Osprey Approach: Employment - Tribunal Process Employee

This help guide was last updated on
Mar 28th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=23289

CLIENT DETAILS FW_EME

Client date of birth

Select a date

Client Salutation

Funding

Please Select

- Please Select
- Private
- Trade Union
- Legal Expenses
- No win no fee
- Public funding

Client gender

Please Select

- Please Select
- Male
- Female

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYMENT DATES FW_EME

Employment Start Date

Select a date

Employment Termination Date

Select a date

Date of Dismissal

Select a date

Years with Employer

Date from which Time Limit Runs

Select a date

Limitation Date

Select a date

Date last paid

Select a date

Notice Period (Contract)

Notice Period (Actual)

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

JOB DETAILS FW_EME

Job Title

Employment Status

Hours per week

Submit Cancel

CONTRACT OF EMPLOYMENT / POLICIES FW_EME

Does client have a Contract of Employment?

Please Select

- Please Select
- Yes
- No

Has client supplied Contract of Employment?

Please Select

- Please Select
- Yes
- No
- Not applicable

Do we need a chronology?

Please Select

- Please Select
- Yes
- No

Has client supplied a chronology?

Please Select

- Please Select
- Yes
- No

Does employer have written disciplinary procedure?

Please Select

- Please Select
- Yes
- No
- Not Known

Has client supplied company disciplinary procedure

Please Select

- Please Select
- Yes
- No
- Not Known

Does employer have written grievance procedure?

EMPLOYMENT FINANCIAL DETAILS FW_EME

Gross Salary (annual)

0.00

Gross Salary (monthly)

0.00

Gross Salary (weekly)

0.00

Net Salary (annual)

0.00

Net Salary (monthly)

0.00

Net Salary (weekly)

0.00

Payment Period

Please Select

- Please Select
- Weekly
- Monthly
- Other

London Weighting?

Please Select

- Please Select
- Yes
- No
- Not applicable

London Weighting Amount

0.00

Bonus?

Please Select

- Please Select
- Yes
- No

Bonus Amount

0.00

TYPE OF CLAIM FW_EME

Unfair dismissal

Please Select

- Please Select
- Yes
- No

Discrimination - Age

Please Select

- Please Select
- Yes
- No

Discrimination - Disability

Please Select

- Please Select
- Yes
- No

Discrimination - Gender Reassignment

Please Select

- Please Select
- Yes
- No

Discrimination - Marriage / Civil Partnership

Please Select

- Please Select
- Yes
- No

Discrimination - Pregnancy / Maternity

Please Select

- Please Select
- Yes
- No

Discrimination - Race

Please Select

- Please Select
- Yes

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL DETAILS

Tribunal Case No

Tribunal

(None selected)

(None selected)

TRIBUNAL - Employment Tribunal (-),

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

LIMITATION DATE

Is Limitation Date known yet?

Please Select

Please Select

Yes

No

Limitation Date

Select a date

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYMENT DATES FW_EME

Employment Start Date

Select a date

Employment Termination Date

Select a date

Date of Dismissal

Select a date

Years with Employer

Date from which Time Limit Runs

Select a date

Limitation Date

Select a date

Date last paid

Select a date

Notice Period (Contract)

Notice Period (Actual)

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

JOB DETAILS FW_EME

Job Title

Employment Status

Hours per week

Submit Cancel

EMPLOYMENT FINANCIAL DETAILS FW_EME

Gross Salary (annual)

0.00

Gross Salary (monthly)

0.00

Gross Salary (weekly)

0.00

Net Salary (annual)

0.00

Net Salary (monthly)

0.00

Net Salary (weekly)

0.00

Payment Period

Please Select

- Please Select
- Weekly
- Monthly
- Other

London Weighting?

Please Select

- Please Select
- Yes
- No
- Not applicable

London Weighting Amount

0.00

Bonus?

Please Select

- Please Select
- Yes
- No

Bonus Amount

0.00

TYPE OF CLAIM FW_EME

Unfair dismissal

Please Select

- Please Select
- Yes
- No

Discrimination - Age

Please Select

- Please Select
- Yes
- No

Discrimination - Disability

Please Select

- Please Select
- Yes
- No

Discrimination - Gender Reassignment

Please Select

- Please Select
- Yes
- No

Discrimination - Marriage / Civil Partnership

Please Select

- Please Select
- Yes
- No

Discrimination - Pregnancy / Maternity

Please Select

- Please Select
- Yes
- No

Discrimination - Race

Please Select

- Please Select
- Yes

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL DETAILS

Tribunal Case No

Tribunal

(None selected)

(None selected)

TRIBUNAL - Employment Tribunal (-),

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

LIMITATION DATE

Is Limitation Date known yet?

Please Select

Please Select

Yes

No

Limitation Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL DETAILS

Tribunal Case No

Tribunal

(None selected)

(None selected)

TRIBUNAL - Employment Tribunal (-),

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ET3 TO US

ET3 received by us?

Please Select

Please Select

Yes

No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

ET3 TO TRIBUNAL

ET3 received by Tribunal?

Please Select

Please Select

Yes

No

Submit Cancel

JUDGMENT IN DEFAULT

Judgment in Default granted?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL ORDERS

Bundle of Documents

Please Select

- Please Select
- Claimant to prepare
- Respondent to prepare

Bundle of Documents due

Select a date

Exchange of Documents ordered?

Please Select

- Please Select
- Yes
- No

Exchange of List of Documents due

Select a date

Exchange Expert Reports ordered?

Please Select

- Please Select
- Yes
- No

Exchange Expert Reports due

Select a date

Exchange Witness Statements ordered?

Please Select

- Please Select
- Yes
- No

Exchange Witness Statements due

Select a date

Service of Schedule of Loss ordered? (to other sid

Please Select

- Please Select
- Yes
- No

Service of Schedule of Loss due

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL HEARING DATE(S)

Preliminary Hearing scheduled?

Please Select

- Please Select
- Yes
- No

Preliminary Hearing Date

Select a date

Final Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF WITNESSES

Number of witnesses (claimant)

Please Select

- Please Select
- None
- 1 - 3
- 4 or more

Submit Cancel

WITNESS DETAILS 1-3

Witness 1 Title

Witness 1 Initials

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 2 Title

Witness 2 Initials

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 3 Title

Witness 3 Initials

Witness 3 Forename

Witness 3 Surname

Witness 3 Address

WITNESS DETAILS 4-6

Witness 4 Title

Witness 4 Initials

Witness 4 Forename

Witness 4 Surname

Witness 4 Address

Witness 5 Title

Witness 5 Initials

Witness 5 Forename

Witness 5 Surname

Witness 5 Address

Witness 6 Title

Witness 6 Initials

Witness 6 Forename

Witness 6 Surname

Witness 6 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL HEARING DATE(S)

Preliminary Hearing scheduled?

Please Select

- Please Select
- Yes
- No

Preliminary Hearing Date

Select a date

Final Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF WITNESSES

Number of witnesses (claimant)

Please Select

- Please Select
- None
- 1 - 3
- 4 or more

Submit Cancel

WITNESS DETAILS 1-3

Witness 1 Title

Witness 1 Initials

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 2 Title

Witness 2 Initials

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 3 Title

Witness 3 Initials

Witness 3 Forename

Witness 3 Surname

Witness 3 Address

WITNESS DETAILS 4-6

Witness 4 Title

Witness 4 Initials

Witness 4 Forename

Witness 4 Surname

Witness 4 Address

Witness 5 Title

Witness 5 Initials

Witness 5 Forename

Witness 5 Surname

Witness 5 Address

Witness 6 Title

Witness 6 Initials

Witness 6 Forename

Witness 6 Surname

Witness 6 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

TRIBUNAL ORDERS

Bundle of Documents

Please Select

- Please Select
- Claimant to prepare
- Respondent to prepare

Bundle of Documents due

Select a date

Exchange of Documents ordered?

Please Select

- Please Select
- Yes
- No

Exchange of List of Documents due

Select a date

Exchange Expert Reports ordered?

Please Select

- Please Select
- Yes
- No

Exchange Expert Reports due

Select a date

Exchange Witness Statements ordered?

Please Select

- Please Select
- Yes
- No

Exchange Witness Statements due

Select a date

Service of Schedule of Loss ordered? (to other sid

Please Select

- Please Select
- Yes
- No

Service of Schedule of Loss due

Select a date

Submit Cancel

NUMBER OF WITNESSES

Number of witnesses (claimant)

Please Select

- Please Select
- None
- 1 - 3
- 4 or more

Submit Cancel

WITNESS DETAILS 1-3

Witness 1 Title

Witness 1 Initials

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 2 Title

Witness 2 Initials

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 3 Title

Witness 3 Initials

Witness 3 Forename

Witness 3 Surname

Witness 3 Address

WITNESS DETAILS 4-6

Witness 4 Title

Witness 4 Initials

Witness 4 Forename

Witness 4 Surname

Witness 4 Address

Witness 5 Title

Witness 5 Initials

Witness 5 Forename

Witness 5 Surname

Witness 5 Address

Witness 6 Title

Witness 6 Initials

Witness 6 Forename

Witness 6 Surname

Witness 6 Address

EMPLOYMENT FINANCIAL DETAILS FW_EME

Gross Salary (annual)

0.00

Gross Salary (monthly)

0.00

Gross Salary (weekly)

0.00

Net Salary (annual)

0.00

Net Salary (monthly)

0.00

Net Salary (weekly)

0.00

Payment Period

Please Select

- Please Select
- Weekly
- Monthly
- Other

London Weighting?

Please Select

- Please Select
- Yes
- No
- Not applicable

London Weighting Amount

0.00

Bonus?

Please Select

- Please Select
- Yes
- No

Bonus Amount

0.00

TYPE OF CLAIM FW_EME

Unfair dismissal

Please Select

- Please Select
- Yes
- No

Discrimination - Age

Please Select

- Please Select
- Yes
- No

Discrimination - Disability

Please Select

- Please Select
- Yes
- No

Discrimination - Gender Reassignment

Please Select

- Please Select
- Yes
- No

Discrimination - Marriage / Civil Partnership

Please Select

- Please Select
- Yes
- No

Discrimination - Pregnancy / Maternity

Please Select

- Please Select
- Yes
- No

Discrimination - Race

Please Select

- Please Select
- Yes

ALLOCATE A CUSTOM QUESTIONNAIRE

SCHEDULE OF LOSS

Job Seeker's Allowance End Date

Select a date

Job Seeker's Allowance Start Date

Select a date

Job Seeker's Allowance Total Amount

0.00

Date Mitigation Commenced

Select a date

Net Weekly Pay in Mitigation

0.00

Relevant Multiplier

Total Continuous Service

Weekly Pay Amount / Statutory Minimum

0.00

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

LIST OF DOCUMENTS

Exchange of List of Documents due

Select a date

Preliminary Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DOCUMENTS RECEIVED

All documents received?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

BUNDLE OF DOCUMENTS

Bundle of Documents

Please Select

- Please Select
- Claimant to prepare
- Respondent to prepare

Bundle of Documents due

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

NUMBER OF WITNESSES

Number of witnesses (claimant)

Please Select

- Please Select
- None
- 1 - 3
- 4 or more

Submit Cancel

WITNESS DETAILS 1-3

Witness 1 Title

Witness 1 Initials

Witness 1 Forename

Witness 1 Surname

Witness 1 Address

Witness 2 Title

Witness 2 Initials

Witness 2 Forename

Witness 2 Surname

Witness 2 Address

Witness 3 Title

Witness 3 Initials

Witness 3 Forename

Witness 3 Surname

Witness 3 Address

WITNESS DETAILS 4-6

Witness 4 Title

Witness 4 Initials

Witness 4 Forename

Witness 4 Surname

Witness 4 Address

Witness 5 Title

Witness 5 Initials

Witness 5 Forename

Witness 5 Surname

Witness 5 Address

Witness 6 Title

Witness 6 Initials

Witness 6 Forename

Witness 6 Surname

Witness 6 Address

RESPONDENT WITNESS STATEMENTS

Respondent Witness Statements received?

Please Select

- Please Select
- Yes
- No

Submit Cancel

ADVICE TO WITNESS (3) RE

HEARING DATE

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_1_FWWIT3TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT3ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT3TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO WITNESS (4) RE

HEARING DATE

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO WITNESS (5) RE

HEARING DATE

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_2_FWWIT5TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT5ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT5TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO WITNESS (6) RE

HEARING DATE

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_2_FWWIT6TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT6ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

APPLICATION FOR AN ORDER

FOR JUDGMENT IN DEFAULT

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name **}**
{ MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_address **}**

Dear Sirs

{ MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }
Case No. { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

We act for the claimant in the above proceedings.

In accordance with rule 30 of the Employment Tribunals Rules of Procedure 2013 (ET Rules), we are writing to request an order for [DETAILS].

We consider that an order in the terms requested would assist the tribunal in dealing with the proceedings efficiently and fairly and in accordance with the overriding objective because [SPECIFIC REASONS].

We confirm that we have complied with rule 30(2) of the ET Rules by providing a copy of this letter or giving details of and the reasons for this application, to **{** MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**. We have also advised that any objection to this application must be sent to the tribunal office as soon as possible and copied to ourselves and **{** MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**.

We are grateful for your assistance and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ADVISE APPLYING FOR

JUDGMENT IN DEFAULT

PRACCTICE
SOLICITORS

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Dear **{** MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ADVISE AWAITING ET3

FROM TRIBUNAL

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: Your Employment Matter

Please find enclosed a copy of a letter I have received today from the Tribunal confirming your claim has been accepted and has been sent to**{** MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**. The Respondent has 28 days in which to respond and I will let you know as soon as this is received.

I also enclose our own information sheet on the procedure and mitigation.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client care letter - Tribunal

PRACCTICE
SOLICITORS

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Dear **{** MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Thank you for instructing me to act on your behalf in this matter. I am **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}**, a **{** MERGEFIELD CALCULATION_STATUS_DESCRIPTION **}** in the Employment Department. I am supervised by **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}** who will also be aware of your matter.

Deadline to Submit Your Claim

Your claim must be prepared and submitted by DATE. The claim is submitted to the Tribunal by completing Form ET1, together with a supplemental statement of the issues. I will prepare a draft of this form and statement and will send it to you as soon as possible for your consideration.

Please note there is no application fee payable to submit claims.

Preparing Form ET1

Following our discussion, I understand the issues in respect of your case are as follows:
Insert issues here

If there are other issues which I am not aware of, please contact me to discuss these further. It is extremely important to ensure all relevant information to your case is contained within your claim form.

I also have the following details for your Employer, and should be grateful if you would let me know of any inaccuracies as it is imperative that this information is correct in your claim form.
List the dossier fields for the employers details.

Once the ET1 has been prepared I will forward this to you, together with the accompanying statement, for your consideration. Once approved I will send it to the Tribunal and a copy will also be sent to your Employer.

Employer's Response – Form ET3

Once your Employer has received a copy of your ET1 form, they are obliged to complete form ET3 and send it to the Tribunal. The ET3 form allows your Employer to respond to the allegations you have made. Once I have received a copy of the ET3 from the Tribunal, I will forward it to you.

Once the Tribunal has received the ET3 from your Employer, both forms will be passed to an Employment Judge for consideration. The Judge will then send both parties a Case Management Order which will detail the next steps to be taken. The Judge may list a Preliminary Hearing where both parties will attend the Tribunal (in person or by telephone) and the Judge will set out a timetable of actions after hearing from both parties' representatives. It is possible, however, that the Judge will decide a Preliminary Hearing is not necessary to put in place a timetable, and this will be included within the Case Management Order by the Judge himself.

Usually, the Case Management Order will contain the following directions:

- For each party to compile and share with the other a list and copies of documents which are relevant to the case.
- Obtain any experts reports (if necessary).
- For both parties to exchange written witness statements.
- For you to prepare a schedule of loss, detailing any financial compensation you are claiming, which will be served upon your Employer.

If the Judge decides a Preliminary Hearing is not necessary, then a date for the Final Hearing will be confirmed in the Case Management Order. Please note that the Tribunal are very strict regarding hearing dates, so you should ensure you are available to attend. The Tribunal are unlikely to move a hearing date unless they believe there is a very good reason to do so.

Evidence

During the Final Hearing, you will be required to give evidence as a witness. It may be necessary for us to consider whether you will require any witnesses to support your case, however I will discuss this with you in due course. If you believe you will require additional witnesses, I should be grateful if you would please let me know who these people are as I will need to get in contact with them as soon as possible (if they are willing to do so).

I should be grateful if you would please provide me with copies of the following documents:
List documents here.

I would strongly advise you not to discuss your case with anyone, other than those who have to be involved. The reason for this is to prevent feedback of information or my advice about your case to your Employer, as this could be detrimental.

The Decision of the Tribunal

Usually, the Tribunal do not give their judgment at the Final Hearing, rather preparing it after the hearing and sending a written judgement to the parties. This can take weeks or months, depending on the workload of the Tribunal Judges.

Once the judgement has been received, the unsuccessful party has 14 days to apply to the Tribunal to reconsider its decision, and 42 days to appeal. It is only possible to appeal a decision 'on a point of law' – this means it is not possible to appeal based solely on the unsuccessful party disagreeing with the Tribunal's decision.

If the Tribunal has not included compensation in the Judgement, it is likely a further separate hearing will be listed to consider how much you should be awarded.

Settlement

It is possible to settle a case, even if an application has been made to the Tribunal. Often, cases do not go to Final Hearing because they have settled. There are many advantages to settling, such as reduced cost and stress, reduced bad publicity etc.

If a settlement is reached, it will usually include a compensation payment from your Employer to you.

Settlement can be reached either by both parties' representatives negotiating on their client's behalf, or through Acas (even where pre-claim conciliation has not worked).

Costs

Even where a claim is successful, the Tribunal is highly unlikely to make a costs order against the unsuccessful party. Therefore if your claim was successful, your Employer would not usually have to pay your legal costs.

I estimate my costs in this matter to be:
Insert costs estimate here

In my experience, I estimate this matter will conclude in:
Insert time estimate here

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Suite 123, Falstaff House, Enigma Business Park, Sandys Road, Malvern, Worcestershire, WR14 1JJ
Telephone 03300 604940, Fax 01684 210375, Web http://www.ospreylegalcloud.co.uk

CLIENT CONFIRMING

PROCEEDINGS ISSUED IN

TRIBUNAL

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a copy of a letter I have received today from the Tribunal confirming your claim has been accepted and has been sent to the Respondent. The Respondent has 28 days in which to respond and I will let you know as soon as this is received.

I also enclose our own information sheet on the procedure and mitigation.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ENCLOSE ET3

PRACCTICE
SOLICITORS

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT LETTER ENCLOSING

DRAFT LIST OF DOCUMENTS

PRACCTICE
SOLICITORS

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enquiries@pracctice.com
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Malvern
WR14 1JJ
T: 0330 060 4940

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: Preparation of List of Documents

Please find enclosed draft List of Documents we have prepared for you.

Please confirm whether this contains all the documents you have in your possession relating to your matter. If you have any further documents please let me have copies of these by return.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Enc

CLIENT LETTER ENCLOSING

INFORMATION FORM RE

SCHEDULE OF LOSS

PRACCTICE
SOLICITORS

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enquiries@pracctice.com
Suite 1, Falstaff House
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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT RE DOCUMENTS

RECEIVED

PRACCTICE
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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

COPY BUNDLE TO CLIENT

PRACCTICE
SOLICITORS

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT ET1 TO CLIENT FOR

APPROVAL

PRACCTICE
SOLICITORS

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T: 0330 060 4940

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{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

INFORMATION REQUIRED FROM

CLIENT IN ORDER TO PREPARE

STATEMENT OF LOSS

INFORMATION REQUIRED FROM CLIENT IN ORDER TO PREPARE SCHEDULE OF LOSS

Date of Birth	**{** MERGEFIELD FW_CLI_INFO_EME_FW_CLI_DOB **}**
Employment Dates: Start Date: End Date:	 **{** MERGEFIELD FW_EMP_TRMS_DTS_FW_EMP_START_DT **}** **{** MERGEFIELD FW_EMP_TRMS_DTS_FW_EMP_TERM_DT **}**
Gross weekly earnings	**{** MERGEFIELD FW_EMP_DET_FIN_FW_GRS_SAL_WK \# "£,##.00;(£,##.00)"**}**
Net weekly earnings	**{** MERGEFIELD FW_EMP_DET_FIN_FW_NET_SAL_WK \# "£,##.00;(£,##.00)"**}**
Notice	**{** MERGEFIELD FW_EMP_CLM_DET_FW_NOTICE_PAY **}{** IF **{** MERGEFIELD FW_EMP_CLM_DET_FW_NOTICE_PAY **}** = "Yes" "**{** MERGEFIELD FW_EMP_CLM_DET_FW_NTCE_PAY_AMT \# "£,##.00;(£,##.00)"**}**" "" **}**
Holiday entitlement	**{** MERGEFIELD FW_EMP_CLM_DET_FW_HOL_PAY **}{** IF **{** MERGEFIELD FW_EMP_CLM_DET_FW_HOL_PAY **}** = "Yes" "**{** MERGEFIELD FW_EMP_CLM_DET_FW_HOL_PAY_AMT \# "£,##.00;(£,##.00)"**}**" "" **}**
Benefits:-	**{** MERGEFIELD TK_EMP_DET_BENS_TK_AO_BENEFITS **}**
Health Cover	**{** MERGEFIELD FW_EMP_DET_BENS_FW_HLTHCOV **}{** IF **{** MERGEFIELD FW_EMP_DET_BENS_FW_HLTHCOV **}** = "Yes" "**{** MERGEFIELD FW_EMP_DET_BENS_FW_HLTHCOV_AMT \# "£,##.00;(£,##.00)"**}** **{** MERGEFIELD FW_EMP_DET_BENS_FW_HLTHCOV_DTL **}**" "" **}**
Pension	**{** MERGEFIELD FW_EMP_DET_BENS_FW_PENSION **}{** IF **{** MERGEFIELD FW_EMP_DET_BENS_FW_PENSION **}** = "Yes" "**{** MERGEFIELD FW_EMP_DET_BENS_FW_PENSION_AMT \# "£,##.00;(£,##.00)"**}** **{** MERGEFIELD FW_EMP_DET_BENS_FW_PENSION_DTL **}**" "" **}**
Bonus	**{** MERGEFIELD FW_EMP_DET_BENS_FW_BONUS **}{** IF **{** MERGEFIELD FW_EMP_DET_BENS_FW_BONUS **}** = "Yes" " **{** MERGEFIELD FW_EMP_DET_BENS_FW_BONUS_AMT \# "£,##.00;(£,##.00)"**}** **{** MERGEFIELD FW_EMP_DET_BENS_FW_BONUS_DTL **}**" "" **}**
Shares	**{** MERGEFIELD FW_EMP_DET_BENS_FW_SHARES **}**
Company car	**{** MERGEFIELD FW_EMP_DET_BENS_FW_CO_CAR **}{** IF **{** MERGEFIELD FW_EMP_DET_BENS_FW_CO_CAR **}** = "Yes" " **{** MERGEFIELD TK_EMP_DET_BENS_TK_CO_CAR_AMT \# "£,##.00;(£,##.00)"**}** **{** MERGEFIELD FW_EMP_DET_BENS_FW_CO_CAR_DTL **}**" "" **}**
Fuel allowance	
Company phone	

INFORMATION SHEET –

PROCESS AND MITIGATION

Basic procedures for issuing a claim in the Employment Tribunal:-

1. Your Application (Form ET1) should be sent to the Employment Tribunal by your limitation date. If you miss this date you will probably not be able to bring your case against your employer even if you have a good case.

2. The Tribunal will confirm when this has been issued and sent to the Respondent.

3. The Respondent has 28 days in which to file their response on Form ET3.
(the Tribunal often take a further 7 days to send this to us)

4. An ACAS Officer is assigned to the matter – the ACAS Officer often conducts negotiations between the parties.

5. List of Documents are prepared by both parties – this list includes all documents you have about the case, whether they help your case or not. You should include all the documentary evidence you have including any electronic documents e.g. e-mails. We are then able to request copies of any documents on the Respondent's list we have not previously seen.

6. A Schedule of Loss is prepared and sent to the Respondent. The Schedule of Loss details your basic award for statutory redundancy, any contractual payments, current and future net losses and an indication of the amount of the award you are seeking for injury to feeling if you have a discrimination claim. Deduct state benefits. You must keep us informed if you find further work which reduces your losses.

7. Witness Statements will be prepared and exchanged with the Respondent. The Witness Statements form the basis of the hearing. You are usually required to read this out. All witnesses must attend the hearing, a Witness Statement alone will not be sufficient.

8. Mitigation details need to be provided by you (see below).

9. Trial Bundle prepared for Hearing. This incorporates both parties evidence, included in their List of Documents.

Please note that not all matters reach a final hearing and negotiation and settlement can sometimes be reached between the parties & their legal representatives at an earlier stage.

Mitigation Checklist

It is important when issuing an application in the Employment Tribunal to prove that you have attempted to mitigate your losses. It is essential that you keep a record of all job search you have undertaken and details of what resources you have used i.e. Newspapers, Internet, Agencies etc. You should record all attempts you have made to look for work including making telephone calls. If you include the cost of looking for work e.g. postage, mileage, train fares and keep records you may also be able to recover this cost.

If the matter proceeds to a final hearing it will be necessary for us to provide copies of evidence to show your job search and details of any interviews you have been to. An example of how to set this out is as follows:-

Date applied for position	**Position**	**Company**	**Where you saw details of job**	**Comments**

Also keep copies of back up documents e.g. job ads and job application letters/online applications.

NB. Please note that if the Tribunal find in your favour at the hearing any award you may receive may be reduced if you have not reasonably mitigated your loss.

LETTER ENCLOSE WITNESS (1)

DRAFT STATEMENT

PRACCTICE
SOLICITORS

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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER ENCLOSE WITNESS (2)

DRAFT STATEMENT

PRACCTICE
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enquiries@pracctice.com
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Malvern
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Your Ref:

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{ MERGEFIELD FW_EMP_WITDET_1_FWWIT2TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT2ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER ENCLOSE WITNESS (3)

DRAFT STATEMENT

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_1_FWWIT3TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT3ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT3TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER ENCLOSE WITNESS (4)

DRAFT STATEMENT

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{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER ENCLOSE WITNESS (5)

DRAFT STATEMENT

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{ MERGEFIELD FW_EMP_WITDET_2_FWWIT5TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT5ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT5TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

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If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER ENCLOSE WITNESS (6)

DRAFT STATEMENT

PRACCTICE
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{ MERGEFIELD FW_EMP_WITDET_2_FWWIT6ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

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If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter to Emp (Company) to

Confirm Exchange

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please confirm that you will be in a position to exchange Witness Statements on **{** MERGEFIELD FW_EMP_TRIB_ORD_FW_EXCHWIT_DUE \@ "d MMMM yyyy"**}** in accordance with the Tribunal's Order dated [DATE].

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER TO OTHERSIDE

ENCLOSING WITNESS

STATEMENT(S)

PRACCTICE
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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: Witness Statement

Please find enclosed Witness Statement(s) received from the other side. I would be obliged if you could read through the same and let me have your comments.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Enc

Ltr Chase Emp (Company) for List

of Docs FW_EME

PRACCTICE
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{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

We note from our file that we have not received your client's List of Documents in accordance with the order dated [DATE].

We look forward to receiving your client's List of Documents within the next 7 days. Failing which we will have no option but to apply for an Unless Order but trust this will not be necessary.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Ltr enc. List of Documents to Emp

(Company) FW_EME

PRACCTICE
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{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed our client's List of Documents. If you require copies of any of the documents listed please let us know and we will forward these to you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Ltr to Emp (Company) Chasing

Witness Stat FW_EME

PRACCTICE
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Malvern
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{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please confirm that you will be in a position to exchange Witness Statements on [DATE] in accordance with the Tribunal's Order dated [DATE].

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Ltr to Emp (Company) enc.

Witness Stat FW_EME

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{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Please find enclosed our client's Witness Statement(s) in accordance with the Tribunal's Order dated [DATE]. Kindly acknowledge receipt.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TEMPLATE LETTER TO PREPARE

CLIENT STATEMENT

PRACCTICE
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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: Preparation of your witness statement

I write further to my letter of [DATE].

As you know, we need to prepare a witness statement to deal with all the matters that the tribunal must consider in your tribunal claim.

I thought it would be useful if, at this stage, I set out the steps that will be taken to prepare your witness statement. I have also included some general advice on how to prepare to give your evidence and how to deal with cross-examination by the other side's representative.

YOUR WITNESS STATEMENT
Early preparation of your statement will ensure that:

(a) Your recollection is set down on paper while matters are as fresh in your mind and before they are subject to challenge;

(b) You have a proper opportunity to think about the matters and/or events you are dealing with and your evidence is presented in a clear and logical fashion;

(c) You have the chance to thoroughly consider any documents referred to in your statement;

(d) The words used in the statement are your own, you are comfortable with what you have said, and you are not committed to say anything that you do not really mean; and

(e) We can identify any areas of difficulty or concern at an early stage so that you can be properly prepared to deal with them at the hearing.

We are likely to prepare several draft witness statements as part of producing a final version.
The tribunal is likely to order the parties to exchange witness statements in advance of the hearing and you should therefore have the opportunity to read what is being said by the witnesses.

PREPARING FOR THE HEARING

Once your statement has been finalised, in preparation for giving evidence at the hearing you should practise reading your statement slowly out loud a number of times. Doing this should avoid two situations that commonly make witnesses look foolish and damage their credibility:

(a) A witness who reads out their statement in a faltering fashion suggests that the words they are reading are unfamiliar. The tribunal may conclude that the words they are hearing are not their own; or

(b) A witness contradicts their statement when they answer a question in cross-examination.

A witness who remains calm and sticks to their evidence is difficult for even a skilled cross-examiner to undermine.

GIVING EVIDENCE AT THE HEARING

When you are called to give evidence you will be asked to take the oath. This will involve either swearing on a holy book or, if you are not religious, affirming. Most tribunals will then ask you to read out your witness statement. You will be asked to pause from time to time while the tribunal looks at documents that have been referred to in your statement. Some tribunals, however, prefer to read the statements to themselves.

Once you have finished reading out your statement, or the tribunal has read it (as the case may be), our representative will ask you "supplementary questions". These deal with matters that have been addressed in the other party's witness statements that may not have been addressed in your own. These questions will also enable you to get comfortable with the process of answering questions before the tribunal.

Once supplemental questions have been completed, the other party's representative will have the opportunity to cross-examine you. Since this is the part of giving evidence that most often worries witnesses, I have set out some advice below about how to give evidence effectively when being cross-examined.

After you have been cross-examined, the [tribunal **OR** employment judge] may have questions for you. Those questions may be put by the legally-qualified employment judge or one of the two "wing members". One wing member will have an employee representative background and the other will have a background in advising employers.
Finally, our representative will be permitted to ask you questions about matters that have come up during your cross-examination.

HOW TO GIVE EVIDENCE EFFECTIVELY

This is very simple: do what the oath requires of you. Tell the truth, the whole truth and nothing but the truth.

Dealing with possibilities

You should only tell the tribunal things you know for a fact. The cross-examiner may ask you to speculate about whether it is possible that a particular event occurred. Contrary to what is commonly assumed, you cannot refuse to answer a question merely because it is hypothetical. The issues commonly dealt with by tribunals often involve the consideration of hypothetical matters.

If you are asked whether something was possible, unless you tell the tribunal how likely you think it was they will be left guessing. Therefore, if you think that there was a slight possibility of that something happening or having happened, rather than saying that it was possible you should let the tribunal know how likely it was. For example, you could say that it was possible but would have been very unlikely.

When you can't remember something
If you have no recollection of something you are asked about, don't be tempted to tell the tribunal what you assume must have happened as if you know it for a matter of fact. You should say that you do not recall the particular matter in issue but think it likely that a particular scenario would have happened and explain why you think that to be the case. For example, "I do not recall if I typed this document immediately after the meeting, but I think it likely that I would have done as that is my usual practice". Do not say: "I would have typed it up immediately", and hope that no-one notices that you can't remember what actually happened. The phrase "would have" is heard so often in the tribunal that it amounts to an admission that a witness can't remember. Be honest or the cross-examiner will force you to admit you can't remember and you will look foolish for not having been honest in the first place.

When you would rather not remember something
There may be something that you are tempted to forget and suggest that you have no recollection of. However, you should still be honest. In relation to serious matters, the tribunal will simply not believe you if you tell them you can't remember. They will expect serious allegations (for example, that a conversation had included an allegation of dishonesty or a threat of violence) to stick in your memory and therefore be matters that you will deal with in your evidence.

You don't have to be perfect
Do not worry about admitting that you or your organisation were less than perfect in anything you did. Generally, tribunal proceedings are about persuading the panel that you are a reasonable person who has acted in a reasonable manner. Defending the indefensible will give your cross-examiner the chance to make you look unreasonable.

Cross-examiners frequently ask witnesses whether a hypothetical course of conduct would have been reasonable. The hypothetical course of conduct put to you will be eminently reasonable and you will agree that it is. You then find yourself being treated as if you have accepted that what you actually did was unreasonable. For example, a cross-examiner may suggest that postponing a disciplinary meeting as a result of an employee's sickness absence would have been a reasonable step. Where, however, you have already postponed the hearing on a number of previous occasions, you may consider that pressing ahead was equally reasonable.

Being asked for a yes or no answer
The most popular line of attack for a cross-examiner is the closed question. You will become familiar with the phrase "it's a yes or no answer". You probably won't agree.

The temptation when faced with an unreasonably restrictive question is to not answer it and instead to answer the question you think you should have been asked. However, this will make you appear evasive and unhelpful and will not endear you to the tribunal. It is better to either answer yes or no, but to state that is not a complete answer and there are other things the tribunal should know in order to be able to understand it. Then, the tribunal will either let you expand your answer immediately or you will at least have brought your representative's attention to this issue as being one that you should be taken back to in re-examination.

Being referred to documents
You may find the cross-examiner posing an impossible memory test by referring to a document in the hearing bundle (for example, they may suggest "this isn't mentioned anywhere in the minutes, is it?").

The temptation is to avoid appearing as if you do not know what the document says by agreeing with the statement. Instead you should stay calm, ask to be taken to the relevant document in the bundle and to be given an opportunity to read it. If you think that the relevant matter is dealt with in another document, but can't remember which one, tell the tribunal that you think a relevant document exists and look through the bundle for it.

Answer the question and avoid repetition
You should keep your answers to the questions that you are asked. You can undermine your credibility and the strength of your evidence if you take each question as an opportunity to repeat the same thing.

DEALING WITH THE CROSS-EXAMINER
Do not be tempted to argue with the cross-examiner. You will come across as being deliberately difficult and evasive, which tribunals hate. It is far better to stay calm and focus on dealing with the questions put to you.

If there are any matters of particular concern to you about either the evidence you are to give or that may be put to you in cross-examination you should let me know now.

So that we can start on the preparation of your statement [DETAILS OF MEETING OR TELEPHONING PARTY OR WITNESS TO START THE PROCESS].

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TEMPLATE LETTER TO PREPARE

WITNESS (1) STATEMENT

PRACCTICE
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Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

I write further to our discussion of [DATE].

Thank you for agreeing to give evidence in the tribunal claim being brought by **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**. I understand that you are able to give evidence about [DETAILS OF INFORMATION OR EVENTS TO BE COVERED BY WITNESS STATEMENT].

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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TEMPLATE LETTER TO PREPARE

WITNESS (2) STATEMENT

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{ MERGEFIELD FW_EMP_WITDET_1_FWWIT2ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

I write further to our discussion of [DATE].

Thank you for agreeing to give evidence in the tribunal claim being brought by **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**. I understand that you are able to give evidence about [DETAILS OF INFORMATION OR EVENTS TO BE COVERED BY WITNESS STATEMENT].

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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WITNESS (3) STATEMENT

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WITNESS (4) STATEMENT

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If you are asked whether something was possible, unless you tell the tribunal how likely you think it was they will be left guessing. Therefore, if you think that there was a slight possibility of that something happening or having happened, rather than saying that it was possible you should let the tribunal know how likely it was. For example, you could say that it was possible but would have been very unlikely.

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When you would rather not remember something

There may be something that you are tempted to forget and suggest that you have no recollection of. However, you should still be honest. In relation to serious matters, the tribunal will simply not believe you if you tell them you can't remember. They will expect serious allegations (for example, that a conversation had included an allegation of dishonesty or a threat of violence) to stick in your memory and therefore be matters that you will deal with in your evidence.

You don't have to be perfect

Do not worry about admitting that you or your organisation were less than perfect in anything you did. Generally, tribunal proceedings are about persuading the panel that you are a reasonable person who has acted in a reasonable manner. Defending the indefensible will give your cross-examiner the chance to make you look unreasonable.

Cross-examiners frequently ask witnesses whether a hypothetical course of conduct would have been reasonable. The hypothetical course of conduct put to you will be eminently reasonable and you will agree that it is. You then find yourself being treated as if you have accepted that what you actually did was unreasonable. For example, a cross-examiner may suggest that postponing a disciplinary meeting as a result of an employee's sickness absence would have been a reasonable step. Where, however, you have already postponed the hearing on a number of previous occasions, you may consider that pressing ahead was equally reasonable.

Being asked for a yes or no answer

The most popular line of attack for a cross-examiner is the closed question. You will become familiar with the phrase "it's a yes or no answer". You probably won't agree.

The temptation when faced with an unreasonably restrictive question is to not answer it and instead to answer the question you think you should have been asked. However, this will make you appear evasive and unhelpful and will not endear you to the tribunal. It is better to either answer yes or no, but to state that is not a complete answer and there are other things the tribunal should know in order to be able to understand it. Then, the tribunal will either let you expand your answer immediately or you will at least have brought your representative's attention to this issue as being one that you should be taken back to in re-examination.

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You may find the cross-examiner posing an impossible memory test by referring to a document in the hearing bundle (for example, they may suggest "this isn't mentioned anywhere in the minutes, is it?").

The temptation is to avoid appearing as if you do not know what the document says by agreeing with the statement. Instead you should stay calm, ask to be taken to the relevant document in the bundle and to be given an opportunity to read it. If you think that the relevant matter is dealt with in another document, but can't remember which one, tell the tribunal that you think a relevant document exists and look through the bundle for it.

Answer the question and avoid repetition
You should keep your answers to the questions that you are asked. You can undermine your credibility and the strength of your evidence if you take each question as an opportunity to repeat the same thing.

DEALING WITH THE CROSS-EXAMINER
Do not be tempted to argue with the cross-examiner. You will come across as being deliberately difficult and evasive, which tribunals hate. It is far better to stay calm and focus on dealing with the questions put to you.

If there are any matters of particular concern to you about either the evidence you are to give or that may be put to you in cross-examination you should let me know now.

So that we can start on the preparation of your statement [DETAILS OF MEETING OR TELEPHONING PARTY OR WITNESS TO START THE PROCESS].

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TEMPLATE LETTER TO PREPARE

WITNESS (6) STATEMENT

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_2_FWWIT6TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT6ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

I write further to our discussion of [DATE].

Thank you for agreeing to give evidence in the tribunal claim being brought by **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**. I understand that you are able to give evidence about [DETAILS OF INFORMATION OR EVENTS TO BE COVERED BY WITNESS STATEMENT].

I thought it would be useful if, at this stage, I set out the steps that will be taken to prepare your witness statement. I have also included some general advice on how to prepare to give your evidence and how to deal with cross-examination by the other side's representative.

YOUR WITNESS STATEMENT
Early preparation of your statement will ensure that:

(a) Your recollection is set down on paper while matters are as fresh in your mind and before they are subject to challenge;

(b) You have a proper opportunity to think about the matters and/or events you are dealing with and your evidence is presented in a clear and logical fashion;

(c) You have the chance to thoroughly consider any documents referred to in your statement;

(d) The words used in the statement are your own, you are comfortable with what you have said, and you are not committed to say anything that you do not really mean; and

(e) We can identify any areas of difficulty or concern at an early stage so that you can be properly prepared to deal with them at the hearing.

We are likely to prepare several draft witness statements as part of producing a final version.
The tribunal is likely to order the parties to exchange witness statements in advance of the hearing and you should therefore have the opportunity to read what is being said by the witnesses appearing for **{** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**. Your comments on those statements will be very helpful in preparing for the hearing.

PREPARING FOR THE HEARING

Once your statement has been finalised, in preparation for giving evidence at the hearing you should practise reading your statement slowly out loud a number of times. Doing this should avoid two situations that commonly make witnesses look foolish and damage their credibility:

(a) A witness who reads out their statement in a faltering fashion suggests that the words they are reading are unfamiliar. The tribunal may conclude that the words they are hearing are not their own; or

(b) A witness contradicts their statement when they answer a question in cross-examination.

A witness who remains calm and sticks to their evidence is difficult for even a skilled cross-examiner to undermine.

GIVING EVIDENCE AT THE HEARING

When you are called to give evidence you will be asked to take the oath. This will involve either swearing on a holy book or, if you are not religious, affirming. Most tribunals will then ask you to read out your witness statement. You will be asked to pause from time to time while the tribunal looks at documents that have been referred to in your statement. Some tribunals, however, prefer to read the statements to themselves.

Once you have finished reading out your statement, or the tribunal has read it (as the case may be), our representative will ask you "supplementary questions". These deal with matters that have been addressed in the other party's witness statements that may not have been addressed in your own. These questions will also enable you to get comfortable with the process of answering questions before the tribunal.

Once supplemental questions have been completed, the other party's representative will have the opportunity to cross-examine you. Since this is the part of giving evidence that most often worries witnesses, I have set out some advice below about how to give evidence effectively when being cross-examined.

After you have been cross-examined, the [tribunal **OR** employment judge] may have questions for you. Those questions may be put by the legally-qualified employment judge or one of the two "wing members". One wing member will have an employee representative background and the other will have a background in advising employers.
Finally, our representative will be permitted to ask you questions about matters that have come up during your cross-examination.

HOW TO GIVE EVIDENCE EFFECTIVELY

This is very simple: do what the oath requires of you. Tell the truth, the whole truth and nothing but the truth.

Dealing with possibilities

You should only tell the tribunal things you know for a fact. The cross-examiner may ask you to speculate about whether it is possible that a particular event occurred. Contrary to what is commonly assumed, you cannot refuse to answer a question merely because it is hypothetical. The issues commonly dealt with by tribunals often involve the consideration of hypothetical matters.

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So that we can start on the preparation of your statement [DETAILS OF MEETING OR TELEPHONING PARTY OR WITNESS TO START THE PROCESS].

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

WITNESS (1) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_1_FWWIT1FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1ADDRESS **}**, will say as follows:

1. I make this statement in accordance with…

I believe that the facts stated in this witness statement are true.

Statement of Truth

Signed ……

Dated ……

WITNESS (2) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_1_FWWIT2FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2ADDRESS **}**, will say as follows:

1. I make this statement in accordance with…

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Statement of Truth

Signed ……

Dated ……

WITNESS (3) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_1_FWWIT3FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT3FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT3SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT3ADDRESS **}**, will say as follows:

1. I make this statement in accordance with…

I believe that the facts stated in this witness statement are true.

Statement of Truth

Signed ……

Dated ……

WITNESS (4) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_2_FWWIT4FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**, will say as follows:

1. I make this statement in accordance with…

I believe that the facts stated in this witness statement are true.

Statement of Truth

Signed ……

Dated ……

WITNESS (5) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_2_FWWIT5FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT5FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT5SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT5ADDRESS **}**, will say as follows:

1. I make this statement in accordance with…

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Statement of Truth

Signed ……

Dated ……

WITNESS (6) DRAFT STATEMENT

Case No: { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIB_CSNO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name * Upper }

BETWEEN:

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }

Respondent

STATEMENT OF { MERGEFIELD FW_EMP_WITDET_2_FWWIT6FORENAME * Upper } { MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME * Upper }

I, **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6FORENAME **}** **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6SURNAME **}** of **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT6ADDRESS **}**, will say as follows:

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Statement of Truth

Signed ……

Dated ……

ADVICE TO CLIENT RE

APPLICATION

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Dear **{** MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO CLIENT RE HEARING

DATE(S)

PRACCTICE
SOLICITORS

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Dear **{** MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a copy of a letter I have received today from the Tribunal confirming your claim has been listed for hearing on **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_DT **}**, **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_TM **}**, **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_LC **}**.

Please note you will be required to attend this hearing. If for any reason you or any of your witnesses are unable to attend, please let me know straight away as I will need to inform the Tribunal within the next seven days so that they can relist the matter. If you have a pre-booked holiday or appointment the Tribunal may want to see evidence of this.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO WITNESS (1) RE

HEARING DATE

PRACCTICE
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{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ADVICE TO WITNESS (2) RE

HEARING DATE

PRACCTICE
SOLICITORS

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{ MERGEFIELD FW_EMP_WITDET_1_FWWIT2TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2INTS **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT2ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_1_FWWIT2TITLE **} {** MERGEFIELD FW_EMP_WITDET_1_FWWIT2SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }