

SCHEDULE 1

THE INDUSTRIAL TRIBUNALS AND FAIR EMPLOYMENT TRIBUNAL RULES OF PROCEDURE 2020

PART 14

DELIVERY OF DOCUMENTS

Delivery to parties

83.—(1) Documents may be delivered to a party (whether by the tribunal or by another party)—

- (a) by post;
- (b) by direct delivery to that party's address (including delivery by a courier or messenger service);
- (c) by electronic communication; or
- (d) by being handed personally—
 - (i) to that party, if an individual and if no representative has been named in the claim form or response;
 - (ii) to any individual representative named in the claim form or response; or
 - (iii) on the occasion of a hearing, to any person identified by the party as representing that party at that hearing.

(2) For the purposes of sub-paragraphs (a) to (c) of paragraph (1), the document shall be delivered to the address given in the claim form or response (which shall be the address of the party's representative, if one is named) or to a different address as notified in writing by the party in question.

(3) If a party has given both a postal address and one or more electronic addresses, any of them may be used unless the party has indicated in writing that a particular address should or should not be used.