



# 6B. Arriving at the Tribunal

# DISCLAIMER

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# Outline

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# When should I arrive?

Tribunals start at 10am so you should go and check in at reception well before this. Try to get in before 9.30am so that you can check in and settle down before you begin.

The Claimants and Respondents after checking in will be sent by a clerk to separate waiting rooms. So you have a chance to collect your thoughts before starting at 10am

The reception of the Glasgow Tribunal is at the following address:

The Glasgow Tribunals Centre

3 Atlantic Quay

20 York Street

Glasgow G2 8GT

You will be asked the case name and who you are. You should also say that you are representing yourself. Witnesses and observers should also check-in.

# What happens in the waiting room?

Once you are in the waiting room a clerk will come in and call your name. They will then speak to you about a few things.

They will check if you have any documents. Hopefully if you have been in touch with the other party a joint bundle will have been prepared, but if you have made your own bundle or have any new documents that you wish to be put forward in a hope they will be allowed to be submitted- then you will hand them over then. Have enough copies with you.

They may ask you if you will be taking a religious oath or an affirmation.

It might be the case that the question of oath or affirmation will be asked by the Judge just before you give your evidence.

**There may be some changes to how you are welcomed into the Tribunal due to arrangements around Covid-19.**

# When should I go to the Tribunal room?

The clerk will come to get you when it is time to go through to the Tribunal room. Observers/someone supporting you, can come with you but witnesses will stay in the waiting room until the clerk calls them.

Witnesses can be waiting for a number of hours so you should advise them to bring a book or some work to do. Once they have given their evidence they may observe the rest of the Tribunal or they may go home.

Most Tribunals are open for the public and press to sit in on. Sometimes the press will go into the waiting rooms before or will be around the building before the hearing, during lunch and after the hearing so try not to talk about too much apart from when you are actually in the hearing. In fairness it is fairly unusual for press to be present unless they think it is a particularly news worthy or interesting case.

# What if the employer's representative wants to speak to me?



You may also find that the representative for your employer might want to speak to you at the outset. This could be about a matter relating to the hearing or it could even be to discuss settlement of the case.

Do not be afraid to speak to them. Find out what they want and be sure to take time to consider anything they ask about if this is needed before responding.

# Preliminary points

Depending on your case, there may be a Judge alone or a Judge and 2 lay people (known as a 'panel'). The clerk will remain in the room until preliminary issues are dealt with and may return if called by the Judge or when the Tribunal is nearly ready to adjourn.

The Judge will always ask at the outset if there are any preliminary matters to be dealt with. Preliminary issues tend to be if any documents were handed in in the morning or the order of witnesses, the Judge might discuss how the day is going to run etc.



# What should I call the Judge?

If the panel members are not in the room yet when you arrive, you will have to stand as they enter and when they leave when the Tribunal is adjourned.

You should address the judge as either “sir” or “madam/ma’am”.

You will get a lunch break around about 1pm for an hour. Hearings usually end at around 4pm.

You can ask for comfort breaks in the middle of hearings. Sometimes representatives ask for a break to take instructions from their clients and sometimes witnesses are given breaks if they have been giving evidence for a long period of time.