



**Birmingham Peoples
Centre**

Putting People First

Main Hearing

Anyone who has anything to do with the Employment Tribunal Service on a regular basis will know that the service is very busy. There are a number of the things that stand out about the service. Even through the people working for the service are understaffed and over worked they are always very helpful, always very polite and always very professional. This is a credit to all who work there. As a claimant it is very important that you show the same level of respect to the service that service shows you.

When you bring a claim timelines and schedules are very tight and this is also true on the day of the main hearing. It is very important therefore that you arrive at least 30 minutes before the start time of the hearing and you are prepared. Our factsheet entitled **Organising Yourself for the Hearing** gives you some important tips to be taken into consideration when arriving at the hearing. Once you walk into the hearing room there are certain rules that you will have to be aware of and follow. Our factsheet entitled **Formalities** during the Hearing outlines these for you.

Tribunal hearings have a particular order in which events take place. Our factsheet **Order of the Hearing** outlines this for you.

You then need to be aware of how to do the practical things during the hearing, such as, the opening statements, calling witnesses, taking notes and presenting evidence. Our factsheets entitled **Practical Necessities during the Hearing** explains these.



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