

SCHEDULE 1

THE INDUSTRIAL TRIBUNALS AND FAIR EMPLOYMENT TRIBUNAL RULES OF PROCEDURE 2020

PART 3

TRIBUNAL'S ACTIONS ON RECEIVING THE CLAIM

Sending claim form to respondents

14. Unless a claim is rejected, the Secretary shall send a copy of the claim form, together with a prescribed response form, to each respondent with a notice which includes information on—

- (a) whether any part of the claim has been rejected;
- (b) how to submit a response to the claim;
- (c) the time limit for doing so;
- (d) what will happen if a response is not presented within that time limit; and
- (e) the availability of alternative means of resolving the issues raised in the claim, including conciliation.