**GUIDE TO ATTENDING THE EMPLOYMENT TRIBUNAL**

The below is a guide to attending the employment tribunal as an observer, which you will be asked to do as a FRU volunteer. Part A outlines to process for attending a remote hearing (via CVP), while Part B outlines the process for attending a hearing in person.

**PART A: REMOTE HEARING VIA CLOUD VIDEO PLATFORM (CVP)**

**Step 1: register to attend**

1. You will need to create a free account with CourtServe. To do this, follow this link: [CourtServe](https://www.courtserve.net/) and click “Not Registered?” at the top left-hand side of the page under “Sign In”. Follow the instructions to create an account. You should receive a confirmation email.
2. Once you have signed in to CourtServe, navigate to the Employment Tribunal Lists. To do this, click “Employment Tribunals” on the left-hand side of the homepage under “Web Services”.
3. Scroll down to the tribunal you would like to (virtually) attend, for example, London Central. Under each tribunal, you will a Press List for the current week and for the following week. Click on the Press List for the week you would like to attend. The requested tribunal list will be downloaded by your browser in Rich Text Format (.rtf).
4. Click on the download, which should open in Microsoft Word. You can now scroll down to see which hearing you would like to attend. You will see that the list tells you the date and time of the hearing, and the names of the claimant and respondent(s). The list also tells you the “Jurisdiction(s)”, i.e., the cause(s) of action. See this link for an explanation of what the acronyms stand for: [Jurisdiction Codes](https://www.courtserve.net/services/tribunal-express/employment-tribunal-jurisdiction-codes.php).
5. Once you have chosen the hearing you would like to attend, you need to email the tribunal to request to observe the hearing. The email address for the relevant tribunal is provided at the top of the downloaded list. The naming convention in the subject heading of the email request should read “MEDIA OR PUBLIC ACCESS REQUEST – [Claimant] v [Respondent(s)] - Hearing Date.” (Please fill in the information in square brackets).
6. You should receive an automated email telling you that “Emails containing a link to join will be sent the morning of when the hearing is due to start”.

**Step 2: attending**

1. The tribunal will send you an email which will enable you to join the hearing as a member of the press/public. If you have not received this email by 9:30am on the day the hearing is due to take place, email the tribunal and request this.
2. In the email from the tribunal, you will see a link to join. We recommend using the “Web browser” link. This will open a new tab in your browser. You will need to add your name – we suggest that you put “(observer)” after your name, so that the Judge can easily identify why you are attending. Enter the Guest PIN and you will be admitted to a ‘waiting room’. The hearing will most likely not start on time, so don’t be alarmed if you are left waiting in the room for a while.
3. Once the hearing starts, keep your mic on mute unless the Judge asks you a question. They may ask why you are attending, in which case explain that you are from FRU and attending as an observer.
4. Make a note of the hearing and complete the attendance report (see below).

**PART B: IN PERSON**

1. The best way to attend the employment tribunal in person is by turning up. Choose your nearest tribunal from the list below. Hearings start at 10am or 2pm, so we recommend arriving at either 9am or 1pm.
2. When you arrive, head to reception, and ask to see a list of the hearings taking place that day. Explain that you would like to attend as an observer.
3. You will be told the floor and room number and directed to go through security. You can then head to the correct floor where you should wait outside the hearing room until invited in by the clerk or Judge. Do not enter the room until invited.
4. When the clerk or Judge invites you to enter, sit at the back of the room.
5. Make a note of the hearing and complete the attendance report (see below).
6. Some general tips for attending the employment tribunal in person:
   * Make sure you arrive with plenty of time. It can take a while to speak to reception, go through security, and find the correct room.
   * When you go through security, you will be asked to empty everything from any bag you bring, so ideally travel light!
   * You will have to go through security every time you re-enter the building, so it is advisable to bring snacks in with you (depending on which tribunal you attend, there may also be limited options for food in the surrounding area).

**Employment tribunal locations**

**London Central**: Ground Floor, Victory House, 30-34 Kingsway, London, WC2B 6EX

**London East**: 2nd Floor, Import Building, 2 Clove Crescent, London, E14 2BE

**London South**: Montague Court, 101 London Road, West Croydon, London, CR0 2RF

**Watford**: Watford Tribunal Hearing Centre, Radius House, 51 Clarendon Road, Watford, WD17 1HP

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| **ATTENDANCE REPORT** | |
| **FRU rep:** | [name] |
|  |  |
| **Case:** |  |
| **Claimant:** |  |
| **Respondent:** |  |
|  |  |
| **C rep:** |  |
| **R rep:** |  |
|  |  |
| **Date(s) of hearing:** |  |
| **Venue:** | [e.g., London Central] [specify whether in person or remote] |
| **Hearing:** | [e.g., preliminary hearing / final hearing] |
| **Before:** | [name of Judge] |
| **Claims:** | [e.g., unlawful deduction of wages] |
| **Key points / background** | [approx. 200 words] |
| **Brief notes of hearing – including:**  **C’s witness evidence**  **R’s witness evidence**  **Oral submissions** | [approx. 500 words] |
| **Outcome** | [e.g., Judgment] |