

Defending an employment tribunal claim

Address initial considerations	Draft and submit the response	Deal with sift	Deal with case management and any preliminary hearing	Gather evidence, carry out disclosure and agree bundle	Prepare and exchange witness statements	Prepare for final hearing	Deal with matters arising at the hearing	Deal with the judgment	Deal with enforcement	Deal with reconsideration	Consider appeal
Review claim form and gather information	Draft response form (ET3)	Deal with any necessary representations at sift stage	Identify and seek to agree issues	Gather evidence and prepare respondent's disclosure list	Confirm witnesses, and make any necessary witness order applications	Review claimant's schedule of loss and consider preparing counter schedule	Consider and address any preliminary issues	Request written reasons	Respond to any application to enforce tribunal award	Consider any applications for reconsideration	Lodge any appeal against the decision
Diarise response deadline	Draft any interlocutory applications to accompany ET3	Diarise any case management directions issued after sift	Identify witnesses and check availability	Send / exchange disclosure list	Draft witness statements	Prepare other documents	Ensure a note of the hearing is taken	Consider costs application			
Apply for any extension of time	Deal with any claimant interlocutory applications, either with the response or afterwards		Respond to any discrimination questions	Request / supply documents from disclosure lists	Exchange witness statements	Prepare for representation at final hearing	Deal with witness evidence	Consider and deal with any settlement of remedy			
Diarise any case management directions issued with notice of claim	Submit ET3 in time		Make any interlocutory applications and deal with any received	Make and deal with any specific disclosure requests or applications	Review claimant's witness statements	Make and deal with any final interlocutory applications	Consider settlement in light of developments during hearing	Prepare for any remedies hearing			
Check claimant meets the requirements to bring the claim	Deal with any rejection of response		Prepare for and attend any preliminary hearing	Agree and prepare hearing bundle							
Assess and advise on merits of claim			Deal with outcome of any preliminary hearing								
Assess potential compensation			Diarise any case management directions issued following preliminary hearing								
Consider and advise on costs			Book counsel								
Consider settlement			Instruct expert								
			Consider settlement in light of preliminary hearing outcome								