Claimant:

Address:

Mobile:

Email:

Respondent:

Case Number:

Date:

Dear

INSTRUCTIONS TO RUN AN EMPLOYMENT TRIBUNAL CLAIM

INTRODUCTION

My name is Ian Randall and I am a provider of non-reserved legal services, specialising in Corporate, Commercial, Construction and Employment Law. I have some 27 years' experience in the employment tribunals, having appeared in all jurisdictions, including the Channel Islands.

CONTACT

As per the signature panel if you wish to ask any questions or contact me please email me.

I will be in touch once the contracts have been signed and agreed to discuss the case, I will also provide an overview of the matter with a discussion on 'Settlements' so we can map a way forward.

CONTRACTS

You will shortly receive two emails from Adobe E-Sign, which allows you to simply sign the attached documents on line and return them to me, however if this does not work for you, please follow the instructions below.

I attach two documents, the engagement letter which includes a short summary of your claim and the work to be undertaken on your claim, please read this document and if you agree please sign your name in the 'YELLOW' highlighted boxes, please also print your name and date the agreement.

If you cannot print and scan the document it can be signed online, (e.g. just type in your details in the 'YELLOW highlighted boxes' and then please send the completed documents back to ianrandall@owllegal.net in an email with the following wording

"I [Type in your name] agree to engage Mr Randall under the terms of the engagement letter attached to this email.

Name:	[Your name]
D.o.B.	[your date of birth]
Address:	[Your address]
Ni No.	[Your National Insurance Number]"

There is also a Conditional Fee Arrangement agreement, please read this and if you agree please sign in the 'Yellow highlighted box' and return a copy.

Once again if you cannot print and scan the document it can be signed online, (e.g. just type in your details in the 'red highlighted boxes' please send it back in an email with the following wording

"I [Type in your name] agree to the Conditional Fee Arrangement with Mr Randall under the terms of the 'CFA' attached to this email.

Name:	[Your name]
D.o.B.	[your date of birth]
Address:	[Your address]
Ni No.	[Your National Insurance Number]"

ESSENTIAL READING

It is very important that you read both the engagement letter and the Conditional Fee Arrangement to ensure that you understand what you are singing up to and agreeing, and specifically that the CFA covers the case preparation work, (the ET 1 Claim, responding to the ET 3, the Case management orders, collating the documents, agreeing the bundle, preparing draft statements, advising on the law, advising on the content of the statement, responding to the Respondents statements, preparing a schedule of loss, preparing a statement of issues, drafting a skeleton argument, preparing a chronology, reading the documents, raising questions, preparing the cross examination schedule and essentially the closing submission to the tribunal) but the CFA DOES NOT cover the actual in person representation at any hearings, whether Preliminary, Final or Remedy, for which there is a fee which is payable prior to the hearing.

CONTACT AFTER RECEIPT OF SIGNED DOCUMENTS

Once I have the emails or agreements returned, I will contact you with the time and date for a 'TELE CONFERENCE' OR 'ZOOM' video conference meeting whichever you prefer.

Whilst 'ZOOM' is best used on a computer or laptop, it does work on mobile phones. The purpose of the meeting is for us to discuss the claim, the pros and cons, what you are looking to achieve, the evidence which is required to achieve your aim and how the claim will be progressed.

Please visit my 'brochure site' at www.owlemployment.co.uk or my corporate and commercial site at www.owllegal.org which has details of the practice and contains a photograph of me and includes my professional resume.

May I thank you for instructions in this matter and I assure you of my best intentions at all times.

Kind Regards

IanR