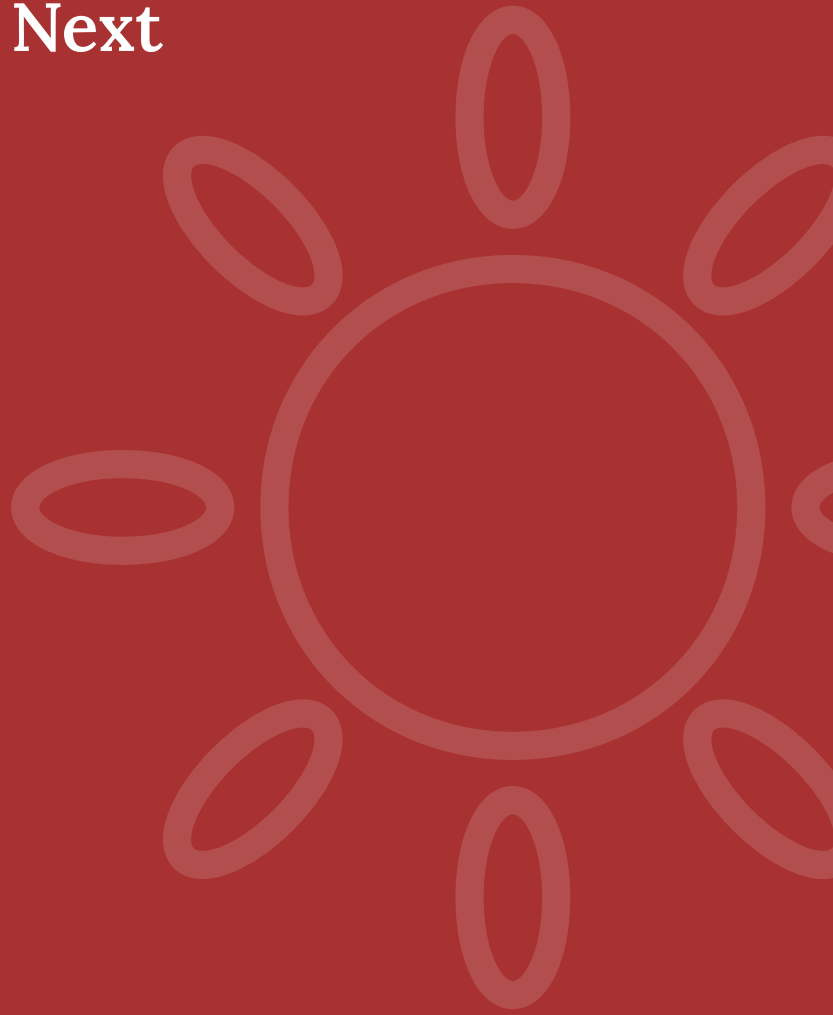


EMPLOYMENT TRIBUNAL

Building Your ET1 — and What Happens Next

From claim form to final hearing, mapped



Anatomy of the ET1

The ET1 is the tribunal claim form, submitted online once you have your Early Conciliation certificate number. It's difficult to change after submission — accuracy matters more than speed.

WHO'S INVOLVED

Your details and your employer's full legal name and address

EC NUMBER

Your Early Conciliation certificate reference — the tribunal rejects an ET1 without it

EMPLOYMENT HISTORY

Start date, job title, pay, and how and when it ended

THE CLAIM ITSELF

Which claim type(s), and a clear narrative of what happened and why it was unlawful

THE REMEDY

What you want — compensation, reinstatement, or another outcome, even as an estimate

The narrative section is where claims are won or lost on paper. Specific dates and facts read very differently to a tribunal than a general sense of unfair treatment.

Their response, and what follows

1 The tribunal serves your ET1

Your employer receives a copy along with a response pack.

2 They have 28 days to file an ET3

Their formal written response — what they accept, dispute, and why.

3 Case management orders follow

A timetable for exchanging documents, filing witness statements, and any preliminary or final hearing dates.

4 Preliminary hearings, if needed

Not the final hearing — procedural groundwork on jurisdiction, case management, or deposit orders.

A claim can settle at any point from here — through further ACAS conciliation, direct negotiation, or judicial mediation. Roughly 60% of claims are settled, withdrawn or conciliated before ever reaching a final hearing.

The final hearing

Who's in the room: usually an Employment Judge with up to two lay members — one with an employer background, one with an employee or union background. No jury.

How long: straightforward unfair dismissal claims often run one to three days; discrimination claims can run five days or more. Waiting times from filing to a final hearing are typically 12–24 months.

What you need: an agreed bundle of every document, a rehearsed witness statement, and a clear chronology. Preparation is most of what a solicitor would actually do for you at this stage.

14%

Claimant success rate for unfair dismissal claims that reach a final hearing (3–5% for discrimination) — a big part of why most claims that don't settle early aim to settle before the hearing instead.

What you could win

Basic award

A fixed formula — years of service × an age-based multiplier × weekly pay, capped at £751 from 6 April 2026. Maximum £22,530.

Compensatory award

Your actual financial loss — lost earnings, pension, statutory rights. Capped at the lower of 52 weeks' pay or £123,543.

Discrimination adds injury to feelings

Uncapped compensation, plus a separate award (the Vento bands) for the distress caused — covered in full in the main guide.

startmyclaim.ai/employment-tribunal — Build (£299) drafts your ET1, schedule of loss and witness statement. Full Case (£399) adds complete hearing preparation, end to end.

Start My Claim is self-service software from Vindivo Limited — not a law firm, not solicitors, and not a claims management company. This mini-guide is general information about the employment tribunal process in England and Wales, not legal advice about your individual circumstances.