

## Bringing Employment Tribunal Claims

Bringing Employment Tribunal claims is dealt with by the employment department, led by Managing Partner Michael McDonnell.

Work is carried out on an hourly rate basis and from £375 to £475 per hour plus VAT. These fees are for our legal fees only and they do not include any third party costs (such as barrister's fees) or disbursements.

Work carried out by us may include:

- Taking your instructions, reviewing documentation and giving preliminary advice.
- Preparing any initial correspondence that may be necessary or instructed.
- Liaising with ACAS on your behalf in respect of any pre claim conciliation (and in respect of any on-going negotiations if a claim is issued).
- Negotiating and agreeing any settlement agreement or COT3, either advising you in the background in negotiations or negotiating directly with solicitors, as appropriate.
- Preparing and issuing the claim with the Employment Tribunal.
- Advising and handling the Tribunal process through all stages up to and including the Final Hearing (and any appeal as may be required).
- Representing you at Tribunal Hearings or instructing a barrister to do so (depending on the circumstances).

Taking steps to enforce judgments in your favour in conjunction with our dispute resolution/debt recovery team where necessary.