

### Birmingham Peoples Centre

Birmingham Peoples Centre, Room 118, Gazette Buildings,  
168 Corporation Street, Birmingham, B4 6TF.

E: [info@bhampc.co.uk](mailto:info@bhampc.co.uk)

T: 07972437396 / 0121 6631224

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

Services offered: Employment advice to people experiencing work related problems. Able to provide initial advice, casework and possibly representation.

Initial contact by phone or email. Act on behalf of Claimants only.

### Streetlaw: Tribunal Process Information Sessions

Delivered online: Link provided when you email [etstreetlaw@contacts.bham.ac.uk](mailto:etstreetlaw@contacts.bham.ac.uk) to reserve a place

Opening time: Operated by Birmingham Law School on Wednesday afternoons during term times, email [etstreetlaw@contacts.bham.ac.uk](mailto:etstreetlaw@contacts.bham.ac.uk) to find the date of the next presentation.

Services offered: Information sessions, giving an overview of the employment tribunal process (preparing a witness statement, disclosure etc) and what to expect at a final hearing

### Citizens Advice Birmingham

Citizens Advice, Ground Floor, Gazette Buildings, 168 Corporation Street, Birmingham, B4 6TF

**First contact needs to be by telephone.**

**Opening hours:** No in person service provided at present, telephone contact only

Telephone helpline: 03444 77 1010

BT Text phone: 18001 03444 111455

**Operating hours:** Mon - Fri 9:30am — 4:30pm

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

Debt queries only Helpline: 0300 330 2130

**Operating hours:** Mon - Thurs 9:00am - 3.00pm & Fri 9.00am – 1.00pm

[debthelp@bcabs.cabnet.org.uk](mailto:debthelp@bcabs.cabnet.org.uk)

**Services offered:** Provide advice on employment, money advice, welfare benefits and general legal issues. Information helpline.

### University of Wolverhampton Legal Advice Centre

Victoria Arcade (Unit 5), Mander Shopping Centre,  
Wolverhampton WV1 3QD

P: 01902 323720 or 01902 321749

E: [legaladvice@wlv.ac.uk](mailto:legaladvice@wlv.ac.uk)

[www.wlv.ac.uk/legaladvice](http://www.wlv.ac.uk/legaladvice)

**Opening hours:** Term time only, 10am - 4pm, Mon to Thurs, during students' examination time, the clinic runs 11am - 2pm Mon - Thurs

**Services offered:** Free initial legal advice on employment matters

### Central England Law Centre

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

[enquiries@centralenglandlc.org.uk](mailto:enquiries@centralenglandlc.org.uk)

Monday to Thursday 09.00am - 5.00pm

Friday 09.00am - 4.30pm

We are closed for lunch between 1.00pm - 2.00pm each day.

Coventry Law Centre - 02476 223 053

Oakwood House, St Patricks Road, Coventry, CV1 2HL

Birmingham Community Law Centre - 0121 227 6540

744-746 Warwick Road, Tyseley, Birmingham B11 2HG

We act on behalf of Claimants only. We provide employment advice to people experiencing work related problems.

We can provide initial advice, casework, and possibly representation, subject to our available capacity.

### Employment Law Tribunal Advice Line (ELTAL)

Website: <https://probono.bppuniversity.ac.uk/blog/projects/i-have-a-problem-at-work-or-an-employment-issue/> Email: [pronbonocentre@bpp.com](mailto:pronbonocentre@bpp.com)

*Opening hours: You can call the telephone line at any time.*

*Appointments run on Tuesday evenings by telephone.*

The Employment Law Telephone Advice Line is an initial advice service where individuals can have a 30 minute advice call with a volunteer lawyer. When you call the line you will be put through to an answerphone service. Please leave a message with your name, telephone number and a brief description of your employment law problem. Please repeat your phone number twice. A volunteer student will call you back to take information about you and your case. You will then be sent an appointment confirmation email which confirms the date of your phone call with the volunteer lawyer. On your appointment date the volunteer lawyer will call you for your 30 minute advice session. Please note, the sessions are 30 minutes only and can only be conducted over the phone. We cannot provide ongoing legal advice, representation or case work

# Sources of Legal Advice and Assistance

## Midlands West Employment Tribunal



HM Courts &  
Tribunals Service

## Introduction

Although employment tribunals are used to dealing with parties who are unrepresented and our procedure is relatively informal, many cases are more complex than they may at first seem. It is a fact of life that the more involved in a case you are the easier it is to overlook its weaknesses and to overestimate its strengths.

Advice and guidance from an experienced out-sider before the case is heard can be just as valuable as representation at the hearing itself.

This is a list of some organisations where you may be able to get free advice and/or representation. The organisations give different types of help. Some offer legal advice. Some may represent you at the hearing. Some only offer emotional support. The websites usually explain what kind of help can be given.

We cannot guarantee that any of these organisations will be able to help you. We are also not responsible for the content or quality of any advice or help which you do receive. Please note that we do not delay cases to allow any extra time for you to get assistance.

Another possibility is that you can read a reliable written guide to the law and procedure.

If you cannot find any organisation to help you or you would prefer to represent yourself, which is fine, the tribunal staff and Judges will do everything they can to ensure your case is given a fair hearing. However, we cannot give you legal advice or advice on how to conduct your case.

## Advice Agencies

**LawWorks:** [www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you](http://www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you)

Details of your nearest free legal advice clinic can be found by using the search facility on the LawWorks website.

**Advice Now:** [www.advicenow.org.uk/guides/get-help-if-you-are-representing-yourself-court-or-tribunal](http://www.advicenow.org.uk/guides/get-help-if-you-are-representing-yourself-court-or-tribunal)

Information including guides and details of other organisations that can help.

**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. 02036371330

### Advice Agencies

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

The address of a Bureau nearest to you is available on the website. You can also use Citizens Advice's self-help which has very clear advice.

### Lawyers for Your Business:

[www.lawsociety.org.uk/support-services/lfyb/](http://www.lawsociety.org.uk/support-services/lfyb/)

E: [lfyb@lawsociety.org.uk](mailto:lfyb@lawsociety.org.uk)

Network of 1,000 solicitors in England and Wales offering specialist advice. Offer business related legal advice, offers a free half-hour initial consultation with a solicitor in your area who is a member of the scheme. Advice is provided on a range of legal issues including finance, taxes, employment law, contracts, company structure and health & safety. The website also provides links to a range of down-loadable advice books. Tel: 020 7320 5873

### 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.

### Working Families:

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

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

### 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.

### Advocate:

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

The Bar Pro Bono Unit may offer free representation at the tribunal hearing. You cannot approach them direct. You need a referral from an advice agency, solicitor or your MP.

### Support Through Court:

<https://www.supportthroughcourt.org/>

Support Through Court volunteers provide practical, procedural and emotional support to Litigants in Person. They cannot provide legal advice.

Tel: 03000 810 006 or 0121 250 6354

### Radical Employment Rights

Currently operating part time and remotely

*Radical Employment Rights is currently operating Mon to Fri, remotely. Email: [bradicaemploymentrights@gmail.com](mailto:bradicaemploymentrights@gmail.com) Telephone: 07723204253*

Website <https://bradicaemploymentrights.co.uk/> Radical is a small but busy charity providing employment law advice and assistance for people in the Birmingham area. Our services are free of charge but donations are always welcome.

### Other possibilities

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

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.

Some solicitors, barristers or other representatives offer a 'no win, no fee' service.

### Employment Tribunal Litigant in Person Support Scheme (ELIPS)

Midlands West Employment Tribunal, 13th Floor, Centre City Tower, 7 Hill Street, Birmingham B5 4UU

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

**Opening times:** It usually runs on the first and third Thursday of the month via Zoom meetings. It is open to Claimants and Respondents without representation by legal professionals, HR advisers or trade union officials. The service is for the parties themselves, not their witnesses.

**Services offered:** A pro bono (free) scheme to assist unrepresented litigants in person who have claims issued at Birmingham Employment Tribunal. Send an email to [elips@elaweb.org.uk](mailto:elips@elaweb.org.uk), including a copy of the notice of hearing or Order for the case you wish to have help with, and explaining what help you require. **Appointments are limited to those who require advice in respect of hearings that will be taking place within two weeks of the appointment, or who have to comply with a direction (e.g. prepare a witness statement) within two weeks of the appointment.**

### Midlands Employment Rights Advice Line (MERAL)

University of Law, Legal Advice Centre, 133 Great Hampton Street, Birmingham, B18 6AQ

T: 01483 216055 and leave a message with your name and contact telephone number

E: [MERAL@law.ac.uk](mailto:MERAL@law.ac.uk) and provide your name and contact telephone number

**Opening times:** MERAL Advice Clinics take place on a Wednesday (6-8pm) throughout the year but you will be contacted by a trained Student Adviser beforehand, who will take further information about your matter.

**Services offered:** MERAL offers free legal advice on employment law issues for employees, including advice on Tribunal proceedings. Free preliminary telephone advice is provided by specialist employment lawyers, who support the service on a voluntary basis.

### Birmingham FLAG (Free Legal Advice Group)

Birmingham Law School, University of Birmingham, Edgbaston, Birmingham, B15 2TT

E: [birminghamflag@contacts.bham.ac.uk](mailto:birminghamflag@contacts.bham.ac.uk)

T: 01214158812

**Opening hours:** Tuesday and Thursday; 5PM – 7PM (term time) By appointment only. Services offered: Written advice provided following an online or face to face interview at the University of Birmingham's Edgbaston Campus