

# Sources of Legal Advice and Assistance

## LONDON EAST EMPLOYMENT TRIBUNAL

### INTRODUCTION

Although Employment Tribunals are used to dealing with unrepresented parties, many cases are more complex than they may seem. The tribunal staff and Judges will do what they can to ensure your case is given a fair hearing, however, we cannot give you legal advice.

This is a list of organisations who may be able to give you free advice and support. Some offer legal advice, some may represent you at the hearing, and some only offer emotional or practical support. The websites explain what kind of help can be given. Some offer services limited to certain areas.

We cannot guarantee that these organisations will be able to help you, and we are not responsible for the content or quality of any advice that you receive. There may be a delay in obtaining an appointment and the Tribunal does not usually delay cases to allow extra time for you to get assistance.

### Useful information

#### **The Employment Tribunal**

[www.justice.gov.uk/tribunals/employment](http://www.justice.gov.uk/tribunals/employment)

#### **General Guidance on how the Tribunal expects the parties to prepare for a hearing is found in the Presidential Guidance**

<https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-general-case-management-20180122.pdf>

#### **General enquiries (England and Wales)**

Employment Tribunal Customer Contact Centre

PO Box 10218

Leicester

LE1 8EG

United Kingdom

Telephone: 0300 123 1024

Textphone: 18001 0300 123 1024

## Sources of Legal Advice and Assistance for unrepresented parties

### Annex 1 National Advice Agencies and Organisations

**Law Centres:** [www.lawcentres.org.uk](http://www.lawcentres.org.uk)

The address of a law centre nearest to you is available on the website or you can telephone the Law Centres Network on 020 7842 0720.

**Citizens Advice:** [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

The address of your local Citizens Advice is available on the website which also has very clear help on all work-related issues and practical advice, for example on how to write a Schedule of Loss.

**Equality Advisory and Support Service:** [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

The helpline is on 0808 800 0082 (free phone). This is only for discrimination cases under the Equality Act.

**Law Works:** [www.lawworks.org.uk](http://www.lawworks.org.uk)

The LawWorks Clinics Network is a nationwide network of free legal advice sessions supported by LawWorks. For a listing, see the website.

**Advocate** is the Bar's national charity. It may offer free representation at a tribunal hearing. You can apply for assistance at <https://weareadvocate.org.uk/apply-for-help/how-our-service-works.html>

**Working Families:** [www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)

For issues around childcare and family rights. The helpline is: 0300 012 0312.

**National Debt-line:** [www.nationaldebtline.org](http://www.nationaldebtline.org)

0808 808 4000 – telephone or email advice on debt problems.

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### Annex 2: Local organisations

#### **Bethnal Green Legal Advice Centre**

University House, 104 Roman Road, Bethnal Green, London, E2 0RN

Please call 020 3606 0372 or email to book appointments

[admin@legaladvicecentre.org.uk](mailto:admin@legaladvicecentre.org.uk) or [admin@legaladvicecentre.london](mailto:admin@legaladvicecentre.london)

#### **PopLaw Legal Advice Clinic**

The Idea Store, Chrisp Street, 1 Vesey Path, East India Dock Road

London E14 6BT

Please call 020 7246 4843 or email to book appointments

[poplawadvisor@poplaw.org.uk](mailto:poplawadvisor@poplaw.org.uk)

#### **Tower Hamlets Law Centre.** Tower Hamlets Law Centre

Unit 1, St. Anne's Street off 789 - 791 Commercial Road, Limehouse

London E14 7HG

The evening advice clinic runs advice services on employment law on alternate Mondays 6.30pm-8.30pm. Please call 020 7538 4909 (phone lines open 10am-2pm) prior visiting the centre).

[info@thlc.co.uk](mailto:info@thlc.co.uk)

#### **Mary Ward Legal Centre:**

10 Great Turnstile, WC1V 7JU

Please call 020 7831 7079 Monday to Friday 10am to 1pm and 2pm to 4:30pm (Tuesdays 10-1 only) or attend the office for an assessment by their Access to Legal Services Team.

[www.marywardlegal.org.uk](http://www.marywardlegal.org.uk)

#### **Free Representation Unit:** [www.thefru.org.uk](http://www.thefru.org.uk)

FRU may offer free representation at the tribunal hearing. You cannot approach FRU direct. An advice agency such as a Citizens Advice Bureau needs to make a referral.

#### **Streetlaw**

University Project offered at various times: Information sessions, giving an overview of the employment tribunal process and what to expect at a preliminary and final hearing. Contact the Tribunal office to find the date of the next presentation.

**The Employment Legal Advice Network** is made up of not-for-profit organisations offering legal advice and support to those living or working in London. The ELAN website lists those organisations by London borough and also contains links to national charities and cross-London charities, all of which provide employment legal support.

<https://www.trustforlondon.org.uk/issues/work/elan-current-members/>

## Sources of Legal Advice and Assistance for unrepresented parties

### Annex 3: Written and video guides to the law and procedure

#### **Coming to an Employment Tribunal**

Published by HMCTS this is a guide to who's who in an employment tribunal hearing. <https://www.youtube.com/watch?v=uXGM3yae-So>

#### **Video hearings at the Employment Tribunal (England and Wales)**

Published by HMCTS this is a guide to preparing and taking part in an employment tribunal video hearing.

<https://www.youtube.com/watch?v=0ZwAiabxqvo>

British sign language version:

[https://www.youtube.com/watch?v=YGBFYt\\_K0jA](https://www.youtube.com/watch?v=YGBFYt_K0jA)

**Published by ACAS**, Advice on employment law, HR processes and good practice at work for employees and employers.

<https://www.acas.org.uk/>

#### **Citizens Advice – Advice Guide**

Published by Citizens Advice, Advice guide provides information on employment rights, and other legal issues.

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

#### **Equality Act Statutory Code of Practice**

A good understanding of the various elements of each type of claim brought under the Equality Act 2010 can be obtained by reading the Equality Act Statutory Code of Practice – Employment 2020.

<https://www.equalityhumanrights.com/sites/default/files/employercode.pdf>

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### Annex 4: Other possibilities

#### Trade Unions

If you are a member of a trade union, they may be able to help you.

#### Insurance

If you have household, car or other insurance cover, it may be that you are paying for legal expenses insurance, which can cover an employment tribunal case.

#### Solicitors

Some solicitors offer a 'no win, no fee' service – you will need to ask. ***Find-legal-advice.justice.give.uk***

**Employment Tribunal Litigant Support Scheme (ELIPS)** One-off free advice from employment lawyers run by the Employment Lawyers Association, in some areas in England. Please check whether the scheme is available in your area: <https://www.elaweb.org.uk/content/employment-tribunal-litigant-person-support-scheme-elips>

#### Alternative methods for resolving disputes

**ACAS will offer to mediate all claims.**

**Contact ACAS on 0300 123 1150 or <https://www.acas.org.uk/>**

#### Judicial mediation and judicial assessments

In some cases, the Tribunal will offer alternative methods for helping parties to resolve their disputes, known as judicial mediation and judicial assessments. They are explained in further detail here:

<https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-rule-3-adr-20180122.pdf>