



Courts and Tribunals Judiciary

Judge Barry Clarke
President
Employment Tribunals
(England and Wales)

Presidential Practice Direction

Presentation of Claims, Responses and Statutory Appeals to the Employment Tribunals (England and Wales)

1. In this Practice Direction, “Rules” means the Employment Tribunal Procedural Rules 2024.
2. Section 7A(1) of the Employment Tribunals Act 1996 allows the President to make Practice Directions about the practice and procedure Employment Tribunals in England and Wales. This Practice Direction concerns the available methods for the presentation of claims, responses and statutory appeals to the Employment Tribunals in England and Wales. It supersedes the Practice Direction on the presentation of claims dated 2 March 2020 and the joint interim Practice Direction on the presentation of responses dated 6 April 2024. The Practice Direction that sets out the available methods for the presentation of claims, responses and statutory appeals to the Employment Tribunals in Scotland can be found here:
<https://www.judiciary.uk/guidance-and-resources/directions-for-employment-tribunals-scotland/#practice>.

Presentation of claims and responses

3. Rule 10(1) provides that a claim shall be started by presenting a completed, prescribed claim form “*in accordance with any practice direction*”. Rule 17(1) provides that a response must be on a prescribed form and presented “*in accordance with any practice direction*”. In both cases, minimum information is required; see Rule 12(1) for claims and Rule 18(1) for responses.
4. Forms are prescribed by the Presidents in accordance with Rule 9(1) of the Rules. Rule 9(2) sets out exceptions where a prescribed form is not required, such as where an Employment Tribunal is exercising its statutory appellate jurisdiction; see paragraphs 11-14 below.
5. By this Practice Direction, a claim or response may only be presented using one of the following four methods:

- **Method one:** online, using the online submission service provided by HM Courts and Tribunals Service.
 - **Method two:** by post to the Employment Tribunal Central Office, PO Box 11225, Loughborough, LE11 9PX.
 - **Method three:** by hand to any of the Employment Tribunal offices listed in the schedule to this Practice Direction.
 - **Method four:** exceptionally, by email to etsubmission-engwal@justice.gov.uk.
6. Method one is generally quicker and easier. The online submission service can be accessed at the following links:
- Claims: <https://www.gov.uk/employment-tribunals/make-a-claim>
 - Responses: <https://www.gov.uk/being-taken-to-employment-tribunal-by-employee>
7. For methods two, three and four, the relevant prescribed forms can be downloaded at the following links:
- Claims: <https://www.gov.uk/government/publications/make-a-claim-to-an-employment-tribunal-form-et1>
 - Responses: <https://www.gov.uk/government/publications/respond-to-a-claim-made-to-an-employment-tribunal-form-et3>
8. Method four is described as exceptional because it is only available where there is a fault with the online submission service. A claim or response presented by email will not have been validly presented unless accompanied by a screenshot of the error message generated by the online submission service confirming a system malfunction at the relevant time.
9. Method one is available in both English and Welsh. The forms to be downloaded for methods two, three and four are also available in both English and Welsh.
10. A claim or response that is not presented in accordance with this Practice Direction will be rejected. It will be returned to the party with a notice of rejection explaining why it has been rejected.

Presentation of statutory appeals

11. Employment Tribunals hear statutory appeals against:
- A levy imposed under the Industrial Training Act 1982;
 - An improvement or prohibition notice issued under the Health and Safety at Work etc Act 1974;
 - An unlawful act notice issued by the Equality and Human Rights Commission under the Equality Act 2006;
 - An improvement or prohibition notice issued under the Energy Act 2013;
 - A notice of underpayment issued under the National Minimum Wage Act 1998; and
 - A financial penalty notice issued by an enforcement officer under the Employment Tribunals Act 1996.

12. There are no prescribed forms for commencing statutory appeals. However, optional forms are appended to the related Presidential Guidance “*Making a Statutory Appeal falling within the jurisdiction of the Employment Tribunal*” issued on 11 September 2017:
<https://www.judiciary.uk/wp-content/uploads/2015/03/presidential-guidance-statutory-appeals-20210616-003.docx>
13. A statutory appeal, or a response to a statutory appeal, may be presented using any of the four methods specified in this Practice Direction, albeit that method one will necessitate the use of a prescribed claim or response form. In the case of method four, there is no need for an accompanying screenshot of an error message generated by the online submission service.
14. This Practice Direction has been approved by the Senior President of Tribunals and the Lord Chancellor under section 7A(2C) of the Employment Tribunals Act 1996. It takes effect immediately after midnight on 20 May 2025.



Judge Barry Clarke
President
16 April 2025

Schedule

Region	Address
London Central	Employment Tribunals Victory House 30-34 Kingsway London WC2B 6EX
London East	Employment Tribunals 2 nd Floor, Import Building 2 Clove Crescent London E14 2BE
London South	Employment Tribunals Montague Court 101 London Road West Croydon CR0 2RF

Midlands West	Employment Tribunals 13 th Floor, Centre City Tower 7 Hill Street Birmingham B5 4UU
Midlands East	Employment Tribunals Nottingham Justice Centre Carrington Street Nottingham NG2 1EE
North East England	Employment Tribunals West Gate 6 Grace Street Leeds LS1 2RP Employment Tribunals Newcastle Civil Family Courts & Tribunal Centre Barras Bridge Newcastle Upon Tyne NE1 8QF
North West England	Employment Tribunals Alexandra House 14-22 The Parsonage Manchester M3 2JA
South East England	Employment Tribunals 3 rd Floor, Radius House 51 Clarendon Road Watford WD17 1HP Employment Tribunals Cambridge County Court & Family Court 197 East Road Cambridge CB1 1BA
South West England	Employment Tribunals Bristol Civil & Family Justice Centre 2 Redcliff Street Bristol BS1 6GR
Wales	Employment Tribunals 3 rd Floor, Cardiff & Vale Magistrates Court Fitzalan Place Cardiff CF24 0RZ