CASE MANAGEMENT AGENDA

You must fill in the table below and send a copy to the other side and the Tribunal at least 7 days before the preliminary hearing. Try and agree the contents with the other side first if you can.

Some sections may not be relevant in your case. Leave those blank. Don't worry if you don't know what to write. The Judge will discuss it with you at the preliminary hearing.

The Welsh language version of this form can be found at this link:
https://www.judiciary.uk/guidance-and-resources/employment-rules-and-legislation-practice-directions/

1. Your details

1.1 What is the case number?	
1.2 Are you completing this for the claimant or the respondent, or is it agreed?	
1.3 Do you wish to make the Judge at the preliminary hearing aware of any vulnerability or disability? If so, please say what it is and explain if you need any help from the tribunal.	
1.4 Do you need an interpreter at the preliminary hearing? Which language?	

2. Claimant and respondent

2.1 Are the names of the claimant and respondent(s) in this case correct? If the respondent is a company, its name should usually end "Ltd" or "plc". Please confirm the correct legal name and, if possible, the company number.	
2.2 Should any person be added or removed as a respondent? If so, why?	

3. The claim and response

3.1 What are the complaints in the claim form? (*e.g. unfair dismissal, direct race discrimination*)	
3.2 Is the claimant withdrawing any of the complaints in the claim form? Which ones?	
3.3 Is the claimant applying to amend the claim?	

If so, they must write here or on a separate page exactly what they want the amended claim to say.	
3.4 Does the respondent need the claimant to explain the complaints more clearly or in more detail? If so, they must write here exactly what questions they need the claimant to answer. The claimant should provide answers in writing before the hearing or be ready to answer these questions at the preliminary hearing.	
3.5 Has the respondent made an employer's contract claim?	
3.6 Is there any application to amend the response? If so, the respondent must write here exactly what they want the amended response to say.	
3.7 Does the claimant need the respondent to explain the response more clearly or in more detail? If so, they must write here exactly what questions they need the respondent to answer. The respondent should provide answers in writing before the hearing or be ready to answer these questions at the preliminary hearing.	

4. Remedy

4.1 If there is an unfair dismissal claim which succeeds, does the claimant want to go back to work for the respondent in the same job ("reinstatement") or in an equivalent job ("re-engagement")?	
4.2 If the claims succeed, and the claimant does not go back to work for the respondent, how much money is the claimant asking for as compensation?	
4.3 Has the claimant sent the respondent details of how that has been calculated (a "**schedule of loss**")?	
4.4 Has the Claimant started new work? If yes, when?	

4.5 If the complaints are about employment ending, was the claimant in a pension scheme? If so, was it a defined benefit scheme (final salary or career average) or a defined contribution scheme (money purchase)?	

5. The issues

5.1 What issues or questions will the Tribunal need to decide at the final hearing of the claim? **Only fill this box in if you are legally represented. If you are not, the Judge will deal with this at the preliminary hearing. A key purpose of case management is to finalise the list of issues to be decided.**	

6. Deposit order

6.1 Are you asking the Judge at the preliminary hearing to make a deposit order because part of the claim or response has little reasonable prospect of success? If yes, why? The Judge may consider making a deposit order at the preliminary hearing even if nobody has asked for it. If so, the Judge will ask about ability to pay.	

7. Privacy

7.1 Is there any application for an anonymity or similar order under Employment Tribunal Rule 49? Why? If so, the Judge may decide it at the preliminary hearing. You must send in any evidence in support of your application before the preliminary hearing.	

8. Further preliminary hearings

8.1 Should any of the issues in the claim be decided at a further preliminary hearing? Which? (*e.g. time limits, disability, whether the claimant was an employee*)	

8.2 Should there be a further preliminary hearing to consider striking out any part of the claim or response? Which part? Why?	
8.3 If such a preliminary hearing is needed, the Judge will fix a date for it. It will be a public hearing. The Judge might also arrange another preliminary hearing for case management if that is necessary.	

9. Documents and evidence

The Judge at the preliminary hearing will usually make orders for the claimant and respondent to send each other a list of all the relevant documents and other evidence they have, and copies of those things. This is called "**disclosure**". The Judge will then make an order for a file of relevant documents to be prepared for the final hearing. That file is often called the "**hearing bundle**".	
9.1 Do you want to receive documents from the other side as hard copies (paper) or electronic copies (pdf)?	
9.2 Do you want to send documents to the other side as hard copies (paper) or electronic copies (pdf)?	
9.3 By what date should the respondent send their list of documents and copies of documents?	
9.4 By what date should the claimant send their list of documents and copies of documents?	
9.5 Who will be responsible for preparing the file of documents/bundle for the final hearing?	
9.6 By what date should the file/bundle be sent to the other side?	
9.7 Should it be a hard copy or a pdf copy?	
9.8 Will expert medical evidence be needed at the final hearing? Why?	
9.9 Should there be joint medical expert?	
9.10 If you are legally represented, what orders should be made to instruct the joint expert?	

10. Witnesses

The Judge at the preliminary hearing will usually make an order that each person who is going to give evidence at the final hearing must prepare a written witness statement and send it to the other side before the final hearing.

10.1 Name each person you intend to call as a witness on your side at the final hearing and say briefly what each person will give evidence about. The claimant will need to give evidence and might be the only witness on their side.	
10.2 Should the claimant and respondent exchange their witness statements on the same day or should one side go first?	
10.3 What dates should witness statements be exchanged or sent?	
10.4 Should they be sent as hard copies or pdf copies?	

11. The final hearing

11.1 Could you attend a hearing by video if necessary? You need somewhere to take part in the hearing uninterrupted between 9.30am and 4.30pm, a good internet connection and a computer or laptop.	
11.2 Do you have any preference about attending a hearing in person or by video? Why?	
11.3 How long do you think the final hearing will last?	
11.4 Is a separate hearing needed to decide about compensation or other remedy? Why?	
11.5 Would you prefer to have your case heard by (a) a judge alone or (b) a judge with two non-legal members? You do not have to express a preference but if you do, please give brief reasons.	
11.6 You must list here any date in the next 12 months on which you, your representative or any witness you intend to call will not be available to attend a Tribunal hearing. For each date, you must identify the person who is unavailable and give the reason. **The Judge at the preliminary hearing will fix the date for the final hearing or the next hearing.**	
11.7 Will you or any witness be outside the UK at the time of the final hearing?	

11.8 Will you, your representative or any of your witnesses need any reasonable adjustments at the final hearing? Say who will need adjustments and what they need.	
11.9 Will you or any of your witnesses need an interpreter at the final hearing? Which language?	
11.10 Should the claimant or the respondent be responsible for providing documents for the Tribunal to use at the final hearing?	
11.11 Should they be hard copies or pdf copies?	

12. Other preparation

12.1 Should there be a list of names and roles of the people involved in the events the claim is about (a "**cast list**")? **12.2** Who will prepare it and on what date?	
12.3 Should there be a list of dates and key events (a "**chronology**")? **12.4** Who will prepare it and on what date?	
12.5 Are there any other special requirements for any hearing? What are they?	

13. Alternative Dispute Resolution

This section asks about types of hearing where the Judge can help both sides reach an agreement on resolving the case without a final hearing.	
13.1 Is this a case that might be suitable for **judicial assessment**?	
13.2 Are the parties interested in having a judicial assessment?	
13.3 Is this a case that might be suitable for a **judicial mediation**?	
13.4 Are you interested in attending a judicial mediation?	
13.5 Are you aware that you may be required to attend a **dispute resolution appointment**?	
JUDICIAL USE ONLY	If relevant, Judge to consider whether criteria for

	judicial assessment/judicial mediation/DRA apply and then raise with the parties and record response. If appropriate, conduct JA and/or list for judicial mediation/DRA subject to liaison as appropriate with listing and the REJ.

14. Any other matters

Write here anything else you need to raise at the preliminary hearing.

For more information about Employment Tribunals in England & Wales please go to

https://www.judiciary.uk/courts-and-tribunals/tribunals/employment-tribunal/employment-tribunal-england-wales/

or scan the QR code below: