setting out the defence to the claim as referred to at box 6.1 of the ET3?
 - if any of these documents are missing when you submit your appeal, you must explain why (see paragraph 3.3 of the Practice Direction).

It is your responsibility to submit EVERY page of the required documents. Make sure the copies you use are complete and not missing any pages.

Submit your file by E-file <https://www.gov.uk/guidance/ce-file-system-information-and-support-advice> (best to use via Firefox browser)

Or email to londoneat@justice.gov.uk , or send by post to: EAT, 5th floor Rolls Building, Fetter Lane, London EC4A 1NL