

**IN THE OFFICE OF THE INDUSTRIAL TRIBUNAL OF NORTHERN IRELAND**

**BETWEEN:**

**Case Number**

**[Insert Name] (Claimant) AND**

**[Insert Name] (Respondent)**

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**Notice for Discovery**

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**TAKE NOTICE** that the Respondent is hereby required to disclose to the Claimant within 14 days of the date of this Notice all documents and records in the possession, power or custody of the Respondent relating to the matters in dispute in the above proceedings. If the said documents and records have been but are no longer in the possession, power or custody of the Respondent, state when the Respondent parted with same and what has become thereof.

**AND FURTHER TAKE NOTICE** that without prejudice to the generality of the foregoing, the Respondent is hereby required to provide specific discovery of the following documents:

1. A copy of the Claimant's personnel file.
2. A copy of the Respondent's staff handbook.
3. A copy of the Claimant's contract of employment.
4. A copy of the Claimant's employment particulars.
5. A copy of the Claimant's disciplinary record.
6. A copy of the Respondent's disciplinary policy.
7. A copy of all evidence relevant to the disciplinary investigation.
8. A copy of all documents, notes, minutes, text, emails, company documents or memoranda pertaining to the employment of the Claimant by the Respondent.
9. A copy of all letters, emails, text messages, notes, and any other documentation in relation to any conduct or performance reviews held with the Claimant during their employment with the Respondent.

10. A copy of the Claimant's payslips for 6 months prior to the termination of their employment.

11. A copy of the Claimant's P45.

12. All letters, emails, text messages, notes, and any other documentation relating to the decision to dismiss the Claimant.

13. The Respondent's internal or external Human Resource advice, to include notes and records, emails and relevant correspondence relating to the issues in this case.

14. All documents on which the Respondent will seek to rely in defending this claim.

15. All correspondence, minutes, records and documents of whatever nature in the Respondent's possession, care or control relevant to the determination of any of the issues in this case.

**FURTHER NOTICE** that if the Respondent fails or neglects to reply to this Notice within the time stipulated or a time stipulated in any Direction or Order of the Court, an immediate application will be made to the Industrial Tribunal pursuant to regulations to seek appropriate orders compelling the production of documents. In such event, use will be made of this correspondence to seek an order for costs of and incidental to such application and any hearings arranged in respect of same.

**Date:**

**Signed by:** [insert name]

[Insert address]