

## SCHEDULE 1

### THE INDUSTRIAL TRIBUNALS AND FAIR EMPLOYMENT TRIBUNAL RULES OF PROCEDURE 2020

## PART 2

### STARTING A CLAIM

#### **Presenting the claim**

9.—(1) A claim shall be started by presenting a completed claim form (using a prescribed claim form) to the tribunal office.

(2) A claim may be presented if—

- (a) a respondent resides or carries on business in Northern Ireland;
- (b) an act or omission complained of took place in Northern Ireland;
- (c) the claim relates to a contract under which work is or has been performed partly in Northern Ireland; or
- (d) the tribunal has jurisdiction to determine the claim by virtue of a connection with Northern Ireland.

(3) The claim form must include—

- (a) the name and address of each claimant and respondent; and
- (b) one of the following—
  - (i) an early conciliation number;
  - (ii) confirmation that the claim does not start any relevant proceedings; or
  - (iii) confirmation that an early conciliation exemption applies; and
- (c) details describing the basis for the claim.