



# 3B.ET1 Claim Form (Section 8.2)

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## Section 8.2

You should consider 6 areas in filling out section 8.2:

1. Who are the parties to the claim?
2. Facts - What happened?
3. Evidence - Why should the Tribunal accept your version of events?
4. Claims - What kind of claims are being made?
5. Legal Argument - On what basis should the claims succeed?
6. Remedy - What should the Tribunal do with the claim?

## Section 8.2

- ▶ You may want to upload a ‘paper apart’.
- ▶ This means that in section 8.2 all you write is “see paper apart”.
- ▶ You then write what you would have written in that section on another document which you can upload with your ET1 form. Remember you are required to save your paper apart as an RTF rich text format document which can be found in the drop-down menu when you ‘save as’ the document.

# Filling out 8.2



Each case will be different depending on what the issue is.



Knowing the basic points you need to prove for your claim will affect what you want to include.

# Filling out 8.2

You need to say what you believe happened.

At the Merits Hearing you can give evidence on that matter.

You can learn about giving evidence from slideshows 6A-6D.

# Filling out 8.2

Remember to include the basics.

It is important to note when you started and when you ended your employment.

The nature of the work and the important people in relation to your role.

(if both are applicable to you, it may be the case you are still employed by the same employer)

## Filling out 8.2

- ▶ If you rely on specific incidents in the workplace then try to provide details of what happened and when and who was present.

# Filling out 8.2



Mentioning witnesses in the ET1 gives you a better opportunity to highlight their relevance.



The ET1 will have explained their role in relation to you and the issue at hand.

## Filling out 8.2

- ▶ Start from the very beginning of the issue and work forward to the point where you experienced the issue you are complaining about.
  - ▶ (i.e. from the point you started doing something different or some circumstance changed to the point where you were dismissed, discriminated against, unpaid etc.)

# Filling out 8.2

We suggest that you set out your paper apart in short numbered paragraphs the outline of your case and legal complaints that follow.

This makes it easier to read and follow.

# Filling out 8.2



Finally, put down what part of the law you think has been breached.



If unsure, set out in general terms what it is you are complaining about. For example, ‘I was unfairly dismissed’, ‘I had wages deducted’, ‘I believe I was discriminated against because of ... (add protected characteristics)’.

## Filling out 9.2

- ▶ For information on how to fill in Section 9.2 please look at slideshows 7A-7F.