

Bringing an employment tribunal claim

Address initial considerations	Address pre-issue considerations	Bring the claim	Deal with response to claim	Deal with sift	Deal with case management and any preliminary hearing	Gather evidence, carry out disclosure and agree bundle	Prepare and exchange witness statements	Prepare for final hearing	Deal with matters arising at the hearing	Deal with the judgment	Deal with enforcement	Deal with reconsideration	Consider appeal
Identify the claim	Advise on/draft any data subject access request	Draft claim form (ET1)	Review and evaluate response (ET3)	Deal with any necessary representations at sift stage	Identify and seek to agree issues	Gather evidence and prepare claimant's disclosure list	Confirm witnesses and make any necessary witness order applications	Prepare/update schedule of loss	Consider and address any preliminary issues	Request written reasons	Apply to enforce tribunal award	Consider any applications for reconsideration	Make an application to appeal against the decision
Check claimant meets the requirements to bring the claim	Prepare schedule of loss	Make any interlocutory applications to accompany ET1	Make any interlocutory applications and deal with any received	Diarise any case management directions issued after sift	Identify witnesses and check availability	Send/exchange disclosure list	Draft claimant's statement	Prepare other documents	Ensure a note of the hearing is taken	Consider costs application			
Consider jurisdiction	Consider settlement	Submit ET1 in time	Consider settlement in light of response		Make any interlocutory applications and deal with any received	Request/supply documents from disclosure lists	Exchange witness statements	Prepare for representation at final hearing	Deal with witness evidence	Consider and deal with settlement of remedy			
Establish and diarise limitation date	Conduct/assist with Acas early conciliation	Deal with any rejection of claim			Prepare for and attend any preliminary hearing	Make and deal with any specific disclosure requests or applications	Review respondent's witness statements	Make and deal with any final interlocutory applications	Consider settlement in light of developments during hearing	Prepare for any remedies hearing			
Assess and advise on merits of claim	Compile and submit any discrimination questions	Diarise any case management directions issued with notice of claim			Deal with outcome of any preliminary hearing								
Assess potential compensation		Address any extension of time application for response			Diarise any case management directions issued following preliminary hearing								
Consider and advise on costs and funding options					Book counsel								
					Instruct expert								
					Consider settlement in light of preliminary hearing outcome								