**THE INDUSTRIAL TRIBUNALS AND**

**THE FAIR EMPLOYMENT TRIBUNAL**

**PRACTICE DIRECTION**

Transcripts of Proceedings

When a transcript may be provided

1. The Employment Judge may direct that a transcript of a Hearing at Killymeal House be supplied if satisfied that:-

(a) a recording of the relevant proceedings is in existence;

 (b) the party making the application;

(i) has lodged an appeal to the Court of Appeal or has lodged an application for judicial review to the High Court;

 **or**

(ii) is a respondent to such an appeal or judicial review application; and

(c) the transcript is necessary for the purpose of challenging or defending the decision in the Court of Appeal or High Court.

2. Any transcript of proceedings directed to be supplied will be restricted to that part of the proceedings necessary for the purposes of any such challenge.

How to apply

3. The party making the application must apply in writing to the Secretary to the Tribunals and must provide all of the following information:-

(i) full details of the case, including names of the parties, dates and times of hearings and presiding Employment Judges; and

(ii) detailed reasons for making the application: in other words why is the transcript necessary for the purpose of challenging or defending the decision in the Court of Appeal or in the High Court.

Fee for Transcript

(i) if a request is granted there will be a fee. The fee will be the full actual cost of the transcript charged by the contractors who provide this service plus a nominal £25 administration fee.



Amended 1 June 2018