



# 5C. How to Apply for a Case Management Order

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# How to Apply for a Case Management Order



When making an application for a Case Management Order in writing, you must:



Copy the request to the other party;



Let the other party know that they must raise any objections as soon as possible and that any objections should be sent to the Tribunal.

# How to Apply for a Case Management Order



- ▶ The letter to the Tribunal must briefly and clearly state why the requested information and documents are relevant to the case.
- ▶ This explanation can be short if the requests are uncontroversial and obviously relevant.
- ▶ More explanation should be given for unusual requests or requests which could be difficult for the Respondent to answer.

# Example Application (1)

For example, in a sex discrimination claim where the Claimant is requesting disclosure of documents in a promotion case, you could ask the Tribunal to order the employer to provide the following:

- ▶ Score sheets and other notes made by the interview panel at interviews;
- ▶ Application forms from other shortlisted and/or successful applicants for the job;
- ▶ Any references written for the Claimant and for the successful candidate;
- ▶ Any other documents or e-mails about the selection process;

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## Example Application (2)

- ▶ The job description and person specification for the post;
- ▶ Any documents from the HR department or similar about recruitment processes and how internal applicants should be interviewed;
- ▶ The employer's equal opportunities policy; and
- ▶ Any other relevant documents.

# Case Management Order: for the Recovery or Production of Documents



As discussed in slideshow 5A, you may need to make an application for a Case Management Order for the recovery or production of documents.



Please see the template request for documents example 5D. for your reference.

# Supplementary Advice for Case Management Orders



Often uncontroversial documents are required to help calculate the schedule of loss.



Examples of these documents include pay slips or copies of minutes from meetings between employee and employer.



Provided it is relevant, there is an argument that an order can be issued for most kinds of documents.