



**“Providing free legal representation
on the Western Circuit”**

WCFRU

REFERRAL FORM FOR EMPLOYMENT TRIBUNAL CASES

Client Details

Name:

Address:

Telephone Number:

Respondent Details

Name:

Address:

Details of representative:

Tribunal Details

ET case number:

Hearing Date (if any):

Place:

Time:

ACAS Officer (if any):

Referred By

Name:

From:

Contact Telephone Number:

I confirm that I have undertaken this case on a complete pro-bono basis and have read and understood the conditions in the accompanying booklet.

Signature.....

Date.....

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Case Summary

(Set out below brief details of the case, including details of the client’s employment, alleged reason for dismissal, relief sought, progress of case to date)

Is Advice required?

(If yes, please state the nature of advice sought i.e. merit, quantum, evidence etc)

Instructions:

1. Please complete the form in duplicate.
2. Please type or print legibly and send all referral forms with all relevant copy documentation to enable counsel to conduct the hearing. If original documents are to be produced, please ensure that the client brings these to the Tribunal on the day of the hearing, if no member of the referral agency will be in attendance.
3. In cases requiring representation, acceptance of this referral form does not mean that representation will be afforded. The administrator will use her best endeavours to inform the referral agency within 3 days if representation is available. If you have not heard by this time, contact Gill Richards at the administrator’s office. In cases where there is some urgency, contact the administrator prior to sending the form.
4. Cases requiring representation with less than 4 weeks notice will generally not be accepted.

Administrator
Mrs. Gill Richards

Scheme Office
31 Southgate Street, Winchester, SO23 9EB