

Advice to members



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To apply for assistance with an employment tribunal claim you must:

- Contact your local Usdaw Office for an Employment Case Member Pack.
- Complete and return the Pack to the local Usdaw office with the relevant documents as soon as possible.

On receipt of your Pack the Legal Department will:

- Check your eligibility for assistance.
- Assess whether your claim is one which we will support.
- Write to confirm whether assistance has been granted.

Making an Employment Tribunal Claim

The Member Pack is not an application to an employment tribunal.

To make an employment tribunal claim you must complete an ET1 form and send it to the employment tribunal. The best way to do this is online at www.justice.gov.uk/tribunals/employment

Before your ET1 will be accepted you must have an Early Conciliation Certificate Reference Number. To obtain one you must contact Acas (LRA in Northern Ireland) and tell them of your intention to make a tribunal claim. For more information on Acas Early Conciliation please refer to our factsheet which can be found on our website.

The Union will take no responsibility for your tribunal claim until you have been formally notified by us that assistance has been granted. If assistance is granted the Legal Department will take over the conduct of the case.