



**THE OSPREY LEGAL CLOUD**

*Celebrating almost 30 YEARS at the cutting edge of software design*

## **Turnkey Case Management Client Pack**

# **Employee**



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## **Dossier Pages – List**

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## Dossier Pages – Screenshots

Preview Dossier Page - Client Information TK\_EME

 Cancel

Client Information TK\_EME (Preview)

Client Date of Birth: <input type="text" value="15/12/2014"/>	Client Salutation: <input type="text" value="Some text here"/>
Client new job?: <input type="text" value="Please Select"/>	Job Title: <input type="text" value="Some text here"/>
	New job start date: <input type="text" value="15/12/2014"/>
Sufficient ID Provided?: <input type="text" value="Please Select"/>	1st ID Provided: <input type="text" value="Please Select"/>
	2nd ID Provided: <input type="text" value="Please Select"/>
Funding: <input type="text" value="Please Select"/>	Advice to client: <input type="text" value="Please Select"/>
	Money laundering check carried out?: <input type="text" value="Please Select"/>

### Client new job?:

Yes  
No

### Sufficient ID Provided?:

Yes  
No  
Not Known

### 1st & 2nd ID Provided:

Yes  
No  
Not Known

### Funding:

Private  
Trade Union  
Legal Expenses  
No Win, No Fee  
Public Funding


### Advice to Client:

Raise a Grievance  
Defend  
Disciplinary Procedure  
Appeal  
Settle  
Other

### Money laundering check carried out?:

Yes  
No  
Not Known

Preview Dossier Page - Details of Claim TK\_EME

 Cancel


Details of Claim TK\_EME (Preview)

Reference: <input type="text" value="Please Select"/>	
Redundancy Payment: <input type="text" value="Please Select"/>	Redundancy Payment Amount: <input type="text" value="99.99"/>
Holiday Pay: <input type="text" value="Please Select"/>	Holiday Pay Amount: <input type="text" value="99.99"/>
Notice Pay: <input type="text" value="Please Select"/>	Notice Pay Amount: <input type="text" value="99.99"/>
Arrears of Pay: <input type="text" value="Please Select"/>	Arrears of Pay Amount: <input type="text" value="99.99"/>
Injury to Feelings: <input type="text" value="Please Select"/>	Injury Feelings Amount: <input type="text" value="99.99"/>
Legal Fees: <input type="text" value="Please Select"/>	Legal Fees Amount: <input type="text" value="99.99"/>
Other Payments: <input type="text" value="Please Select"/>	Other Payments Amount: <input type="text" value="99.99"/>

### All lists:

Yes  
No

Preview Dossier Page - Documentation TK\_EME

 Cancel

Documentation TK\_EME (Preview)


Does client have a Contract of Employment?:	<input type="text" value="Please Select"/>	Has client supplied Contract of Employment?:	<input type="text" value="Please Select"/>
Has client supplied company grievance procedure?:	<input type="text" value="Please Select"/>	Has client supplied company disciplinary procedure:	<input type="text" value="Please Select"/>
Do we need a chronology?:	<input type="text" value="Please Select"/>	Has client supplied a chronology?:	<input type="text" value="Please Select"/>
Does employer have written grievance procedure?:	<input type="text" value="Please Select"/>	Does employer have written disciplinary procedure?:	<input type="text" value="Please Select"/>
Employer response received?:	<input type="text" value="Please Select"/>		

**All lists:**

Yes

No

Preview Dossier Page - Employer Contact Details (1-2) TK\_EME

 Cancel

Employer Contact Details (1-2) TK\_EME (Preview)

Employer Contact (1) Title:	<input type="text" value="Some text here"/>	Employer Contact (1) Surname:	<input type="text" value="Some text here"/>
Employer Contact (1) Forename:	<input type="text" value="Some text here"/>	Employer Contact (1) Email:	<input type="text" value="someone@nowhere.com"/>
Employer Contact (1) at Main Address?:	<input type="text" value="Please Select"/>	Employer Contact (1) Address:	<input type="text" value="Address here"/>
Employer Contact (2) Title:	<input type="text" value="Some text here"/>	Employer Contact (1) Tel:	<input type="text" value="Some text here"/>
Employer Contact (2) Forename:	<input type="text" value="Some text here"/>	Employer Contact (2) Surname:	<input type="text" value="Some text here"/>
Employer Contact (2) at Main Address?:	<input type="text" value="Please Select"/>	Employer Contact (2) Email:	<input type="text" value="someone@nowhere.com"/>
		Employer Contact (2) Address:	<input type="text" value="Address here"/>
		Employer Contact (2) Tel:	<input type="text" value="Some text here"/>


**All lists:**

Yes

No

Not applicable

Preview Dossier Page - Employer Contact Details (3-4) TK\_EME

 Cancel

Employer Contact Details (3-4) TK\_EME (Preview)

Employer Contact (3) Title:	<input type="text" value="Some text here"/>	Employer Contact (3) Surname:	<input type="text" value="Some text here"/>
Employer Contact (3) Forename:	<input type="text" value="Some text here"/>	Employer Contact (3) Email:	<input type="text" value="someone@nowhere.com"/>
Employer Contact (3) at Main Address?:	<input type="text" value="Please Select"/>	Employer Contact (3) Address:	<input type="text" value="Address here"/>
Employer Contact (4) Title:	<input type="text" value="Some text here"/>	Employer Contact (3) Tel:	<input type="text" value="Some text here"/>
Employer Contact (4) Forename:	<input type="text" value="Some text here"/>	Employer Contact (4) Surname:	<input type="text" value="Some text here"/>
Employer Contact (4) at Main Address?:	<input type="text" value="Please Select"/>	Employer Contact (4) Email:	<input type="text" value="someone@nowhere.com"/>
		Employer Contact (4) Address:	<input type="text" value="Address here"/>
		Employer Contact (4) Tel:	<input type="text" value="Some text here"/>


#### All lists:

Yes

No

Not applicable

Preview Dossier Page - Employer Details (ET1) TK\_EME

 Cancel

Employer Details (ET1) TK\_EME (Preview)

Employer (main) Address Line 1:	<input type="text" value="Some text here"/>	Employer (main) Address - Street:	<input type="text" value="Some text here"/>
Employer (main) Address - Town / City:	<input type="text" value="Some text here"/>	Employer (main) Address - County:	<input type="text" value="Some text here"/>
		Employer (main) Address - Postcode:	<input type="text" value="Some text here"/>
Place of Work Line 1:	<input type="text" value="Some text here"/>	Place of Work - Street:	<input type="text" value="Some text here"/>
Place of Work - Town / City:	<input type="text" value="Some text here"/>	Place of Work - County:	<input type="text" value="Some text here"/>
		Place of Work - Postcode:	<input type="text" value="Some text here"/>

### Preview Dossier Page - Employer Details TK\_EME

 Cancel

#### Employer Details TK\_EME (Preview)

Employer Company Name:	<input type="text" value="Some text here"/>	Employer (main) Address:	<input type="text" value="Address here"/>
Employer (main) Tel:	<input type="text" value="Some text here"/>	Employer (main) Email:	<input type="text" value="someone@nowhere.com"/>
		Employer (main) Fax:	<input type="text" value="Some text here"/>
Employer Solicitor:	<input type="text" value="(None selected)"/>	Employer Solicitor Ref:	<input type="text" value="Some text here"/>
Employer Solicitor Contact Name:	<input type="text" value="Some text here"/>	Employer Solicitor Contact Email:	<input type="text" value="someone@nowhere.com"/>
Current Recipient:	<input type="text" value="Please Select"/>		

### Preview Dossier Page - Employment Details (Benefits) TK\_EME

 Cancel

#### Employment Details (Benefits) TK\_EME (Preview)

Pension?:	<input type="text" value="Please Select"/>	Pension Detail:	<input type="text" value="Some text here"/>
		Pension Amount:	<input type="text" value="99,99"/>
Health Cover?:	<input type="text" value="Please Select"/>	Health Cover Detail:	<input type="text" value="Some text here"/>
		Health Cover Amount:	<input type="text" value="99,99"/>
Company Car?:	<input type="text" value="Please Select"/>	Company Car Detail:	<input type="text" value="Some text here"/>
		Company Car Amount:	<input type="text" value="99,99"/>
Bonus?:	<input type="text" value="Please Select"/>	Bonus Detail:	<input type="text" value="Some text here"/>
		Bonus Amount:	<input type="text" value="99,99"/>
Shares / Share Options?:	<input type="text" value="Please Select"/>	Any Other Benefits?:	<input type="text" value="Some text here"/>

#### All lists:

Yes

No

### Preview Dossier Page - Employment Details (Financial) TK\_EME

 Cancel

#### Employment Details (Financial) TK\_EME (Preview)

Gross Salary (annual):	<input type="text" value="99.99"/>	Gross Salary (monthly):	<input type="text" value="99.99"/>
		Net Salary (weekly):	<input type="text" value="99.99"/>
Net Salary (annual):	<input type="text" value="99.99"/>	Net Salary (monthly):	<input type="text" value="99.99"/>
		Gross Salary (weekly):	<input type="text" value="99.99"/>
London Weighting Amount:	<input type="text" value="99.99"/>	London Weighting?:	<input type="text" value="Please Select"/>
		Payment Period:	<input type="text" value="Please Select"/>

#### London Weighting?:

Yes

No

Not applicable

#### Payment Period?:

Weekly

Monthly

Other

### Preview Dossier Page - Employment Terms/Dates TK\_EME

 Cancel

#### Employment Terms/Dates TK\_EME (Preview)

Years with Employer:	<input type="text" value="Some text here"/>	Hours per week:	<input type="text" value="Some text here"/>
Notice Period (Contract):	<input type="text" value="Some text here"/>	Date last paid:	<input type="text" value="15/12/2014"/>
Employment Status:	<input type="text" value="Some text here"/>	Notice Period (Actual):	<input type="text" value="Some text here"/>
Employment Start Date:	<input type="text" value="15/12/2014"/>	Employment Termination Date:	<input type="text" value="15/12/2014"/>
		Date of Dismissal:	<input type="text" value="15/12/2014"/>
Date from which Time Limit Runs:	<input type="text" value="15/12/2014"/>	Limitation Date:	<input type="text" value="15/12/2014"/>
		Is Limitation Date known yet?:	<input type="text" value="Please Select"/>

#### Is Limitation Date known yet?:

Yes

No



### Preview Dossier Page - Hearings Details TK\_EME

 Cancel

#### Hearings Details TK\_EME (Preview)

Does client wish to appeal?:	<input type="text" value="Please Select"/>	Appeal to be sent by (date):	<input type="text" value="15/12/2014"/>
		Appeal Hearing Date:	<input type="text" value="15/12/2014"/>
Client Instructions Post Appeal:	<input type="text" value="Please Select"/>	Client Instructions Post Appeal (other):	<input type="text" value="Some text here"/>
Grievance Hearing Date:	<input type="text" value="15/12/2014"/>	Grievance Hearing Time:	<input type="text" value="Some text here"/>
		Grievance Hearing location:	<input type="text" value="Some text here"/>
Disciplinary Hearing Date:	<input type="text" value="15/12/2014"/>	Disciplinary Hearing Time:	<input type="text" value="Some text here"/>
		Disciplinary Hearing Location:	<input type="text" value="Some text here"/>

#### Does client wish to appeal?:

Yes

No

#### Client Instructions Post Appeal:

Issue

Settle

Other

### Preview Dossier Page - Schedule of Loss TK\_EME

 Cancel

#### Schedule of Loss TK\_EME (Preview)

Job Seeker's Allowance Start Date:	<input type="text" value="15/12/2014"/>	Job Seeker's Allowance End Date:	<input type="text" value="15/12/2014"/>
		Job Seeker's Allowance Total Amount:	<input type="text" value="99.99"/>
Date Mitigation Commenced:	<input type="text" value="15/12/2014"/>	Net Weekly Pay in Mitigation:	<input type="text" value="99.99"/>
Total Continuous Service:	<input type="text" value="Some text here"/>	Weekly Pay Amount / Statutory Minimum:	<input type="text" value="99.99"/>
		Relevant Multiplier:	<input type="text" value="99.99"/>

Preview Dossier Page - Settlement Agreement TK\_EME

 Cancel

Settlement Agreement TK\_EME (Preview)

Contribution from Employer?:	<input type="text" value="Please Select"/>	Contribution from Employer (amount):	<input type="text" value="99,99"/>
Contribution from Client?:	<input type="text" value="Please Select"/>	Settlement Agreement received?:	<input type="text" value="Please Select"/>


**Contribution from Employer/Client?:**

Yes, full  
Yes, partial  
No  
Not applicable

**Settlement Agreement received?:**

Yes  
No

Preview Dossier Page - Tribunal Orders TK\_EME

 Cancel

Tribunal Orders TK\_EME (Preview)

Exchange of Documents ordered?:	<input type="text" value="Please Select"/>	Exchange of List of Documents due:	<input type="text" value="15/12/2014"/>
Exchange Expert Reports ordered?:	<input type="text" value="Please Select"/>	Exchange Expert Reports due:	<input type="text" value="15/12/2014"/>
Service of Schedule of Loss ordered? (to other sid:	<input type="text" value="Please Select"/>	Service of Schedule of Loss due:	<input type="text" value="15/12/2014"/>
Exchange Witness Statements ordered?:	<input type="text" value="Please Select"/>	Exchange Witness Statements due:	<input type="text" value="15/12/2014"/>
Bundle of Documents:	<input type="text" value="Please Select"/>	Bundle of Documents due:	<input type="text" value="15/12/2014"/>
		Date bundle prepared / received:	<input type="text" value="15/12/2014"/>

**Bundle of Documents:**

Claimant to prepare  
Respondent to prepare

**All other lists:**

Yes  
No

### Preview Dossier Page - Tribunal Proceedings TK\_EME

 Cancel

#### Tribunal Proceedings TK\_EME (Preview)

Tribunal:	<input type="text" value="(None selected)"/>	Tribunal Case No:	<input type="text" value="Some text here"/>
		Tribunal Email:	<input type="text" value="someone@nowhere.com"/>
List of Documents received?:	<input type="text" value="Please Select"/>	All documents received?:	<input type="text" value="Please Select"/>
ET3 received by Tribunal?:	<input type="text" value="Please Select"/>	ET3 received by us?:	<input type="text" value="Please Select"/>
Judgment in Default granted?:	<input type="text" value="Please Select"/>	Respondent Witness Statements received?:	<input type="text" value="Please Select"/>
Preliminary Hearing scheduled?:	<input type="text" value="Please Select"/>	Preliminary Hearing Date:	<input type="text" value="15/12/2014"/>
Final Hearing Date:	<input type="text" value="15/12/2014"/>		

#### Respondent Witness Statements received?:

Yes

No

Not applicable

#### All other lists:

Yes

No

### Preview Dossier Page - Type of Claim TK\_EME

 Cancel

#### Type of Claim TK\_EME (Preview)

Unfair dismissal:	<input type="text" value="Please Select"/>
Discrimination - Age:	<input type="text" value="Please Select"/>
Discrimination - Marriage / Civil Partnership:	<input type="text" value="Please Select"/>
Discrimination - Race:	<input type="text" value="Please Select"/>
Discrimination - Sexual Orientation:	<input type="text" value="Please Select"/>
Discrimination - Gender Reassignment:	<input type="text" value="Please Select"/>
Discrimination - Pregnancy / Maternity:	<input type="text" value="Please Select"/>
Discrimination - Religion or Belief:	<input type="text" value="Please Select"/>
Discrimination - Sex:	<input type="text" value="Please Select"/>
Discrimination - Disability:	<input type="text" value="Please Select"/>

#### All list fields:

Yes

No

Preview Dossier Page - Witness Details (1-3) TK\_EME

 Cancel

Witness Details (1-3) TK\_EME (Preview)

Number of witnesses (claimant):

Witness 1 Title:	<input type="text" value="Some text here"/>	Witness 1 Forename:	<input type="text" value="Some text here"/>
Witness 1 Surname:	<input type="text" value="Some text here"/>	Witness 1 Address:	<input type="text" value="Address here"/>
Witness 2 Title:	<input type="text" value="Some text here"/>	Witness 2 Forename:	<input type="text" value="Some text here"/>
Witness 2 Surname:	<input type="text" value="Some text here"/>	Witness 2 Address:	<input type="text" value="Address here"/>
Witness 3 Title:	<input type="text" value="Some text here"/>	Witness 3 Forename:	<input type="text" value="Some text here"/>
Witness 3 Surname:	<input type="text" value="Some text here"/>	Witness 3 Address:	<input type="text" value="Address here"/>

Number of witnesses (claimant):

None

1 - 3

4 or more

Preview Dossier Page - Witness Details (4-6) TK\_EME

 Cancel

Witness Details (4-6) TK\_EME (Preview)

Witness 4 Title:	<input type="text" value="Some text here"/>	Witness 4 Forename:	<input type="text" value="Some text here"/>
Witness 4 Surname:	<input type="text" value="Some text here"/>	Witness 4 Address:	<input type="text" value="Address here"/>
Witness (5) Title:	<input type="text" value="Some text here"/>	Witness (5) Forename:	<input type="text" value="Some text here"/>
Witness (5) Surname:	<input type="text" value="Some text here"/>	Witness (5) Address:	<input type="text" value="Address here"/>
Witness (6) Title:	<input type="text" value="Some text here"/>	Witness (6) Forename:	<input type="text" value="Some text here"/>
Witness (6) Surname:	<input type="text" value="Some text here"/>	Witness (6) Address:	<input type="text" value="Address here"/>

## Letters – List

Letter ID	Letter Description	Expert Type
TK_EME_115	Advice to Client re Application TK_EME	CLIENT
TK_EME_117	Advice to Client re Hearing Date(s) TK_EME	CLIENT
TK_EME_110	Advice to Client re Tribunal Procedure TK_EME	CLIENT
TK_EME_118	Advice to Witness (1) re Hearing Date TK_EME	WITNESS
TK_EME_119	Advice to Witness (2) re Hearing Date TK_EME	WITNESS
TK_EME_120	Advice to Witness (3) re Hearing Date TK_EME	WITNESS
TK_EME_121	Advice to Witness (4) re Hearing Date TK_EME	WITNESS
TK_EME_122	Advice to Witness (5) re Hearing Date TK_EME	WITNESS
TK_EME_123	Advice to Witness (6) re Hearing Date TK_EME	WITNESS
TK_EME_28	App for an order for Judgement in Default TK_EME	TRIBUNAL
TK_EME_12	Blank Client Letter TK_EME	CLIENT
TK_EME_13	Blank Employer Solicitor Letter TK_EME	SOLICITOR
TK_EME_7	Blank Letter to Employer Company TK_EME	EMPLOYER
TK_EME_8	Blank Letter to Employer Contact 1 TK_EME	EMPLOYER
TK_EME_9	Blank Letter to Employer Contact 2 TK_EME	EMPLOYER
TK_EME_10	Blank Letter to Employer Contact 3 TK_EME	EMPLOYER
TK_EME_11	Blank Letter to Employer Contact 4 TK_EME	EMPLOYER
TK_EME_31	Blank Letter to Witness 1 TK_EME	WITNESS
TK_EME_32	Blank Letter to Witness 2 TK_EME	WITNESS
TK_EME_33	Blank Letter to Witness 3 TK_EME	WITNESS
TK_EME_34	Blank Letter to Witness 4 TK_EME	WITNESS
TK_EME_35	Blank Letter to Witness 5 TK_EME	WITNESS
TK_EME_36	Blank Letter to Witness 6 TK_EME	WITNESS
TK_EME_30	Blank Tribunal Letter TK_EME	TRIBUNAL
TK_EME_80	Chase Emplr for Response (Company)(Disc) TK_EME	EMPLOYER
TK_EME_132	Chase Emplr for Response (Company)(Griev)TK_EME	EMPLOYER
TK_EME_133	Chase Emplr for Response (Contact 1)(Disc) TK_EME	EMPLOYER
TK_EME_134	Chase Emplr for Response (Contact 2)(Disc) TK_EME	EMPLOYER
TK_EME_135	Chase Emplr for Response (Contact 3)(Disc) TK_EME	EMPLOYER
TK_EME_136	Chase Emplr for Response (Contact 4)(Disc) TK_EME	EMPLOYER
TK_EME_81	Chase Emplr for Response (Contact1)(Griev) TK_EME	EMPLOYER
TK_EME_82	Chase Emplr for Response (Contact2)(Griev) TK_EME	EMPLOYER
TK_EME_83	Chase Emplr for Response (Contact3)(Griev) TK_EME	EMPLOYER
TK_EME_84	Chase Emplr for Response (Contact4)(Griev) TK_EME	EMPLOYER
TK_EME_114	Cli Advise Applying for Judgemnt in Default TK_EME	CLIENT
TK_EME_144	Cli Ltr advising on Disciplinary Hrg Date TK_EME	CLIENT
TK_EME_145	Cli Ltr advising on Grievance Hrg Date TK_EME	CLIENT
TK_EME_116	Cli Ltr enc Info Form re Schedule of Loss TK_EME	CLIENT
TK_EME_59	Cli Ltr Enc Other Side Witness Statement(s) TK_EME	CLIENT
TK_EME_22	Client Advice on Appealing Disciplinary Hrg TK_EME	CLIENT
TK_EME_15	Client Advice on Appealing Grievance TK_EME	CLIENT
TK_EME_102	Client Advice on Disciplinary Hearing TK_EME	CLIENT
TK_EME_14	Client Advice on Grievance Hearing TK_EME	CLIENT

TK_EME_93	Client Advice Post Appeal (Disc) TK_EME	CLIENT
TK_EME_142	Client Advice Post Appeal (Griev) TK_EME	CLIENT
TK_EME_92	Client Advice Prior to Appeal (Disc) TK_EME	CLIENT
TK_EME_143	Client Advice Prior to Appeal (Griev) TK_EME	CLIENT
TK_EME_113	Client Advise Awaiting ET3 From Tribunal TK_EME	CLIENT
TK_EME_26	Client Conf Proceedings Issued in Tribunal TK_EME	CLIENT
TK_EME_65	Client Conf Settlement Agremnt Sent to Emplr TK_EME	CLIENT
TK_EME_71	Client Enc Signed Settlement Agreement TK_EME	CLIENT
TK_EME_112	Client Enclose ET3 TK_EME	CLIENT
TK_EME_63	Client Letter Confirming Appointment TK_EME	CLIENT
TK_EME_46	Client Letter Enc Draft List of Documents TK_EME	CLIENT
TK_EME_124	Client Letter re Documents Received TK_EME	CLIENT
TK_EME_64	Client Rule 15 Letter TK_EME	CLIENT
TK_EME_125	Copy Bundle to Client TK_EME	CLIENT
TK_EME_108	Draft Appeal Ltr to Cli for Approval (Disc) TK_EME	CLIENT
TK_EME_146	Draft Appeal Ltr to Cli for Approval (Griev)TK_EME	CLIENT
TK_EME_85	Draft Appeal Ltr to Emplr (Company)(Disc) TK_EME	EMPLOYER
TK_EME_137	Draft Appeal Ltr to Emplr (Company)(Griev) TK_EME	EMPLOYER
TK_EME_86	Draft Appeal Ltr to Emplr (Contact1)(Disc) TK_EME	EMPLOYER
TK_EME_138	Draft Appeal Ltr to Emplr (Contact1)(Griev)TK_EME	EMPLOYER
TK_EME_87	Draft Appeal Ltr to Emplr (Contact2)(Disc) TK_EME	EMPLOYER
TK_EME_139	Draft Appeal Ltr to Emplr (Contact2)(Griev)TK_EME	EMPLOYER
TK_EME_88	Draft Appeal Ltr to Emplr (Contact3)(Disc) TK_EME	EMPLOYER
TK_EME_140	Draft Appeal Ltr to Emplr (Contact3)(Griev)TK_EME	EMPLOYER
TK_EME_90	Draft Appeal Ltr to Emplr (Contact4)(Disc) TK_EME	EMPLOYER
TK_EME_141	Draft Appeal Ltr to Emplr (Contact4)(Griev)TK_EME	EMPLOYER
TK_EME_111	Draft ET1 to Client For Approval TK_EME	CLIENT
TK_EME_95	Draft Letters to Client for Approval (Disc) TK_EME	CLIENT
TK_EME_78	Draft Letters to Client For Approval (Griev)TK_EME	CLIENT
TK_EME_66	Employer Comp Enc Signed Settlmnt Agremnt TK_EME	EMPLOYER
TK_EME_67	Employer Cont1 Enc Signed Settlmnt Agremnt TK_EME	EMPLOYER
TK_EME_68	Employer Cont2 Enc Signed Settlmnt Agremnt TK_EME	EMPLOYER
TK_EME_69	Employer Cont3 Enc Signed Settlmnt Agremnt TK_EME	EMPLOYER
TK_EME_70	Employer Cont4 Enc Signed Settlmnt Agremnt TK_EME	EMPLOYER
TK_EME_23	ET1 - Employment Tribunal Claim Form TK_EME	FORMS
TK_EME_24	ET3 - Employment Tribunal Response Form TK_EME	FORMS
TK_EME_61	First Appointment Checklist TK_EME	None
TK_EME_62	First Appointment Form - Booking Appt TK_EME	None
TK_EME_73	Grievance Letter to Employer - Company TK_EME	EMPLOYER
TK_EME_74	Grievance Letter to Employer - Contact 1 TK_EME	EMPLOYER
TK_EME_75	Grievance Letter to Employer - Contact 2 TK_EME	EMPLOYER
TK_EME_76	Grievance Letter to Employer - Contact 3 TK_EME	EMPLOYER
TK_EME_77	Grievance Letter to Employer - Contact 4 TK_EME	EMPLOYER
TK_EME_29	Info Req from Clnt to Prepare Stmt of Loss TK_EME	None
TK_EME_27	Information Sheet - Process and Mitigation TK_EME	None
TK_EME_57	Letter to Other Side to Confirm Exchange TK_EME	EMPLOYER

TK_EME_45	List of Documents TK_EME	FORMS
TK_EME_49	Ltr Chasing Other Side for List of Docs TK_EME	EMPLOYER
TK_EME_50	Ltr Chasing Other Side Sol for List of Docs TK_EME	SOLICITOR
TK_EME_51	Ltr Enclose Witness (1) Draft Statement TK_EME	WITNESS
TK_EME_52	Ltr Enclose Witness (2) Draft Statement TK_EME	WITNESS
TK_EME_53	Ltr Enclose Witness (3) Draft Statement TK_EME	WITNESS
TK_EME_54	Ltr Enclose Witness (4) Draft Statement TK_EME	WITNESS
TK_EME_55	Ltr Enclose Witness (5) Draft Statement TK_EME	WITNESS
TK_EME_56	Ltr Enclose Witness (6) Draft Statement TK_EME	WITNESS
TK_EME_48	Ltr Sending List of Docs to Other Side Sol TK_EME	SOLICITOR
TK_EME_47	Ltr Sending List of Documents to Other Side TK_EME	EMPLOYER
TK_EME_91	Ltr to Cli Confirm Appeal Ltr Sent (Griev)TK_EME	CLIENT
TK_EME_79	Ltr to Client Conf Grievance Letters Sent TK_EME	CLIENT
TK_EME_109	Ltr to Client Confirm Appeal Ltr Sent (Disc)TK_EME	CLIENT
TK_EME_96	Ltr to Client Confirm Disciplinary Ltr Sent TK_EME	CLIENT
TK_EME_60	Ltr to Other Side Chasing Wit Statement(s) TK_EME	EMPLOYER
TK_EME_58	Ltr to Other Side Enc Witness Statement(s) TK_EME	EMPLOYER
TK_EME_1	Preliminary Interview Assessment Sheet TK_EME	None
TK_EME_44	Schedule of Loss TK_EME	FORMS
TK_EME_16	Settlement Agreement - Admin Checklist TK_EME	None
TK_EME_94	Template Cli Advice re Disciplinary Hearing TK_EME	CLIENT
TK_EME_37	Template Letter to Prepare Client Statement TK_EME	CLIENT
TK_EME_38	Template Ltr to Prepare Witness 1 Statement TK_EME	WITNESS
TK_EME_39	Template Ltr to Prepare Witness 2 Statement TK_EME	WITNESS
TK_EME_40	Template Ltr to Prepare Witness 3 Statement TK_EME	WITNESS
TK_EME_41	Template Ltr to Prepare Witness 4 Statement TK_EME	WITNESS
TK_EME_42	Template Ltr to Prepare Witness 5 Statement TK_EME	WITNESS
TK_EME_43	Template Ltr to Prepare Witness 6 Statement TK_EME	WITNESS
TK_EME_17	Without Prejudice Ltr to Emplr Comp (Disc) TK_EME	EMPLOYER
TK_EME_6	Without Prejudice Ltr to Emplr Comp (Griev)TK_EME	EMPLOYER
TK_EME_18	Without Prejudice Ltr to Emplr Cont1 (Disc) TK_EME	EMPLOYER
TK_EME_2	Without Prejudice Ltr to Emplr Cont1 (Griev)TK_EME	EMPLOYER
TK_EME_19	Without Prejudice Ltr to Emplr Cont2 (Disc) TK_EME	EMPLOYER
TK_EME_3	Without Prejudice Ltr to Emplr Cont2 (Griev)TK_EME	EMPLOYER
TK_EME_20	Without Prejudice Ltr to Emplr Cont3 (Disc) TK_EME	EMPLOYER
TK_EME_4	Without Prejudice Ltr to Emplr Cont3 (Griev)TK_EME	EMPLOYER
TK_EME_21	Without Prejudice Ltr to Emplr Cont4 (Disc) TK_EME	EMPLOYER
TK_EME_5	Without Prejudice Ltr to Emplr Cont4 (Griev)TK_EME	EMPLOYER
TK_EME_126	Witness (1) Draft Statement TK_EME	WITNESS
TK_EME_127	Witness (2) Draft Statement TK_EME	WITNESS
TK_EME_128	Witness (3) Draft Statement TK_EME	WITNESS
TK_EME_129	Witness (4) Draft Statement TK_EME	WITNESS
TK_EME_130	Witness (5) Draft Statement TK_EME	WITNESS
TK_EME_131	Witness (6) Draft Statement TK_EME	WITNESS

## Views – List




### All views are Custom Questionnaires

Appeal Hearing TK\_EME  
Bundle of Documents TK\_EME  
Client Details TK\_EME  
Contract of Employment / Policies TK\_EME  
Disciplinary Hearing - Outcome TK\_EME  
Disciplinary Hearing Date TK\_EME  
Documents Received TK\_EME  
Employer Details (For ET1) TK\_EME  
Employer Details TK\_EME  
Employer Response TK\_EME  
Employer Solicitor Details TK\_EME  
Employment Dates TK\_EME  
Employment Financial Details TK\_EME  
ET3 to Tribunal TK\_EME  
ET3 to Us TK\_EME  
Grievance Hearing - Outcome TK\_EME  
Grievance Hearing Date TK\_EME  
Instructions Post Appeal TK\_EME  
Job Details TK\_EME  
Judgement in Default TK\_EME  
Limitation Date TK\_EME  
List of Documents TK\_EME  
Number of Witnesses TK\_EME  
Respondent Witness Statements TK\_EME  
Schedule of Loss TK\_EME  
Settlement - Employer Contribution TK\_EME  
Settlement - First Appointment TK\_EME  
Tribunal Details TK\_EME  
Tribunal Hearing Dates(s) TK\_EME  
Tribunal Orders TK\_EME  
Type of Claim TK\_EME  
Witness Details (1-3) TK\_EME  
Witness Details (4-6) TK\_EME







## Views – Screenshots









### Appeal Hearing TK\_EME

View Preview - Appeal Hearing TK_EME	
 Design Client View    Cancel	
Appeal Hearing TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Appeal Hearing Date:	<input type="text"/> 



### Bundle of Documents TK\_EME

View Preview - Bundle of Documents TK_EME	
 Design Client View    Cancel	
Bundle of Documents TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Bundle of Documents:	<input type="text"/> 
Date bundle prepared / received:	<input type="text"/> 




### Client Details TK\_EME

View Preview - Client Details TK_EME	
 Design Client View    Cancel	
Client Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Client Date of Birth:	<input type="text"/> 
Client Salutation:	<input type="text"/>
Money laundering check carried out?:	<input type="text"/> 
Funding:	<input type="text"/> 
Sufficient ID Provided?:	<input type="text"/> 
1st ID Provided:	<input type="text"/> 
2nd ID Provided:	<input type="text"/> 




### Contract of Employment / Policies TK\_EME

View Preview - Contract of Employment / Policies TK_EME	
 Design Client View    Cancel	
Contract of Employment / Policies TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Does client have a Contract of Employment?:	<input type="checkbox"/>
Has client supplied Contract of Employment?:	<input type="checkbox"/>
Does employer have written grievance procedure?:	<input type="checkbox"/>
Has client supplied company grievance procedure?:	<input type="checkbox"/>
Does employer have written disciplinary procedure?:	<input type="checkbox"/>
Has client supplied company disciplinary procedure?:	<input type="checkbox"/>
Do we need a chronology?:	<input type="checkbox"/>
Has client supplied a chronology?:	<input type="checkbox"/>



### Disciplinary Hearing - Outcome TK\_EME

View Preview - Disciplinary Hearing - Outcome TK_EME	
 Design Client View    Cancel	
Disciplinary Hearing - Outcome TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Does client wish to appeal?:	<input type="checkbox"/>
Appeal to be sent by (date):	<input type="text"/> 



### Disciplinary Hearing Date TK\_EME

View Preview - Disciplinary Hearing Date TK_EME	
 Design Client View    Cancel	
Disciplinary Hearing Date TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Disciplinary Hearing Date:	<input type="text"/> 



## Documents Received TK\_EME

View Preview - Documents Received TK_EME	
 Design Client View    Cancel	
Documents Received TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
All documents received?:	<input type="button" value="v"/>



## Employer Details (For ET1) TK\_EME

View Preview - Employer Details (For ET1) TK_EME	
 Design Client View    Cancel	
Employer Details (For ET1) TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Employer Company Name:	<input type="text"/>
Employer (main) Tel:	<input type="text"/>
Employer (main) Address:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="..."/>
Employer (main) Address Line 1:	<input type="text"/>
Employer (main) Address - Street:	<input type="text"/>
Employer (main) Address - Town / City:	<input type="text"/>
Employer (main) Address - County:	<input type="text"/>
Employer (main) Address - Postcode:	<input type="text"/>
Enter Data if Different to Above:	
Place of Work Line 1:	<input type="text"/>
Place of Work - Street:	<input type="text"/>
Place of Work - Town / City:	<input type="text"/>
Place of Work - County:	<input type="text"/>
Place of Work - Postcode:	<input type="text"/>



## Employer Details TK\_EME

View Preview - Employer Details TK_EME	
 Design Client View    Cancel	
Employer Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Employer Company Name:	<input type="text"/>
Employer (main) Email:	<input type="text"/>
Employer (main) Fax:	<input type="text"/>
Employer (main) Tel:	<input type="text"/>
Employer (main) Address:	<div><input type="text"/><div><div></div><div></div><div></div></div><div>...</div></div>
Enter Details of Any Contacts at Employer Firm	
Employer Contact (1) Title:	<input type="text"/>
Employer Contact (1) Forename:	<input type="text"/>
Employer Contact (1) Surname:	<input type="text"/>
Employer Contact (1) Email:	<input type="text"/>
Employer Contact (1) Tel:	<input type="text"/>
Employer Contact (1) at Main Address?:	<div><div></div><div></div></div>
Enter Details if not at Company Main Address	
Employer Contact (1) Address:	<div><input type="text"/><div><div></div><div></div><div></div></div><div>...</div></div>
Employer Contact (2) Title:	<input type="text"/>
Employer Contact (2) Forename:	<input type="text"/>
Employer Contact (2) Surname:	<input type="text"/>
Employer Contact (2) Email:	<input type="text"/>
Employer Contact (2) Tel:	<input type="text"/>
Employer Contact (2) at Main Address?:	<div><div></div><div></div></div>
Enter Details if not at Company Main Address	
Employer Contact (2) Address:	<div><input type="text"/><div><div></div><div></div><div></div></div><div>...</div></div>
Employer Contact (3) Title:	<input type="text"/>
Employer Contact (3) Forename:	<input type="text"/>
Employer Contact (3) Surname:	<input type="text"/>
Employer Contact (3) Email:	<input type="text"/>
Employer Contact (3) Tel:	<input type="text"/>
Employer Contact (3) at Main Address?:	<div><div></div><div></div></div>
Enter Details if not at Company Main Address	
Employer Contact (3) Address:	<div><input type="text"/><div><div></div><div></div><div></div></div><div>...</div></div>
Employer Contact (4) Title:	<input type="text"/>
Employer Contact (4) Forename:	<input type="text"/>
Employer Contact (4) Surname:	<input type="text"/>
Employer Contact (4) Email:	<input type="text"/>
Employer Contact (4) Tel:	<input type="text"/>
Employer Contact (4) at Main Address?:	<div><div></div><div></div></div>
Enter Details if not at Company Main Address	
Employer Contact (4) Address:	<div><input type="text"/><div><div></div><div></div><div></div></div><div>...</div></div>
Select Relevant Recipient for this Correspondence	
Current Recipient:	<div><div></div><div></div></div>









## Employer Response TK\_EME

View Preview - Employer Response TK_EME	
 Design Client View    Cancel	
Employer Response TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Employer response received?:	<input type="button" value="v"/>



## Employer Solicitor Details TK\_EME

View Preview - Employer Solicitor Details TK_EME	
 Design Client View    Cancel	
Employer Solicitor Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Employer Solicitor:	<input type="button" value="v"/> <input type="button" value="..."/>
Employer Solicitor Ref:	<input type="text"/>
Employer Solicitor Contact Name:	<input type="text"/>
Employer Solicitor Contact Email:	<input type="text"/>



## Employment Dates TK\_EME

View Preview - Employment Dates TK_EME	
 Design Client View    Cancel	
Employment Dates TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Employment Start Date:	<input type="text"/> 
Employment Termination Date:	<input type="text"/> 
Date of Dismissal:	<input type="text"/> 
Limitation Date:	<input type="text"/> 
Date from which Time Limit Runs:	<input type="text"/> 
Date last paid:	<input type="text"/> 
Notice Period (Actual):	<input type="text"/>
Notice Period (Contract):	<input type="text"/>
Years with Employer:	<input type="text"/>



## Employment Financial Details TK\_EME

View Preview - Employment Financial Details TK_EME	
 Design Client View    Cancel	
Employment Financial Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Gross Salary (annual):	<input type="text"/>
Gross Salary (monthly):	<input type="text"/>
Gross Salary (weekly):	<input type="text"/>
Net Salary (annual):	<input type="text"/>
Net Salary (monthly):	<input type="text"/>
Net Salary (weekly):	<input type="text"/>
London Weighting?:	<input type="text" value="v"/>
London Weighting Amount:	<input type="text"/>
Payment Period:	<input type="text" value="v"/>
Pension?:	<input type="text" value="v"/>
Pension Amount:	<input type="text"/>
Pension Detail:	<input type="text"/>
Health Cover?:	<input type="text" value="v"/>
Health Cover Amount:	<input type="text"/>
Health Cover Detail:	<input type="text"/>
Company Car?:	<input type="text" value="v"/>
Company Car Amount:	<input type="text"/>
Company Car Detail:	<input type="text"/>
Bonus?:	<input type="text" value="v"/>
Bonus Amount:	<input type="text"/>
Bonus Detail:	<input type="text"/>
Shares / Share Options?:	<input type="text" value="v"/>
Any Other Benefits?:	<input type="text"/>




## ET3 to Tribunal TK\_EME

View Preview - ET3 to Tribunal TK_EME	
 Design Client View    Cancel	
ET3 to Tribunal TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
ET3 received by Tribunal?:	<input type="text" value="v"/>




#### ET3 to Us TK\_EME

View Preview - ET3 to Us TK_EME	
 Design Client View    Cancel	
ET3 to Us TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
ET3 received by us?:	<input type="button" value="v"/>



#### Grievance Hearing - Outcome TK\_EME

View Preview - Grievance Hearing - Outcome TK_EME	
 Design Client View    Cancel	
Grievance Hearing - Outcome TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Does client wish to appeal?:	<input type="button" value="v"/>
Appeal to be sent by (date):	<input type="text"/> 



#### Grievance Hearing Date TK\_EME

View Preview - Grievance Hearing Date TK_EME	
 Design Client View    Cancel	
Grievance Hearing Date TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Grievance Hearing Date:	<input type="text"/> 



#### Instructions Post Appeal TK\_EME

View Preview - Instructions Post Appeal TK_EME	
 Design Client View    Cancel	
Instructions Post Appeal TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Client Instructions Post Appeal:	<input type="button" value="v"/>




### Job Details TK\_EME

View Preview - Job Details TK_EME	
 Design Client View    Cancel	
Job Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Job Title:	<input type="text"/>
Employment Status:	<input type="text"/>
Hours per week:	<input type="text"/>




### Judgement in Default TK\_EME

View Preview - Judgement in Default TK_EME	
 Design Client View    Cancel	
Judgement in Default TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Judgment in Default granted?:	<input type="button" value="v"/>

### Limitation Date TK\_EME



View Preview - Limitation Date TK_EME	
 Design Client View    Cancel	
Limitation Date TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Is Limitation Date known yet?:	<input type="button" value="v"/>
If so enter / edit date below:	
Limitation Date:	<input type="text"/> 

### List of Documents TK\_EME



View Preview - List of Documents TK_EME	
 Design Client View    Cancel	
List of Documents TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
List of Documents received?:	<input type="button" value="v"/>
Exchange of List of Documents due:	<input type="text"/> 








### Number of Witnesses TK\_EME

View Preview - Number of Witnesses TK_EME	
 Design Client View    Cancel	
Number of Witnesses TK_EME	
COMPLETE DETAILS AS APPROPRIATE:	
Number of witnesses (claimant):	<input type="text" value=""/>



### Respondent Witness Statements TK\_EME

View Preview - Respondent Witness Statements TK_EME	
 Design Client View    Cancel	
Respondent Witness Statements TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Respondent Witness Statements received?:	<input type="text" value=""/>





### Schedule of Loss TK\_EME

View Preview - Schedule of Loss TK_EME	
 Design Client View    Cancel	
Schedule of Loss TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Job Seeker's Allowance Start Date:	<input type="text" value=""/> 
Job Seeker's Allowance End Date:	<input type="text" value=""/> 
Job Seeker's Allowance Total Amount:	<input type="text" value=""/>
Date Mitigation Commenced:	<input type="text" value=""/> 
Net Weekly Pay in Mitigation:	<input type="text" value=""/>
Relevant Multiplier:	<input type="text" value=""/>
Total Continuous Service:	<input type="text" value=""/>
Weekly Pay Amount / Statutory Minimum:	<input type="text" value=""/>





### Settlement - Employer Contribution TK\_EME

View Preview - Settlement - Employer Contribution TK_EME	
 Design Client View    Cancel	
Settlement - Employer Contribution TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Contribution from Employer?:	<input type="checkbox"/>
Contribution from Employer (amount):	<input type="text"/>
Contribution from Client?:	<input type="checkbox"/>

### Settlement - First Appointment TK\_EME



View Preview - Settlement - First Appointment TK_EME	
 Design Client View    Cancel	
Settlement - First Appointment TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Contribution from Employer?:	<input type="checkbox"/>
Contribution from Employer (amount):	<input type="text"/>
Contribution from Client?:	<input type="checkbox"/>
Settlement Agreement received?:	<input type="checkbox"/>
Employment Start Date:	<input type="text"/> 
Employment Termination Date:	<input type="text"/> 

### Tribunal Details TK\_EME

View Preview - Tribunal Details TK_EME	
 Design Client View    Cancel	
Tribunal Details TK_EME	
CHECK / EDIT DATA AS APPROPRIATE:	
Tribunal:	<input type="checkbox"/>  
Tribunal Case No:	<input type="text"/>

## Tribunal Hearing Dates(s) TK\_EME

View Preview - Tribunal Hearing Dates(s) TK\_EME

 Design Client View |  Cancel


Tribunal Hearing Dates(s) TK\_EME

CHECK / EDIT DATA AS APPROPRIATE:


Preliminary Hearing scheduled?:

☐

Preliminary Hearing Date:





Final Hearing Date:



## Tribunal Orders TK\_EME

View Preview - Tribunal Orders TK\_EME

 Design Client View |  Cancel


Tribunal Orders TK\_EME

CHECK / EDIT DATA AS APPROPRIATE:

Exchange of Documents ordered?:

☐


Exchange of List of Documents due:



Exchange Expert Reports ordered?:

☐


Exchange Expert Reports due:



Service of Schedule of Loss ordered? (to other sid:

☐


Service of Schedule of Loss due:



Exchange Witness Statements ordered?:

☐


Exchange Witness Statements due:



Bundle of Documents:



☐

Bundle of Documents due:



## Type of Claim TK\_EME

View Preview - Type of Claim TK\_EME

 Design Client View |  Cancel

Type of Claim TK\_EME

CHECK / EDIT DATA AS APPROPRIATE:

Complete for all Applicable

Unfair dismissal:

☐

Discrimination - Age:

☐

Discrimination - Disability:

☐

Discrimination - Gender Reassignment:

☐

Discrimination - Marriage / Civil Partnership:

☐

Discrimination - Pregnancy / Maternity:

☐

Discrimination - Race:

☐

Discrimination - Religion or Belief:

☐

Discrimination - Sex:



☐

Discrimination - Sexual Orientation:

☐

## Witness Details (1-3) TK\_EME

View Preview - Witness Details (1-3) TK\_EME

 Design Client View |  Cancel

Witness Details (1-3) TK\_EME

CHECK / EDIT DATA AS APPROPRIATE:

Number of witnesses (claimant):

▼

Witness 1 Title:

Witness 1 Forename:

Witness 1 Surname:

Witness 1 Address:

⬆

⬇

⬆

...

Witness 2 Title:

Witness 2 Forename:

Witness 2 Surname:

Witness 2 Address:

⬆

⬇

⬆

...

Witness 3 Title:

Witness 3 Forename:

Witness 3 Surname:

Witness 3 Address:

⬆



⬇

⬆

...

## Witness Details (4-6) TK\_EME

View Preview - Witness Details (4-6) TK\_EME

 Design Client View |  Cancel

Witness Details (4-6) TK\_EME

CHECK / EDIT DATA AS APPROPRIATE:

Witness 4 Title:

Witness 4 Forename:

Witness 4 Surname:

Witness 4 Address:

⬆

⬇

⬆

...

Witness (5) Title:

Witness (5) Forename:

Witness (5) Surname:

Witness (5) Address:

⬆

⬇

⬆

...

Witness (6) Title:

Witness (6) Forename:

Witness (6) Surname:

Witness (6) Address:

⬆

⬇

⬆

...

## Workflows – List

Settlement Agreement TK\_EME  
Disciplinary Proceedings TK\_EME  
Grievance TK\_EME  
Tribunal Process Employee TK\_EME

## Workflows – Content

### 1. Settlement Agreement

Preliminary - Confirm First Appointment TK_EME	
Initial Instructions - Settlement Agreement TK_EME	
Signed Settlement Agreement to Employer TK_EME	
Signed Settlement Agreement Received from Employer TK_EME	

#### Task 1: PRELIMINARY – CONFIRM FIRST APPOINTMENT

*Preparation for first appointment; user is prompted to enter such data as is known at this stage, including whether Settlement Agreement has been received*

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	SETTLEMENT - FIRST APPOINTMENT Contribution from Employer? Full / Partial / No Contribution from Employer (amount) Contribution from Client? Full / Partial / No Settlement Agreement received? Yes / No Employment Start and Termination Dates	
QUESTIONNAIRE	CLIENT DETAILS TK_EME Client DOB, Salutation, Money Laundering Details, Funding	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
LETTER	SETTLEMENT AGREEMENT - ADMIN CHECKLIST	
LETTER	FIRST APPOINTMENT CHECKLIST - BOOKING APPOINTMENT	
LETTER	CLIENT – CONFIRM APPOINTMENT	
MESSAGE TO USER	Send email client, select Confirming Appointment to client email template setup.	
MESSAGE TO USER	Print 2 copies of Settlement Agreement onto headed paper	Criteria - If Settlement Agreement received field = Yes

## Task 2: INITIAL INSTRUCTIONS - SETTLEMENT AGREEMENT

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	SETTLEMENT - FIRST APPOINTMENT Contribution from Employer? Full / Partial / No Contribution from Employer (amount) Contribution from Client? Full / Partial / No Settlement Agreement received? Yes / No Employment Start and Termination Dates	
QUESTIONNAIRE	CLIENT DETAILS TK_EME Client DOB, Salutation, Money Laundering Details, Funding	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
QUESTIONNAIRE	EMPLOYMENT DATES TK_EME Start and Termination Dates Date of Dismissal Years with Employer Date from which Time Limit Runs Limitation Date Date last paid Notice Period – contractual and actual	
QUESTIONNAIRE	EMPLOYMENT FINANCIAL DETAILS TK_EME Gross and net salary – annual, monthly and weekly Payment period Confirmation of, and if appropriate amount: London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits	
LETTER	FIRST APPOINTMENT CHECKLIST (SETTLEMENT AGREEMENT)	
LETTER	CLIENT RULE 15 LETTER (SETTLEMENT AGREEMENT)	
DISPLAY MESSAGE TO USER	Send Terms & Conditions to client with acknowledgement letter for client to confirm they have received	
KEYDATE	CHASE CLIENT "Signed acknowledgement of terms and conditions received?" 7 days  Link to task Signed Settlement Agreement to Employer	

## Task 3: SIGNED SETTLEMENT AGREEMENT TO EMPLOYER

*Linked to keydate Chase Client for signed acknowledgment of Terms and Conditions, so that once this has been received, the signed Settlement Agreement can be sent to the Employer. Provision is made for a number of different recipients for the Employer. The user is prompted to select the appropriate recipient, which will then cause the relevant letter to be merged.*

ACTION TYPE:	Detail:	CRITERIA:
MEET UNMET KEYDATES	CHASE CLIENT	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	

<b>QUESTIONNAIRE</b>	SETTLEMENT – EMPLOYER CONTRIBUTION Contribution from Employer? Full / Partial / No Contribution from Employer (amount) Contribution from Client? Full / Partial / No	
<b>LETTER</b>	CLIENT CONFIRMING SETTLEMENT AGREEMENT SENT TO EMPLOYER	
<b>LETTER</b>	EMPLOYER ENC SIGNED SETTLEMENT AGREEMENT- COMPANY  Requests signature and return of one copy of settlement agreement + payment of invoice (if appropriate)	Criteria – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	EMPLOYER ENC SIGNED SETTLEMENT AGREEMENT – CONTACT 1	Criteria – if Current Recipient field = “Contact 1”
<b>LETTER</b>	EMPLOYER ENC SIGNED SETTLEMENT AGREEMENT– CONTACT 2	Criteria – if Current Recipient field = “Contact 2”
<b>LETTER</b>	EMPLOYER ENC SIGNED SETTLEMENT AGREEMENT– CONTACT 3	Criteria – if Current Recipient field = “Contact 3”
<b>LETTER</b>	EMPLOYER ENC SIGNED SETTLEMENT AGREEMENT – CONTACT 4	Criteria – if Current Recipient field = “Contact 4”
<b>KEYDATE</b>	CHASE EMPLOYER “Signed Agreement returned?” 7 days  Link to task Signed Settlement Agreement received from Employer	
<b>KEYDATE</b>	CHASE EMPLOYER “Invoice settled?” 7 days	Criteria – if Contribution from Employer field = Yes, full OR = Yes, partial

#### **Task 4: SIGNED SETTLEMENT AGREEMENT RECEIVED FROM EMPLOYER**

*Linked to keydate Chase Employer for signed Settlement Agreement*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>LETTER</b>	CLIENT ENCLOSING SIGNED SETTLEMENT AGREEMENT	

## 2. Disciplinary Proceedings

Initial Steps - Disciplinary Proceedings TK_EME	
Draft Disciplinary Letter to Client for Approval TK_EME	
Letters Approved - Disciplinary Letter to Employer TK_EME	
Response to Disciplinary Letters TK_EME	
Chase Response to Disciplinary Letters TK_EME	
Disciplinary Hearing Date Received TK_EME	
After Disciplinary Hearing TK_EME	
Draft Appeal Letter to Client for Approval (Disc) TK_EME	
Appeal Sent to Other Side (Disc) TK_EME	
Appeal Hearing Date Received (Disc) TK_EME	
Decision of Appeal Received (Disc) TK_EME	
Client Instructions After Appeal (Disc) TK_EME	

### Task 1: INITIAL STEPS - DISCIPLINARY PROCEEDINGS

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	CLIENT DETAILS TK_EME Client DOB, Salutation, Money Laundering Details Funding	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details Current recipient	
QUESTIONNAIRE	EMPLOYMENT DATES TK_EME Start and Termination Dates Date of Dismissal Years with Employer Date from which Time Limit Runs Limitation Date Date last paid Notice Period – contractual and actual	
QUESTIONNAIRE	JOB DETAILS TK_EME Job title and status Hours per week	
QUESTIONNAIRE	CONTRACT OF EMPLOYMENT / POLICIES TK_EME Does client have Contract of Employment? Yes / No Supplied to us? Yes / No Does company have written grievance / disciplinary procedure? Yes / No Supplied to us? Yes / No Do we need a chronology? Supplied to us? Yes / No	



<b>QUESTIONNAIRE</b>	EMPLOYMENT FINANCIAL DETAILS TK_EME Gross and net salary – annual, monthly and weekly Payment period Confirmation of, and if appropriate amount: London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits	
<b>QUESTIONNAIRE</b>	TYPE OF CLAIM TK_EME Unfair Dismissal, Discrimination – Age, Race, Sex, Religion, Disability, Pregnancy/ Maternity, Sexual Orientation, Gender Reassignment, Marriage/ Civil Partnership	
<b>LETTER</b>	PRELIMINARY INTERVIEW ASSESSMENT SHEET Checklist for completion	
<b>LETTER</b>	CLIENT ADVICE ON DISCIPLINARY HEARING  <i>CONTENTS: Confirms instructions, details disciplinary procedure, Requests copy Contract of Employment / written disciplinary procedure, chronology – as appropriate</i>  <i>(free text)</i>	
<b>KEYDATE</b>	CHASE CLIENT “Chronology received?” 7 days	Criteria – If “Do we need a chronology?” field = Yes AND if “Has Client Supplied Chronology?” = No
<b>KEYDATE</b>	CHASE CLIENT “Copy of Contract of Employment received?” 7 days	Criteria – If “Does client have a Contract of Employment?” field = Yes AND if “Has Client Supplied Contract of Employment?” = No
<b>KEYDATE</b>	CHASE CLIENT “Copy of disciplinary procedure received?” 7 days	Criteria – If “Does employer have a written disciplinary procedure?” field = Yes AND if “Has Client Supplied Disciplinary procedure?” = No
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Limitation Date LIMITATION Based on Limitation Date field	
<b>KEYDATE</b>	Key dates linked to Dossier Field -7 Days 1 week to Limitation Date - LIM_1WEEK Based on Limitation Date field	

**KEYDATE** LIM -1 MONTH 1 month to Limitation Date  
-28 Days 1 month to Limitation Date -  
LIM\_1MONTH  
Based on Limitation Date field

## **Task 2: DRAFT DISCIPLINARY LETTER TO CLIENT FOR APPROVAL**

*Provision is made for a number of different recipients for Employer. User is prompted to select appropriate recipient, which will then cause the relevant letter to be merged.  
two letter templates to the employer will merge – the first is designed as a free text letter, the second as a without prejudice precedent, the content of which can be edited as required.*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER - COMPANY (DISC)	Criteria – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 1 (DISC)	Criteria – if Current Recipient field = “Contact 1”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 2 (DISC)	Criteria – if Current Recipient field = “Contact 2”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 3 (DISC)	Criteria – if Current Recipient field = “Contact 3”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 4 (DISC)	Criteria – if Current Recipient field = “Contact 4”
<b>LETTER</b>	DRAFT LETTERS TO CLIENT FOR APPROVAL (DISC) Encloses draft letters to Employer and requests client approval	
<b>MESSAGE TO USER KEYDATE</b>	(free text) Enclose Employer letters with Client letter, for Client approval CHASE CLIENT “Approval re letters to employer received?” 2 days	

## **Task 3: LETTERS APPROVED – DISCIPLINARY LETTER TO EMPLOYER**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	

<b>MESSAGE TO USER</b>	Check letters to Employer and edit if necessary	
<b>MESSAGE TO USER</b>	Send approved letters to Employer	
<b>LETTER</b>	LETTER TO CLIENT CONFIRM DISCIPLINARY LETTER SENT  (free text)	
<b>KEYDATE</b>	CHASE CLIENT "Has client heard from employer?" 7 days	Link to task Response to Disciplinary Letters

#### **Task 4: RESPONSE TO DISCIPLINARY LETTERS**

*Linked to Keydate CHASE CLIENT in preceding task*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER RESPONSE TK_EME Employer response received? Yes / No	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>KEYDATE</b>	CHASE EMPLOYER "Response to initial disciplinary letters?"  7 days	Criteria – if "Employer Response" field = "No"  Link to task Chase Response to Disciplinary Letters

#### **Task 5: CHASE RESPONSE TO DISCIPLINARY LETTERS**

*This task is intended to recur, to be re-run as required. It is linked to the Keydate CHASE EMPLOYER in the preceding task, which keydate will only operate if the Employer's response has not been received.*

*This task provides a free-text letter to the Employer (with address variations according to the recipient required). A further keydate CHASE EMPLOYER will be generated, which is linked back to this same task. The task will remain unticked until the user confirms that the Employer's response has been received, thus enabling a recurring reminder to operate until ended by the user.*

*The user is also prompted to consider issuing (taken from grievance workflow).*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	EMPLOYER RESPONSE TK_EME Employer response received? Yes / No	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	

<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (COMPANY) (DISC) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 1) (DISC) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 1”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 2) (DISC) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 2”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 3) (DISC) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 3”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 4) (DISC) (free text)	Criteria – if “Employer Response” field = “No” AND - if Current Recipient field = “Contact 4”
<b>KEYDATE</b>	CHASE EMPLOYER “Response to initial disciplinary letters?” 7 days	Criteria – if “Employer Response” field = “No”
<b>TICK TASK</b>		Criteria – if “Employer Response” field = “Yes”

## Task 6: DISCIPLINARY HEARING DATE RECEIVED

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	DISCIPLINARY HEARING DATE Disciplinary hearing date	
<b>LETTER</b>	CLIENT LETTER ADVISING ON DISCIPLINARY HEARING DATE (free text)	
<b>KEYDATE</b>	Key dates linked to Dossier Field 7 Days Outcome of Disciplinary hearing CHASE CLIENT Based on Disciplinary Hearing Date field	Link to task After Disciplinary hearing

<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Disciplinary Hearing Date CHASE CLIENT Based on Disciplinary Hearing Date field	Link to task After Disciplinary hearing
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## Task 7: AFTER DISCIPLINARY HEARING

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	DISCIPLINARY HEARING OUTCOME Does client wish to appeal? Appeal to be sent by (date)	
<b>LETTER</b>	CLIENT ADVICE ON APPEALING DISCIPLINARY HEARING	
<b>KEYDATE</b>	CHASE CLIENT "Instructions re appeal received?" 2 days	

## Task 8: DRAFT APPEAL LETTER TO CLIENT FOR APPROVAL (DISC)

*For use if client has confirmed wish to appeal and for appeal letter to be drafted*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	DISCIPLINARY HEARING OUTCOME Does client wish to appeal? Yes / No Appeal due date	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (COMPANY) (DISC) (free text)	Criteria – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 1) (DISC) (free text)	Criteria – if Current Recipient field = “Contact 1”
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 2) (DISC) (free text)	Criteria – if Current Recipient field = “Contact 2”
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 3) (DISC) (free text)	Criteria – if Current Recipient field = “Contact 3”
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 4) (DISC) (free text)	Criteria – if Current Recipient field = “Contact 4”

<b>LETTER</b>	DRAFT APPEAL LETTER TO CLIENT FOR APPROVAL (DISC) (free text)
<b>KEYDATE</b>	CHASE CLIENT "Approval of draft appeal letter received?" 2 days

### **Task 9: APPEAL SENT TO OTHER SIDE (DISC)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>MESSAGE TO USER</b>	Check Appeal Letter to Employer and edit if necessary	
<b>MESSAGE TO USER</b>	Send approved Appeal Letter to Employer	
<b>LETTER</b>	LETTER TO CLIENT CONFIRM APPEAL LETTER SENT (DISC) (free text)	
<b>KEYDATE</b>	CHASE EMPLOYER "Appeal hearing date received?" 7 days	Link to task Appeal Hearing Date Received

### **Task 10: APPEAL HEARING DATE RECEIVED (DISC)**

*Linked to Keydate CHASE EMPLOYER in preceding task*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	APPEAL HEARING Date of appeal hearing	
<b>LETTER</b>	CLIENT ADVICE PRIOR TO APPEAL (DISC) Confirm to client date of appeal hearing received + advice	
<b>KEYDATE</b>	APPEAL DATE – linked to dossier field – Appeal date	
<b>KEYDATE</b>	CHASE CLIENT "When is appeal decision due?" – link to field Appeal Date + 1 day	

### **Task 11: DECISION OF APPEAL RECEIVED (DISC)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	APPEAL DATE	
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	

<b>LETTER</b>	CLIENT ADVICE POST APPEAL (DISC) Advice re outcome of appeal and options Confirm Limitation date (free text)
<b>KEYDATE</b>	CHASE CLIENT "Instructions after appeal" 14 days

**Task 12: CLIENT INSTRUCTIONS AFTER APPEAL (DISC)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	IMSTRUCTIONS POST APPEAL Client instructions: Issue Settle Other	
<b>MESSAGE TO USER</b>	Load Issue workflow	Criteria – if client instructions field = "Issue"
<b>MESSAGE TO USER</b>	Load Settlement Agreement workflow	Criteria – if client instructions field = "Settle"

### 3. Grievance

Initial Steps - Grievance TK_EME			
Draft Grievance Letter to Client for Approval TK_EME			
Letters Approved - Grievance Letters to Employer TK_EME			
Response to Grievance Letters TK_EME			
Chase Response to Grievance Letters TK_EME			
Grievance Hearing TK_EME			
Outcome of Grievance Hearing TK_EME			
Draft Appeal Letter to Client for Approval (Griev) TK_EME			
Appeal Sent to Other Side (Griev) TK_EME			
Appeal Hearing Date Received (Griev) TK_EME			
Decision of Appeal Received (Griev) TK_EME			
Client Instructions After Appeal (Griev) TK_EME			

#### Task 1: INITIAL STEPS - GRIEVANCE

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	CLIENT DETAILS TK_EME Client DOB, Salutation, Money Laundering Details Funding	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details Current recipient	
QUESTIONNAIRE	EMPLOYMENT DATES TK_EME Start and Termination Dates Date of Dismissal Years with Employer Date from which Time Limit Runs Limitation Date Date last paid Notice Period – contractual and actual	
QUESTIONNAIRE	JOB DETAILS TK_EME Job title and status Hours per week	
QUESTIONNAIRE	CONTRACT OF EMPLOYMENT / POLICIES TK_EME Does client have Contract of Employment? Yes / No Supplied to us? Yes / No Does company have written grievance / disciplinary procedure? Yes / No Supplied to us? Yes / No Do we need a chronology? Supplied to us? Yes / No	



<b>QUESTIONNAIRE</b>	EMPLOYMENT FINANCIAL DETAILS TK_EME Gross and net salary – annual, monthly and weekly Payment period Confirmation of, and if appropriate amount: London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits	
<b>QUESTIONNAIRE</b>	TYPE OF CLAIM TK_EME Unfair Dismissal, Discrimination – Age, Race, Sex, Religion, Disability, Pregnancy/ Maternity, Sexual Orientation, Gender Reassignment, Marriage/ Civil Partnership	
<b>LETTER</b>	PRELIMINARY INTERVIEW ASSESSMENT SHEET Checklist for completion	
<b>LETTER</b>	CLIENT ADVICE ON GRIEVANCE HEARING <i>CONTENTS: Confirms instructions, details grievance procedure, Requests copy Contract of Employment / written grievance procedure, chronology – as appropriate</i>	
<b>KEYDATE</b>	CHASE CLIENT “Chronology received?” 7 days	Criteria – If “Do we need a chronology?” field = Yes AND if “Has Client Supplied Chronology?” = No
<b>KEYDATE</b>	CHASE CLIENT “Copy of Contract of Employment received?” 7 days	Criteria – If “Does client have a Contract of Employment?” field = Yes AND if “Has Client Supplied Contract of Employment?” = No
<b>KEYDATE</b>	CHASE CLIENT “Copy of grievance procedure received?” 7 days	“Criteria – If “Does employer have a written grievance procedure?” field = Yes AND if “Has Client Supplied Company Grievance Procedure?” = No
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Limitation Date LIMITATION Based on Limitation Date field	
<b>KEYDATE</b>	Key dates linked to Dossier Field -7 Days 1 week to Limitation Date - LIM_1WEEK Based on Limitation Date field	
<b>KEYDATE</b>	LIM -1 MONTH 1 month to Limitation Date -28 Days 1 month to Limitation Date - LIM_1MONTH Based on Limitation Date field	

**Task 2: DRAFT GRIEVANCE LETTER TO CLIENT FOR APPROVAL**

Provision is made for a number of different recipients for Employer. User is prompted to select appropriate recipient, which will then cause the relevant letter to be merged.

Two letter templates to the employer will merge – the first is designed as a free text letter, the second as a without prejudice precedent, the content of which can be edited as required.

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>LETTER</b>	GRIEVANCE LETTER TO EMPLOYER – COMPANY (GRIEV) (free text)	Criteria – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	GRIEVANCE LETTER TO EMPLOYER – CONTACT 1 (GRIEV) (free text)	Criteria – if Current Recipient field = “Contact 1”
<b>LETTER</b>	GRIEVANCE LETTER TO EMPLOYER – CONTACT 2 (GRIEV) (free text)	Criteria – if Current Recipient field = “Contact 2”
<b>LETTER</b>	GRIEVANCE LETTER TO EMPLOYER – CONTACT 3 (GRIEV) (free text)	Criteria – if Current Recipient field = “Contact 3”
<b>LETTER</b>	GRIEVANCE LETTER TO EMPLOYER – CONTACT 4 (GRIEV) (free text)	Criteria – if Current Recipient field = “Contact 4”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER - COMPANY (GRIEV)	Criteria – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 1 (GRIEV)	Criteria – if Current Recipient field = “Contact 1”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 2 (GRIEV)	Criteria – if Current Recipient field = “Contact 2”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 3 (GRIEV)	Criteria – if Current Recipient field = “Contact 3”
<b>LETTER</b>	WITHOUT PREJUDICE LETTER TO EMPLOYER – CONTACT 4 (GRIEV)	Criteria – if Current Recipient field = “Contact 4”
<b>LETTER</b>	DRAFT LETTERS TO CLIENT FOR APPROVAL (GRIEV) Encloses draft letters to Employer and requests client approval (free text)	
<b>MESSAGE TO USER</b>	Enclose Employer letters with Client letter, for Client approval	
<b>KEYDATE</b>	CHASE CLIENT “Approval re letters to employer received?” 7 days	

**Task 3: LETTERS APPROVED - GRIEVANCE LETTERS TO EMPLOYER**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>MESSAGE TO USER</b>	Check letters to Employer and edit if necessary	
<b>MESSAGE TO USER</b>	Send approved letters to Employer	
<b>LETTER</b>	LETTER TO CLIENT CONFIRM GRIEVANCE LETTERS SENT (free text)	
<b>KEYDATE</b>	CHASE CLIENT "Has client heard from employer?" 7 days	Link to task Response to Grievance Letters

**Task 4: RESPONSE TO GRIEVANCE LETTERS**

*Linked to Keydate CHASE CLIENT in preceding task*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	EMPLOYER RESPONSE TK_EME Employer response received? Yes / No	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>KEYDATE</b>	CHASE EMPLOYER "Response to initial grievance letters?" 7 days	Criteria – if "Employer Response received" field = "No" Link to task Chase Response to Grievance Letters

**Task 5: CHASE RESPONSE TO GRIEVANCE LETTERS**

*This task is intended to recur, to be re-run as required. It is linked to the Keydate CHASE EMPLOYER in the preceding task, which keydate will only operate if the Employer's response has not been received.*

*This task provides a free-text letter to the Employer (with address variations according to the recipient required). A further keydate CHASE EMPLOYER will be generated, which is linked back to this same task. The task will remain unticked until the user confirms that the Employer's response has been received, thus enabling a recurring reminder to operate until ended by the user.*

*The user is also prompted to consider issuing.*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	EMPLOYER RESPONSE TK_EME Employer response received? Yes / No	

<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>MESSAGE TO USER</b>	No response from employer? Consider issuing.	Criteria – if “Employer Response” field = “No”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (COMPANY) (GRIEV) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Dear Sirs”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 1) (GRIEV) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 1”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 2) (GRIEV) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 2”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 3) (GRIEV) (free text)	Criteria – if “Employer Response” field = “No” AND – if Current Recipient field = “Contact 3”
<b>LETTER</b>	CHASE EMPLOYER FOR RESPONSE (CONTACT 4) (GRIEV) (free text)	Criteria – if “Employer Response” field = “No” AND - if Current Recipient field = “Contact 4”
<b>KEYDATE</b>	CHASE EMPLOYER “Response to initial grievance letters?” 7 days	Criteria – if “Employer Response” field = “No”
<b>TICK TASK</b>		Criteria – if “Employer Response” field = “Yes”

## Task 6: GRIEVANCE HEARING

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	GRIEVANCE HEARING DATE Grievance hearing date	

<b>LETTER</b>	CLIENT LETTER ADVISING ON GRIEVANCE HEARING DATE (free text)	
<b>KEYDATE</b>	Key Date Linked to Dossier Field GRIEVHRGDT 0 Days Hearing Date Based on Grievance Hearing Date field	
<b>KEYDATE</b>	Key Date Linked to Dossier Field CHASE CLIENT 7 Days Outcome of Grievance hearing received?" Based on Grievance Hearing Date field	Link to task Outcome of Grievance Hearing

## Task 7: OUTCOME OF GRIEVANCE HEARING

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	GRIEVANCE HEARING OUTCOME Does client wish to appeal? Yes / No Appeal due date	
<b>LETTER</b>	CLIENT ADVICE ON APPEALING GRIEVANCE Advises grounds for appeal (if any), time frame for appeal, requests client instructions	
<b>KEYDATE</b>	CHASE CLIENT - "Response re Appeal advice received?" 7 days	

## Task 8: DRAFT APPEAL LETTER TO CLIENT FOR APPROVAL (GRIEV)

*For use if client has confirmed wish to appeal and for appeal letter to be drafted*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	GRIEVANCE HEARING OUTCOME Does client wish to appeal? Yes / No Appeal due date	
<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details, Current recipient	
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (COMPANY) (GRIEV) (free text)	Criteria – if Current Recipient field = "Dear Sirs"
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 1) (GRIEV) (free text)	Criteria – if Current Recipient field = "Contact 1"
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 2) (GRIEV) (free text)	Criteria – if Current Recipient field = "Contact 2"

<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 3) (GRIEV) (free text)	Criteria – if Current Recipient field = "Contact 3"
<b>LETTER</b>	DRAFT APPEAL LETTER TO EMPLOYER (CONTACT 4) (GRIEV) (free text)	Criteria – if Current Recipient field = "Contact 4"
<b>LETTER</b>	DRAFT APPEAL LETTER TO CLIENT FOR APPROVAL (GRIEV) (free text)	
<b>KEYDATE</b>	CHASE CLIENT "Approval of draft appeal letter received?" 2 days	

### **Task 9: APPEAL SENT TO OTHER SIDE (GRIEV)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>MESSAGE TO USER</b>	Check Appeal Letter to Employer and edit if necessary	
<b>MESSAGE TO USER</b>	Send approved Appeal Letter to Employer	
<b>LETTER</b>	LETTER TO CLIENT CONFIRM APPEAL LETTER SENT (GRIEV) (free text)	
<b>Keydate</b>	CHASE EMPLOYER "Appeal hearing date received?" 7 days	Link to task Appeal Hearing Date Received

### **Task 10: APPEAL HEARING DATE RECEIVED (GRIEV)**

*Linked to Keydate CHASE EMPLOYER in preceding task*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE EMPLOYER	
<b>QUESTIONNAIRE</b>	APPEAL HEARING Date of appeal hearing	
<b>LETTER</b>	CLIENT ADVICE PRIOR TO APPEAL (GRIEV) Confirm to client date of appeal hearing received + advice	
<b>KEYDATE</b>	Key Date Linked to Dossier Field APEALHRGDT 0 Days Appeal Date Based on Appeal Hearing Date field	
<b>KEYDATE</b>	Key Date Linked to Dossier Field CHASE CLIENT 1 Day When is Appeal Decision Due? Based on Appeal Hearing Date field	























































**Task 11: DECISION OF APPEAL RECEIVED (GRIEV)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	APPEAL DATE	
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>LETTER</b>	CLIENT ADVICE POST APPEAL (GRIEV) Advice re outcome of appeal and options Confirm Limitation date (free text)	
<b>KEYDATE</b>	CHASE CLIENT "Instructions after appeal" 14 days	

**Task 12: CLIENT INSTRUCTIONS AFTER APPEAL (GRIEV)**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	INSTRUCTIONS POST APPEAL TK_EME Client instructions: Issue Settle Other	
<b>MESSAGE TO USER</b>	Load Issue workflow	Criteria – if client instructions field = "Issue"
<b>MESSAGE TO USER</b>	Load Settlement Agreement workflow	Criteria – if client instructions field = "Settle"

## 4. Tribunal Process Employee

Initial Instructions - Tribunal Process TK_EME			
Draft ET1 to Client for Approval TK_EME			
Issue Proceedings TK_EME			
Has ET3 been Received? TK_EME			
Application for Judgement in Default TK_EME			
Tribunal Orders TK_EME			
Hearing Date(s) Received TK_EME			
Prepare Statements TK_EME			
Prepare Schedule of Loss TK_EME			
Prepare List of Documents TK_EME			
List of Documents to Other Side TK_EME			
Chasing List of Documents from Other Side TK_EME			
Receipt of Documents from Other Side TK_EME			
Prepare Bundle TK_EME			
Draft Witness Statements - For Approval TK_EME			
Confirm Agreement to Exchange TK_EME			
Exchange Witness Statements TK_EME			
Final Hearing Checklist TK_EME			

### Task 1: INITIAL INSTRUCTIONS - TRIBUNAL PROCESS

*Contains multiple fields for early capture of data where known; these will be repeated in next task for completion of ET1*

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	CLIENT DETAILS TK_EME Client DOB, Salutation, Money Laundering Details Funding	
QUESTIONNAIRE	EMPLOYER DETAILS TK_EME Company and Contact names and addresses, telephone, fax and email details Current recipient	
QUESTIONNAIRE	EMPLOYMENT DATES TK_EME Start and Termination Dates Date of Dismissal Years with Employer Date from which Time Limit Runs Limitation Date Date last paid Notice Period – contractual and actual	
QUESTIONNAIRE	JOB DETAILS TK_EME Job title and status Hours per week	



<b>QUESTIONNAIRE</b>	<p>CONTRACT OF EMPLOYMENT / POLICIES TK_EME</p> <p>Does client have Contract of Employment? Yes / No</p> <p>Supplied to us? Yes / No</p> <p>Does company have written grievance / disciplinary procedure? Yes / No</p> <p>Supplied to us? Yes / No</p> <p>Do we need a chronology?</p> <p>Supplied to us? Yes / No</p>	
<b>QUESTIONNAIRE</b>	<p>EMPLOYMENT FINANCIAL DETAILS TK_EME</p> <p>Gross and net salary – annual, monthly and weekly</p> <p>Payment period</p> <p>Confirmation of, and if appropriate amount:</p> <p>London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits</p>	
<b>QUESTIONNAIRE</b>	<p>TYPE OF CLAIM TK_EME</p> <p>Unfair Dismissal, Discrimination – Age, Race, Sex, Religion, Disability, Pregnancy/ Maternity, Sexual Orientation, Gender Reassignment, Marriage/ Civil Partnership</p>	
<b>QUESTIONNAIRE</b>	<p>TRIBUNAL DETAILS</p> <p>Tribunal Details; venue and case number</p>	
<b>QUESTIONNAIRE</b>	<p>LIMITATION DATE</p> <p>Is limitation date known yet?</p> <p>Limitation date</p>	
<b>LETTER</b>	<p>ADVICE TO CLIENT RE TRIBUNAL PROCEDURE</p> <p><i>CONTENTS: Confirms instructions, details tribunal procedure, Requests documentation– as appropriate</i></p>	
<b>KEYDATE</b>	<p>CHASE CLIENT “Response re ET1?”</p> <p>2 days</p>	
<b>KEYDATE</b>	<p>CHASE CLIENT “Tribunal fee received?”</p> <p>7 days</p>	
<b>KEYDATE</b>	<p>Key dates linked to Dossier Field</p> <p>0 Days Limitation Date</p> <p>LIMITATION</p> <p>Based on Limitation Date field</p>	<p>Criteria – If</p> <p>“Is Limitation Date known yet?” field = Yes</p>
<b>KEYDATE</b>	<p>Key dates linked to Dossier Field</p> <p>-7 Days 1 week to Limitation Date -</p> <p>LIM_1WEEK</p> <p>Based on Limitation Date field</p>	<p>Criteria – If</p> <p>“Is Limitation Date known yet?” field = Yes</p>
<b>KEYDATE</b>	<p>LIM -1 MONTH 1 month to Limitation Date</p> <p>-28 Days 1 month to Limitation Date -</p> <p>LIM_1MONTH</p> <p>Based on Limitation Date field</p>	<p>Criteria – If</p> <p>“Is Limitation Date known yet?” field = Yes</p>

## Task 2: DRAFT ET1 TO CLIENT FOR APPROVAL

*Repeats multiple fields presented in preceding task for entry / editing of data as appropriate*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	

<b>QUESTIONNAIRE</b>	EMPLOYER DETAILS (for ET1) TK_EME Company main address (line by line) Client Place of work address (if different)
<b>QUESTIONNAIRE</b>	EMPLOYMENT DATES TK_EME Start and Termination Dates Date of Dismissal Years with Employer Date from which Time Limit Runs Limitation Date Date last paid Notice Period – contractual and actual
<b>QUESTIONNAIRE</b>	JOB DETAILS TK_EME Job title and status Hours per week
<b>QUESTIONNAIRE</b>	EMPLOYMENT FINANCIAL DETAILS TK_EME Gross and net salary – annual, monthly and weekly Payment period Confirmation of, and if appropriate amount: London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits
<b>QUESTIONNAIRE</b>	TYPE OF CLAIM TK_EME Unfair Dismissal, Discrimination – Age, Race, Sex, Religion, Disability, Pregnancy/ Maternity, Sexual Orientation, Gender Reassignment, Marriage/ Civil Partnership
<b>QUESTIONNAIRE</b>	TRIBUNAL DETAILS Tribunal Details; venue and case number
<b>QUESTIONNAIRE</b>	LIMITATION DATE Is limitation date known yet? Limitation date
<b>MESSAGE TO USER</b>	Generate and Complete ET1 Form Online
<b>LETTER</b>	DRAFT ET1 TO CLIENT FOR APPROVAL Encloses draft ET1 and requests client approval (free text)
<b>KEYDATE</b>	CHASE CLIENT “Approval of ET1 received?” 2 days

### Task 3: ISSUE PROCEEDINGS

*User is prompted to check ET1 against client instructions – ET1 is rerun and set to email to Tribunal email address; user has the option to decline email option and print off instead if required*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE CLIENT	
<b>QUESTIONNAIRE</b>	TRIBUNAL DETAILS Tribunal Details; venue and case number	
<b>MESSAGE TO USER</b>	Check ET1 and edit if necessary	
<b>MESSAGE TO USER</b>	Email ET1 Form to Tribunal if required	

<b>LETTER</b>	CLIENT CONFIRMING PROCEEDINGS ISSUED IN TRIBUNAL (free text)	
<b>KEYDATE</b>	CHASE TRIBUNAL "ET3 received?" 28 days	Link to task Has ET3 been received

#### **Task 4: HAS ET3 BEEN RECEIVED?**

*Linked to the Chase Tribunal keydate in the preceding task, this task makes provision for alternative situations:*

- *the ET3 has already been received from the Tribunal;*
  - *copy is forwarded to client for instructions*
  - *keydate is set for client response*
  - *the task will be ticked*
- *the Tribunal have received the ET3 but are yet to forward it to us;*
  - *Tribunal is chased for ET3*
  - *keydate is set for client receipt of ET3*
  - *the keydate is linked back to this same task*
  - *the task remains unticked and will recur until the ET3 is received or an application is made*
- *the Respondent has failed to respond to the ET1;*
  - *an application for judgment in default is sent to the Tribunal*
  - *keydate is set for Tribunal response*
  - *the keydate is linked to the task Application for Judgment in Default*
  - *the task will be ticked*

*Application for Judgment in Default*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	ET3 TO US ET3 received by Us? Yes / no	
<b>QUESTIONNAIRE</b>	ET3 TO TRIBUNAL ET3 received by Tribunal? Yes / no	
<b>MESSAGE TO USER</b>	Contact Tribunal – has ET3 been received?	If ET3 received by Tribunal field = no
<b>LETTER</b>	CLIENT ENCLOSE ET3 Provides case assessment on prospects and costs (free text)	If ET3 received by Tribunal field = yes
<b>LETTER</b>	CLIENT ADVISE AWAITING ET3 FROM TRIBUNAL	If ET3 received by Tribunal field = no AND If ET3 received by us field =yes
<b>LETTER</b>	INFORMATION SHEET – PROCESS AND MITIGATION	
<b>LETTER</b>	CLIENT ADVISE APPLYING FOR JUDGMENT IN DEFAULT (free text)	If ET3 received by Tribunal field = no AND If ET3 received by us field = no
<b>LETTER</b>	APPLICATION FOR AN ORDER FOR JUDGMENT IN DEFAULT	If ET3 received by Tribunal field = no AND If ET3 received by us field = no

<b>KEYDATE</b>	CHASE CLIENT "Comments on ET3 received?" 7 days	If ET3 received by Tribunal field = yes
<b>KEYDATE</b>	CHASE TRIBUNAL FOR ET3 7 days LINK TO TASK HAS ET3 BEEN RECEIVED	If ET3 received by Tribunal field = no AND If ET3 received by us field = yes
<b>KEYDATE</b>	CHASE TRIBUNAL "Judgment in default granted?" 7 days LINK TO TASK APPLICATION FOR JUDGMENT IN DEFAULT	If ET3 received by Tribunal field = no AND If ET3 received by us field = no
<b>TICK TASK</b>		If ET3 received by Tribunal field = Yes  OR  If ET3 received by us field = no

#### **Task 5: APPLICATION FOR JUDGMENT IN DEFAULT**

*Linked to keydate CHASE TRIBUNAL re judgment in default application*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	JUDGMENT IN DEFAULT Judgment in Default granted?	
<b>LETTER</b>	ADVICE TO CLIENT RE APPLICATION (free text)	

#### **Task 6: TRIBUNAL ORDERS**

*User is prompted to enter details of all orders including due dates, and witness details where appropriate.*

*Key dates are generated based on due dates*

*Client is contacted for information required for Schedule of Loss and a keydate generated based on the date due minus 7 days*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	TRIBUNAL ORDERS Details of all orders and dates due Identifies party responsible for preparation of Bundle of Documents	
<b>QUESTIONNAIRE</b>	TRIBUNAL HEARING DATE(S) Preliminary Hearing scheduled? Preliminary Hearing Date Final Hearing Date	
<b>QUESTIONNAIRE</b>	NUMBER OF WITNESSES Details number of witnesses	
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 1-3 Witness details 1 – 3	If Number of Witnesses field is = 1 – 3 OR 4 or more

<b>QUESTIONNAIRE</b>	WITNESS DETAILS 4-6 Witness details 4-6	If Number of Witnesses field = 4 or more
<b>LETTER</b>	CLIENT LETTER ENCLOSING INFORMATION FORM RE SCHEDULE OF LOSS (free text)	
<b>LETTER</b>	INFORMATION REQUIRED FROM CLIENT IN ORDER TO PREPARE STATEMENT OF LOSS	
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Exchange of List of Documents due REMINDER Linked to dossier field Exchange of List of Documents due Linked to task List of Documents to Respondent	If Exchange of Documents ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Exchange of Expert Reports due REMINDER Linked to dossier field Exchange of Expert Reports due	If Exchange of Expert Reports ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Schedule of Loss due REMINDER Linked to dossier field schedule of loss due	If Schedule of Loss ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Witness statements exchange due REMINDER Linked to dossier field Witness Statement Exchange Due	If Witness statements exchange ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field -21 Days Draft witness statements REMINDER Linked to dossier field Witness Statement Exchange Due Linked to task Draft Witness Statements – For Approval	If Witness statements exchange ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field -14 Days Confirm ready to exchange REMINDER Linked to dossier field Witness Statement Exchange Due Linked to task Draft Witness Statements – For Approval	If Witness statements exchange ordered field = Yes
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Bundle of Documents to Respondent REMINDER Linked to dossier field Bundle of Documents due	If Bundle of Documents field = Claimant to prepare
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Bundle of Documents due from Respondent REMINDER Linked to dossier field Bundle of Documents due	If Bundle of Documents field = Respondent to prepare
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Preliminary Hearing HEARING DATE Linked to dossier field Preliminary Hearing	If Preliminary Hearing scheduled field = yes
<b>KEYDATE</b>	Key dates linked to Dossier Field 0 Days Final Hearing HEARING DATE Linked to dossier field Final Hearing	

<b>KEYDATE</b>	Key dates linked to Dossier Field -7 Days Information for Schedule of Loss received? CHASE CLIENT Linked to dossier field schedule of loss due	If Schedule of Loss ordered field = Yes
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## Task 7: HEARING DATE(S) RECEIVED

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	TRIBUNAL HEARING DATE(S) Preliminary Hearing Date Final Hearing Date	
<b>QUESTIONNAIRE</b>	NUMBER OF WITNESSES Details number of witnesses	
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 1-3 Details number of witnesses and details of witnesses 1 – 3	If Number of Witnesses field is = 1 – 3 OR 4 or more
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 4-6 Details number of witnesses and details of witnesses 4-6	If Number of Witnesses field = 4 or more
<b>LETTER</b>	ADVICE TO CLIENT RE HEARING DATE(S) Advises client re dates of Final (and any Preliminary) Hearing	
<b>LETTER</b>	ADVICE TO WITNESS (1) RE HEARING DATE (free text)	If Number of Witnesses field is not “none”
<b>LETTER</b>	ADVICE TO WITNESS (2) RE HEARING DATE (free text)	If Witness (2) Surname field is not empty
<b>LETTER</b>	ADVICE TO WITNESS (3) RE HEARING DATE (free text)	If Witness (3) Surname field is not empty
<b>LETTER</b>	ADVICE TO WITNESS (4) RE HEARING DATE (free text)	If Witness (4) Surname field is not empty
<b>LETTER</b>	ADVICE TO WITNESS (5) RE HEARING DATE (free text)	If Witness (5) Surname field is not empty
<b>LETTER</b>	ADVICE TO WITNESS (6) RE HEARING DATE (free text)	If Witness (6) Surname field is not empty

## Task 8: PREPARE STATEMENTS

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	TRIBUNAL ORDERS Details of all orders and dates due Identifies party responsible for preparation of Bundle of Documents	
<b>QUESTIONNAIRE</b>	NUMBER OF WITNESSES Details number of witnesses	

<b>QUESTIONNAIRE</b>	WITNESS DETAILS 1-3 Details number of witnesses and details of witnesses 1 – 3	If Number of Witnesses field is = 1 – 3 OR 4 or more
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 4-6 Details number of witnesses and details of witnesses 4-6	If Number of Witnesses field = 4 or more
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE CLIENT STATEMENT	
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (1) STATEMENT	If Number of Witnesses field is not “none”
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (2) STATEMENT	If Witness (2) Surname field is not empty
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (3) STATEMENT	If Witness (3) Surname field is not empty
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (4) STATEMENT	If Witness (4) Surname field is not empty
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (5) STATEMENT	If Witness (5) Surname field is not empty
<b>LETTER</b>	TEMPLATE LETTER TO PREPARE WITNESS (6) STATEMENT	If Witness (6) Surname field is not empty
<b>KEYDATE</b>	CHASE CLIENT “Chase Client re Statement”	
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 1 re Statement”	If Number of Witnesses field is not “none”
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 2 re Statement”	If Witness (2) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 3 re Statement”	If Witness (3) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 4 re Statement”	If Witness (4) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 5 re Statement”	If Witness (5) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS “Chase Witness 6 re Statement”	If Witness (6) Surname field is not empty

## Task 9: PREPARE SCHEDULE OF LOSS

ACTION TYPE:	Detail:	CRITERIA:
QUESTIONNAIRE	EMPLOYMENT FINANCIAL DETAILS TK_EME Gross and net salary – annual, monthly and weekly Payment period Confirmation of, and if appropriate amount: London weighting, Pension, Health Cover, Company Car, Bonus, Shares / Share Options, any other benefits	
QUESTIONNAIRE	TYPE OF CLAIM TK_EME Unfair Dismissal, Discrimination – Age, Race, Sex, Religion, Disability, Pregnancy/ Maternity, Sexual Orientation, Gender Reassignment, Marriage/ Civil Partnership	
QUESTIONNAIRE	SCHEDULE OF LOSS Additional information for Key and Basic award elements of Schedule of Loss	
FORM	SCHEDULE OF LOSS	If type of claim = UD or Discrimination

## Task 9: PREPARE LIST OF DOCUMENTS

ACTION TYPE:	Detail:	CRITERIA:
FORM	LIST OF DOCUMENTS	
LETTER	CLIENT LETTER ENCLOSING DRAFT LIST OF DOCUMENTS	
KEYDATE	CHASE CLIENT “Response re List of Documents received?” 7 days Link to task List of Documents to Respondent	

## Task 10: LIST OF DOCUMENTS TO OTHER SIDE

*Linked to keydate REMINDER List of Document exchange due*

ACTION TYPE:	Detail:	CRITERIA:
MEET UNMET KEYDATES	CHASE CLIENT	
QUESTIONNAIRE	LIST OF DOCUMENTS Exchange of List of Documents due Have we received List of Documents? Yes/No	
LETTER	LETTER SENDING LIST OF DOCUMENTS TO OTHER SIDE Variations dependant on whether or not Other Side's LOD has been received	
KEYDATE	CHASE RESPONDENT “List of Documents received?” 1 day Link to task 11 Chasing List of Documents from Other Side	If “have we received other side's LOD?” = no
KEYDATE	CHASE RESPONDENT “Requested documents received?” 7 days	If “have we received other side's LOD?” = yes



**Task 11: CHASING LIST OF DOCUMENTS FROM OTHER SIDE***Linked to keydate Chase Respondent for List of Documents*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE RESPONDENT	
<b>QUESTIONNAIRE</b>	LIST OF DOCUMENTS Exchange of List of Documents due Have we received List of Documents? Yes/No	
<b>LETTER</b>	LETTER CHASING OTHER SIDE FOR LIST OF DOCUMENTS	If "have we received other side's LOD?" = no
<b>KEYDATE</b>	CHASE RESPONDENT "List of Documents received? Unless Order required?" 7 days	If "have we received other side's LOD?" = no

**Task 12: RECEIPT OF DOCUMENTS FROM OTHER SIDE**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE RESPONDENT	
<b>QUESTIONNAIRE</b>	DOCUMENTS RECEIVED All docs received? Yes / no	
<b>ASK USER FOR TEXT INPUT</b>	Have documents been reviewed by sol? Yes / No	
<b>LETTER</b>	CLIENT RE DOCUMENTS RECEIVED (free text) Encloses copy documents and requests instructions	Criteria – if all docs received = Yes
<b>MESSAGE TO USER</b>	Make application for outstanding documents	Criteria – if all docs received = No

**Task 13: PREPARE BUNDLE**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	BUNDLE OF DOCUMENTS Who is to prepare bundle? Claimant / Respondent Date bundle prepared/received	
<b>ASK USER FOR TEXT INPUT</b>	Has the Received Bundle been checked (If Bundle Prepared by Respondent)? Yes / No	
<b>ASK USER FOR TEXT INPUT</b>	Are any Documents Missing (If Bundle Prepared by Respondent)? Yes / No	

<b>ASK USER FOR TEXT INPUT</b>	Has the prepared bundle been checked (If Bundle Prepared by Claimant)? Yes / No
<b>LETTER</b>	COPY BUNDLE TO CLIENT (free text)

#### **Task 14: DRAFT WITNESS STATEMENTS – FOR APPROVAL**

*Linked to keydate REMINDER Draft witness statements*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>QUESTIONNAIRE</b>	NUMBER OF WITNESSES Details number of witnesses	
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 1-3 Details number of witnesses and details of witnesses 1 – 3	If Number of Witnesses field is = 1 – 3 OR 4 or more
<b>QUESTIONNAIRE</b>	WITNESS DETAILS 4-6 Details number of witnesses and details of witnesses 4-6	If Number of Witnesses field = 4 or more
<b>LETTER</b>	LETTER ENCLOSE WITNESS (1) DRAFT STATEMENT	If Number of Witnesses field is not “none”
<b>LETTER</b>	WITNESS (1) DRAFT STATEMENT (free text)	If Number of Witnesses field is not “none”
<b>LETTER</b>	LETTER ENCLOSE WITNESS (2) DRAFT STATEMENT	If Witness (2) Surname field is not empty
<b>LETTER</b>	WITNESS (2) DRAFT STATEMENT (free text)	If Witness (2) Surname field is not empty
<b>LETTER</b>	LETTER ENCLOSE WITNESS (3) DRAFT STATEMENT	If Witness (3) Surname field is not empty
<b>LETTER</b>	WITNESS (3) DRAFT STATEMENT (free text)	If Witness (3) Surname field is not empty
<b>LETTER</b>	LETTER ENCLOSE WITNESS (4) DRAFT STATEMENT	If Witness (4) Surname field is not empty
<b>LETTER</b>	WITNESS (4) DRAFT STATEMENT (free text)	If Witness (4) Surname field is not empty
<b>LETTER</b>	LETTER ENCLOSE WITNESS (5) DRAFT STATEMENT	If Witness (5) Surname field is not empty
<b>LETTER</b>	WITNESS (5) DRAFT STATEMENT (free text)	If Witness (5) Surname field is not empty

<b>LETTER</b>	LETTER ENCLOSE WITNESS (6) DRAFT STATEMENT	If Witness (6) Surname field is not empty
<b>LETTER</b>	WITNESS (6) DRAFT STATEMENT (free text)	If Witness (6) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 1 re Statement" 7 days	If Number of Witnesses field is not "none"
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 2 re Statement" 7 days	If Witness (2) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 3 re Statement" 7 days	If Witness (3) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 4 re Statement"  7 days	If Witness (4) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 5 re Statement" 7 days	If Witness (5) Surname field is not empty
<b>KEYDATE</b>	CHASE WITNESS "Chase Witness 6 re Statement" 7 days	If Witness (6) Surname field is not empty

### **Task 15: CONFIRM AGREEMENT TO EXCHANGE**

*Linked to keydate REMINDER Confirm ready to exchange*

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>LETTER</b>	LETTER TO OTHER SIDE TO CONFIRM READY TO EXCHANGE	

### **Task 16: EXCHANGE WITNESS STATEMENTS**

<b>ACTION TYPE:</b>	<b>Detail:</b>	<b>CRITERIA:</b>
<b>MEET UNMET KEYDATES</b>	CHASE WITNESS	
<b>QUESTIONNAIRE</b>	RESPONDENT WITNESS STATEMENTS Respondent Witness Statements received? Yes/ No	
<b>LETTER</b>	LETTER TO OTHERSIDE ENCLOSING WITNESS STATEMENT(S)	
<b>LETTER</b>	LETTER TO CLIENT ENCLOSING OTHER SIDE WITNESS STATEMENT(S)	If Respondent witness statements received field = Yes
<b>LETTER</b>	LETTER TO OTHER SIDE CHASING WITNESS STATEMENT(S)	If Respondent witness statements received field = No

**KEYDATE**

CHASE RESPONDENT Witness statement(s) received?

If Respondent witness  
statements received  
field = No

**Task: 17      FINAL HEARING CHECKLIST**

**ACTION TYPE:**

**Detail:**

**CRITERIA:**

**ASK USER FOR  
TEXT INPUT**

Have all documents been exchanged? Yes / No

**ASK USER FOR  
TEXT INPUT**

Are relevant documents in bundle and checked? Yes / No

**ASK USER FOR  
TEXT INPUT**

Has a copy bundle been sent to the client? Yes / No

**ASK USER FOR  
TEXT INPUT**

Have copy witness statements been sent to client? Yes / No

**ASK USER FOR  
TEXT INPUT**

Have copies for ET been prepared (if appropriate)? Yes / No

**ASK USER FOR  
TEXT INPUT**

Has a List of Issues been prepared? Yes / No

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