



# Advice To Members



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

- Contact your local Usdaw Office for an Employment Cases Member Application Pack.
- Complete and return the Pack to the local Usdaw office with all 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.

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



[www.usdaw.org.uk/legalplus](http://www.usdaw.org.uk/legalplus)

## 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](http://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) at [www.acas.org.uk](http://www.acas.org.uk) or by telephoning **0300 123 1100** and tell them of your intention to make a tribunal claim.

**There are strict time limits to contact ACAS/ submit your ET1 - usually three months less a day from the date of dismissal or the date of the event you are complaining about.**

**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.**

UshawUnion

