



**THE LABOUR COURT**  
*An Chúirt Oibreachais*

## Labour Court Rules 2024

---

These Rules are made pursuant to Section 20(5) of the Industrial Relations Act 1946. The Labour Court Rules 2022 are hereby revoked with effect from the 29<sup>th</sup> of January 2024 and replaced by the Labour Court Rules 2024.

### Interpretation

In these Rules –

“the 2015 Act” means the Workplace Relations Act 2015.

“Adjudication Officer” has the same meaning as in the 2015 Act.

“Appellant” means a person who initiated an appeal under the 2015 Act or on whose behalf an appeal is initiated.

“Court” means the Labour Court.

“Chairman” means the person who stands appointed as

Chairman of the Labour Court under Section 10 of the Industrial

Relations Act 1946 and, where the context requires, a Deputy

Chairman of the Labour Court standing appointed under

Section 4 of the Industrial Relations Act 1969 while acting as

Chairman of a Division of the Court or while exercising a function prescribed by order of the Minister made under Section 78 of the 2015 Act.

“Ordinary Members” means those persons who stand appointed as workers’ members or employers’ members of the Court under Section 10 of the Industrial Relations Act 1946.

“Court secretary” means a member of the staff of the Court appointed to act in that capacity.

“Inspector” has the same meaning as in the 2015 Act.

“Respondent” means a party to an appeal who is not the Appellant.

A word or expression used in these Rules which is also used in the 2015 Act has the same meaning in these Rules as it has in the 2015 Act unless a contrary intention appears.

The Interpretation Act 2005 applies to these Rules.

These Rules may be cited as “Labour Court Rules 2024”.

## Part I

[Unfair Dismissals Act 1977](#), [Employment Equality Act 1998](#), [Protected Disclosures Act 2014](#) and [Safety, Health & Welfare at Work Act 2005](#)

The provisions of this Part of the Rules relate to the procedure to be used in appeals against the decision of an Adjudication Officer under the above-mentioned Acts as amended.

1. The appeal shall be initiated by notice in writing, including by email, or via the Labour Court portal, delivered to the Court within 42 days from the date of the decision being appealed. In

accordance with the provisions of the Interpretation Act 2005 the date of the decision is day 1 of the 42-day period. Appeals sent by post can be given to the Court in the ordinary course of the Court's business and the date of receipt will be recorded using a date stamp manually applied on the day the appeal is received by the Court. Appeals submitted by email, or via the Labour Court portal can be made up to 12 midnight on the 42<sup>nd</sup> day and the date of receipt will be the date and time automatically recorded on the email/Labour Court portal.

2. If the appeal is not made within the requisite 42 days, then application should be made to the Court, to extend time for bringing an appeal in accordance with Section 44(4) of the 2015 Act. The grounds for any such application for extension of time should form part of the Appellant's written submission. Such an extension of time will only be granted in exceptional circumstances.
3. The notice of appeal shall be completed in full and accompanied by a copy of the decision of the Adjudication Officer to which the appeal relates.
4. The notice referred to at Rules 1, & 3 above shall be given on a form provided by the Court for that purpose.<sup>1</sup>
5. Where the appeal is made via the Labour Court portal the Appellant is required to provide the same information as requested in the appeal form.

---

<sup>1</sup> The form provided by the Court is available at [Forms - The Labour Court](#)

6. The Court shall send a copy of the notice of appeal by registered post<sup>2</sup> to the Respondent including any correspondence relating to the notice of appeal between the Appellant and the Court.
7. Not later than three weeks from the date on which the notice of appeal is delivered to the Court the Appellant shall furnish the Court with a written submission setting out the details of the claim under the Act(s) and the factual and legal arguments upon which the Appellant intends to rely in the appeal (see Rule 10 below). That submission shall include any grounds supporting an application to extend time if such an application is being made.
8. The Respondent shall send a replying submission to the Court within three weeks of the date on which a copy of the Appellant's submission was sent to the Respondent in accordance with Rule 7.
9. Where a submission is sent to the Court in accordance with Rule 7, or in accordance with Rule 8, four hard copies and one soft copy<sup>3</sup> of the submission shall be furnished to the Court by the party concerned. A further copy should be sent directly to the other party and confirmation of this should be given to the Court.

---

<sup>2</sup>Section 6(1) of the WRA provides:(1) A notice or other document that is required to be served on or given to a person under this Act shall be addressed to the person concerned by name, and may be so served on or given to the person in one of the following ways:

(a) by delivering it to the person;

(b) by leaving it at the address at which the person ordinarily resides or, in a case in which an address for service has been furnished, at that address;

(c) by sending it by post in a prepaid registered letter to the address at which the person ordinarily resides or, in a case in which an address for service has been furnished, to that address; or

(d) by electronic means, in a case in which the person has given notice in writing to the person serving or giving the notice or document concerned of his or her consent to the notice or document (or notices or documents of a class to which the notice or document belongs) being served on, or given to, him or her in that manner.

<sup>3</sup> The Labour Court is currently engaged in a digitisation programme which, when completed, will allow the Court to receive submissions electronically. The Court will announce when this process is complete, at which stage hard copies may not be required.

10. The submission and replying submission shall contain the following (for ease of reference at the hearing all pages of the submission, including all appendices, must be numbered in sequential order): -

- (a) Details of the claim and the relevant Act(s).
- (b) A concise statement of the factual background to the claim giving rise to the appeal.
- (c) Arguments in support of the case being made by the party making the submission. Any documents/documentary evidence upon which it is intended to rely shall be provided with the submission as appendices.
- (d) A summary of all legal arguments to be relied upon.
- (e) Full copies of all legal authorities/precedents shall be appended to the submission.
- (f) Where the appeal is out of time, the grounds upon which an extension of time is sought.
- (g) The names of witnesses, if any, the party proposes to call to give evidence at the hearing of the appeal and a summary of the evidence each witness is expected to give (hereinafter referred to as, 'a witness statement'). Copies of any documents that the witness intends to rely on shall be included as an appendix to the witness statement. This requirement for witness statements in advance is for scheduling or case management purposes so that the Court can discern the likely duration of the hearing.

- (h) While there is no standard format for a witness statement<sup>4</sup>, the following details should be included: -
- I. The witness statement should be a summary or outline of the evidence to be given in more detailed form at the hearing.
  - II. It is sufficient that the witness statement contains a synopsis of the evidence rather than a full verbatim account of what the witness will say at the hearing.
  - III. The witnesses' statement should only include events/incidents/actions that the person providing the evidence directly saw, heard or did.
  - IV. The witness statement should contain precise dates, or date ranges (i.e., on or about), on which the referenced events/incidents occurred.
11. The Chairman at his or her discretion, may extend the time for filing submissions on application to the Court or on the Chairman's own initiative where the Chairman considers it reasonable to do so.
12. An application to extend the time for filing submissions should be addressed to the Chairman in writing before the expiry of the three-week deadline at Rule 7 & 8 above and should set out the reasons for the delay.

---

<sup>4</sup> The following is an example of the type of witness statement that would, at a minimum, be acceptable: Mr. X, [POSITION IN THE COMPANY], will give evidence in relation to the disciplinary hearing he conducted with the Complainant on [DATE]. The witness will confirm the attendees at the hearing and outline the procedures that were followed. The witness will give an account of the hearing itself. The witness was the person who made the decision to dismiss the Complainant and will explain the rationale for his decision.

13. Where the parties fail to file their submissions in accordance with Rule 7 & 8 above and fail to apply for an extension of time in accordance with Rule 12, the Court may convene a case management conference of its own initiative.
14. As soon as may be after the receipt of submissions from all parties the Court shall fix the date and place for the hearing of the appeal.
15. Notwithstanding Rule 14 and in addition to Rule 13, the Court may, in its discretion, require the parties to attend a case management conference for any purpose in advance of the commencement of the hearing of the appeal.
16. The time and place of hearings shall be notified to the parties at the correspondence address notified to the Court.
17. A notice or document required to be served or sent by these rules may be served or sent by electronic means, where the party has given their prior consent in writing to this.
18. An appeal may be withdrawn by the Appellant by sending a notice of withdrawal to the Court in writing before the commencement of the hearing of the appeal.
19. An appeal may be withdrawn by the Appellant after the commencement of the hearing of the appeal with leave of the Court.
20. Where the Appellant does not turn up for the hearing and no satisfactory explanation is given to the Court for the failure of the Appellant to appear, the Court may determine that the appeal has not been upheld.

21. Where the Respondent does not turn up for the hearing and no satisfactory explanation is given to the Court for the failure of the Respondent to appear, the Court may proceed to hear the appeal.
22. Where the Court is satisfied that the Appellant has not pursued the appeal within the period of one year immediately preceding its being struck out, the Court may without further notice strike out the appeal.

## Part II

### Other Employment Enactments

The provisions of this Part of the Rules relate to the procedure to be used in appeals against the decision of an Adjudication Officer under all employment enactments other than those covered by Part 1 above.

23. The appeal shall be initiated by notice in writing, including by email, or via the Labour Court portal delivered to the Court within 42 days from the date of the decision being appealed. In accordance with the provisions of the Interpretation Act 2005 the date of the decision is day 1 of the 42-day period. Appeals sent by post can be given to the Court in the ordinary course of the Court's business and the date of receipt by the Court will be recorded using a date stamp manually applied on the day the appeal is received. Appeals submitted by email or via the Labour Court portal can be made up to 12 midnight on the 42<sup>nd</sup> day and the date of receipt will be the date and time automatically recorded on the email/Labour Court portal.
24. If the appeal is not made within the requisite 42 days, then application should be made to the Court in accordance with Section 44(4) of the 2015 Act, to extend time for bringing an



appeal and giving the grounds upon which, the extension is sought. The grounds for any such extension of time should form part of the written submission of the Appellant. Such an extension of time will only be granted in exceptional circumstances.

25. The notice of appeal shall be completed in full and accompanied by a copy of the decision of the Adjudication Officer to which the appeal relates.
26. The notice referred to at Rule 23 & 25 above shall be given on a form provided by the Court for that purpose.<sup>5</sup>
27. Where the appeal is made via the Labour Court portal the Appellant is required to provide the same information as requested in the appeal form.
28. The Court shall send a copy of the notice of appeal to the Respondent by registered post including any correspondence relating to the notice of appeal between the Appellant and the Court.
29. The Court will fix the time date and place at which the hearing of the appeal will be held as soon as may be after the notice of appeal is received and a notice thereof shall be sent to the parties.
30. Not later than ten working days before the date fixed for the hearing of an appeal each party to the appeal shall furnish both the Court and the other party with written submissions setting out the details of the claim and the factual and legal issues upon which the party intends to rely on appeal. Submissions should be exchanged with the other party and confirmation that

---

<sup>5</sup> The form provided by the Court is available at [Forms - The Labour Court](#)

submissions have been exchanged should be given to the Court at the same time.

31. Four hard copies of the submission shall be furnished to the Court by the party concerned in addition to one soft copy.<sup>6</sup>
32. Where the appeal is in relation to a number of complaints including Part 1 complaints the timeframe for the filing of submissions in relation to all complaints shall be in accordance with Rule 7 & 8 of Part 1 (three weeks) and Rules 11-15 of Part 1 will equally apply.
33. The submissions shall contain the following (for ease of reference at the hearing of the appeal, all pages of a submission, including all appendices, must be numbered in sequential order):
  - 
  - (a) Details of the claim and the relevant Act(s).
  - (b) A concise statement of the factual background to the claim giving rise to the appeal.
  - (c) Arguments in support of the case being made by the party making the submission. Any documents/documentary evidence upon which it is intended to rely shall be provided with the submission as appendices.
  - (d) A summary of all legal arguments to be relied upon.
  - (e) Full copies of all legal authorities/precedents shall be appended to the submission.

---

<sup>6</sup> The Labour Court is currently engaged in a digitisation programme which when completed will allow the Court to receive submissions electronically. The Court will announce when this process is complete, at which stage hard copies may not be required.

- (f) Where the appeal is out of time, the grounds upon which an extension of time is sought.
- (g) The names of witnesses, if any, the party proposes to call to give evidence at the hearing of the appeal and a summary of the evidence each witness is expected to give (hereinafter referred to as, ‘a witness statement’). Copies of any documents that the witness intends to rely on shall be included as an appendix to the witness statement. This requirement for witness statements in advance is for scheduling or case management purposes so that the Court can discern likely duration of the hearing.
- (h) While there is no standard format for a witness statement, the following details should be included: -
  - I. The witness statement should be a summary or outline of the evidence to be given in more detailed form at the hearing.
  - II. It is sufficient that the witness statement contains a synopsis of the evidence rather than a full verbatim account of what the witness will say at the hearing.
  - III. The witness statement should only include events/incidents/actions that the person providing the evidence directly saw, heard or did.
  - IV. The witness statement<sup>7</sup> should contain precise dates, or date ranges (i.e., on or about), on which the referenced events/incidents occurred.

---

<sup>7</sup> The following is an example of the type of witness statement that would, at a minimum, be acceptable: Ms. X, [POSITION IN THE COMPANY], will give evidence in relation to the daily and weekly rest breaks given to the employee. The witness will confirm how and when rest breaks are taken, the practice within the company,

34. The Chairman at his or her discretion, may extend the time for filing submissions on application to the Court or on the Chairman's own initiative where the Chairman considers it reasonable to do so.
35. An application to extend the time for filing submissions should be addressed to the Chairman in writing more than 10 days in advance of the hearing and should set out the reasons for the delay.
36. Notwithstanding Rule 29 the Court may, at its discretion, require the parties to attend a case management conference for any purpose in advance of the commencement of the hearing of the appeal.
37. A notice of the date, time, and place of hearing(s) shall be notified to the parties at the correspondence address notified to the Court.
38. A notice or document required to be served or sent by these rules may be served or sent by electronic means, where the party has given their prior consent in writing to this.
39. An appeal may be withdrawn by the Appellant by sending a notice of withdrawal to the Court in writing before the commencement of the hearing of the appeal.
40. An appeal may be withdrawn by the Appellant after the commencement of the hearing of the appeal with leave of the Court.
41. Where the Appellant does not turn up for the hearing and, no satisfactory explanation is given to the Court for the failure of the Appellant to appear, the Court may determine that the appeal has not been upheld.

42. Where the Respondent does not turn up for the hearing and, no satisfactory explanation is given to the Court for the failure of the Respondent to appear, the Court may proceed to hear the appeal.
43. Where the Court is satisfied that the Appellant has not pursued the appeal within the period of one year immediately preceding its being struck out, the Court may without further notice strike out the appeal.

### Part III

#### Procedure at Hearings for all Part I and Part II Cases

44. The conduct of the hearing of an appeal will be regulated by the Chairman of the Division of the Court before which the appeal is being heard.
45. An appeal of an Adjudication Officer's Decision shall be by way of a de novo hearing of the complaint(s) to which the appeal relates.
46. A party to an appeal may be represented by<sup>8</sup>: -
  - (a) A Trade Union Representative.
  - (b) An official of a body that, in the opinion of the Court, represents the interests of employers.
  - (c) A practising Solicitor or Barrister.
  - (d) With the consent of the Court, any other person of their choosing.

---

<sup>8</sup> As per Section 44(9) of the Workplace Relations Act 2015

47. Witnesses who intend to give evidence will be sworn or may make an affirmation.
48. The Court Secretary or any member of the Court may administer the oath or affirmation.
49. The Court Secretary shall announce the case and the parties shall stand when the Court enters and leaves the room.
50. Except in such cases as the Court considers it convenient to take the written submissions as read, each party shall read their submission and the other party will be afforded an opportunity to comment on the submission presented by the other party.
51. Witnesses may give evidence on oath and can be cross-examined on the evidence given. It is an offence for a witness to knowingly give false evidence under oath.
52. The Court may curtail the examination of a witness which it considers repetitive or irrelevant and may curtail cross-examination which it considers oppressive.
53. A member of the Court may address questions to a witness for the purpose of clarifying any incomplete or unclear part of his or her evidence. It is not the function of a member of the Court to lead and/or cross-examine a witness. The reference in this Rule to a member of the Court includes the Chairman of the Division of the Court before which the case is being heard and the Ordinary Members of that Division.
54. The Court may, in its discretion, give a preliminary ruling on any aspect of the case where it is satisfied that time and expense may be saved by the giving of such a ruling and/or where it has the potential to be determinative of the case.

55. Whenever it considers it necessary to do so, the Court may direct a party to furnish it with further information in writing on any matter arising in an appeal and may prescribe the time within which the information is to be provided.
56. Where a party provides further information in accordance with a direction given by the Court under Rule 55, a copy of the document containing the information shall be sent by that party to the other party/parties to the appeal and the other party/parties shall be entitled to furnish a response within such time as the Court may direct.
57. Where a party is directed to furnish further information in accordance with Rule 55 and fails to comply with the direction, or where a party fails to respond to information provided to that party in accordance with Rule 56, the Court may draw such inferences from that failure as it considers appropriate.
58. An application for a witness summons under Section 21 of the Industrial Relations Act 1946 shall be made to the Court in good time and at least 10 working days in advance of the hearing so as to ensure that the intended witness has adequate notice of any requirement to attend the hearing of the Court. Before issuing a summons, the Court needs to be satisfied: (a) that the person concerned has relevant and admissible evidence to give in relation to facts at issue in the proceedings and (b) that the prospective witness has been asked in writing to attend and is unable or unwilling to attend unless compelled to do so. Where the application is for a subpoena ad duces tecum (requiring the witness to produce documents (Industrial Relations Act, 1946 Section 21(c)), the Court should have material before it which establishes that the documents sought are relevant to the issues

in the proceedings. Where the applicant has requested a witness to be summoned to give evidence on their behalf:

- (a) The witness will appear as the applicant's witness and consequently, the applicant is not permitted to contradict any evidence that the witness may give.
- (b) The applicant will be responsible for any expenses incurred by the witness in attending the hearing.

- 59. The Court may postpone or adjourn the hearing of an appeal either generally or from time to time on such terms as it considers appropriate.
- 60. Recording of Court proceedings is not permitted, other than by a recognised Court Stenographer. Where a party intends to engage the services of a Stenographer, it shall notify the Court and the other side in advance of the hearing.
- 61. No written record of proceedings is created or maintained by the Court.
- 62. The Court may admit any duly authenticated written statement as prima facie evidence of any fact whenever it thinks it just and proper to do so.
- 63. The Court will give its decision in writing as soon as practicable after the close of the hearing.
- 64. Decisions and notification of hearings will be published on the Court's website including the names of the parties.
- 65. All sittings of the Court (other than hearings arising under the Industrial Relations Acts referenced in Part IV) are held in public. At the request of a party to the appeal the Court may, due to the existence of special circumstances, hold any sitting or



part of a sitting in private. Any such request should be made in advance of the hearing and the other side notified in writing of same including the special circumstances for the request.

66. Hearings of the Court may take place by way of a physical or virtual hearing and/or by a combination of the two where technology allows for this. The Court, of its own motion or on the application of both parties, may direct whether the proceedings are physical, virtual or a combination of the two. When making such a direction the Court must satisfy itself that it is unlikely that such a hearing would be unfair to any of the parties or otherwise be contrary to the interests of justice.
67. Hearings will be conducted in a manner which is consistent with the dignified and orderly administration of justice. To that end participants and their representatives are required to present and conduct themselves in a manner suitable to a courtroom setting at both physical and virtual hearings and mobile phones and other devices should be turned off except with the express permission of the Court.

## Part IV

### Industrial Relations Cases

The provisions of this Part of the Rules relate to the procedure to be used in industrial relations cases referred to the Court under, inter alia, the following: -

- (a) Section 13(9) of the Industrial Relations Act, 1969 ('the 1969 Act') - an appeal of an Adjudication Officer's Recommendation under the 1969 Act.

- (b) Section 20 of the 1969 Act - an investigation of a dispute directly referred by the worker/trade union or the worker/trade union and the employer.
  - (c) Section 26 of the Industrial Relations Act 1990 ('the 1990 Act') - the parties to the dispute have requested the Court to investigate the dispute and referral to the Labour Court follows engagement at the Conciliation Service of the Workplace Relations Commission.
68. In accordance with Section 36(2) of the 1990 Act an appeal of an Adjudication Officer's Recommendation under Section 13(9) of the 1969 Act must be notified in writing, including by email, or via the Labour Court portal, to the Court within six weeks after the date of the Recommendation using the form prescribed by the Court for Section 13(9) appeals ([Forms - The Labour Court](#)). There is no provision to extend time in which to bring an appeal under Section 13(9) of the 1969 Act.
  69. Appeals sent by post can be given to the Court in the ordinary course of the Court's business and the date of receipt will be recorded using a date stamp manually applied on the day the appeal is received by the Court.
  70. The notice of appeal shall be completed in full and accompanied by a copy of the recommendation of the Adjudication Officer to which the appeal relates.
  71. Where an appeal is made via the Labour Court portal the Appellant is required to provide the same information as requested in the appeal form.
  72. The Court will inform the other party when such an appeal is made.

73. A referral under Section 20(1) of the 1969 Act must be made on the form prescribed by the Court for the purpose which is available at [Forms - The Labour Court](#). Where a claim has been referred by a worker under the Section 20(1) of the 1969 Act the Court will inform the employer. Referrals can also be submitted via the Labour Court portal.
74. A referral under Section 20(2) of the 1969 Act must be made on the form prescribed by the Court for the purpose which is available at [Forms - The Labour Court](#). Referrals can also be submitted via the Labour Court portal.
75. Where a case has been referred at the request of both parties under Section 26(1) of the 1990 Act, the Court will not investigate until duly notified by the Conciliation Service of the Workplace Relations Commission.
76. The Court will contact the parties about a hearing date and venue.
77. Not later than ten working days before the date fixed for the hearing, the parties shall furnish both the Court and the other party with written submissions setting out the details of the claim and the factual issues upon which the party intends to rely on appeal. Submissions should be exchanged with the other party and confirmation that submissions have been exchanged should be given to the Court at the same time.
78. Four hard copies of the submission shall be furnished to the Court by the parties in addition to one soft copy.<sup>9</sup>

---

<sup>9</sup> The Labour Court is currently engaged in a digitisation programme which when completed will allow the Court to receive submissions electronically. The Court will announce when this process is complete, at which stage hard copies may not be required.

79. The Court does not hear witness testimony in cases under the Industrial Relations Acts, therefore witness statements are not required in such cases.
80. A notice or document required to be served or sent by these Rules may be served or sent by electronic means, where the person has given his or her consent in writing to this.

## Part V

### Procedure at Hearings of Industrial Relations Cases

81. The conduct of the hearing of industrial relations cases will be regulated by the Chairman of the Division of the Court before which the case is being heard.
82. While it is not necessary to have representation at industrial relations cases, a party to a hearing may be represented by<sup>10</sup>: -
  - (a) A Trade Union Representative.
  - (b) An official of a body that, in the opinion of the Court, represents the interests of employers.
  - (c) With the consent of the Court, a practicing Solicitor or Barrister.
  - (d) With the consent of the Court, any other person of their choosing.
83. The Court Secretary shall announce the case and the parties shall stand when the Court enters and leaves the room.

---

<sup>10</sup> As per Section 20(6) of the Industrial Relations Act 1946, the Court may grant leave for a party to appear with legal representation in industrial relations cases if it is of the opinion that the matter in issue is of such nature that the party ought to be assisted by counsel or solicitor.

84. Except in such cases as the Court considers it convenient to take the written submissions as read, each party shall read their submission and the other party will be afforded an opportunity to comment on the submission presented by the other party.
85. Whenever it considers it necessary to do so the Court may direct a party to furnish it with further information in writing on any matter arising in a case and may prescribe the time within which the information is to be provided.
86. Where a party provides further information in accordance with a direction given by the Court under Rule 85, a copy of the document containing the information shall be sent by that party to the other party and the other party shall be entitled to furnish a response within such time as the Court may direct.
87. Where a party is directed to furnish further information in accordance with Rule 85 fails to comply with the direction, or where a party fails to respond to information provided to that party in accordance with Rule 86, the Court may draw such inferences from that failure as it considers appropriate.
88. The Court may postpone or adjourn the hearing of a case either generally or from time to time on such terms as it considers appropriate.
89. The Court will give its Decision/Recommendation in writing as soon as practicable after the close of the hearing.
90. Decisions/Recommendations and notification of hearings will be published on the Court's website. The Court may at its discretion anonymise the names of one or both parties.
91. All sittings of the Court in Part IV Industrial Relations cases are held in private.

92. Participants and their representatives are required to present and conduct themselves in a manner suitable to a courtroom setting at both physical and virtual hearings and mobile phones and other devices should be turned off except with the express permission of the Court.

## Part VI

### Virtual Courtrooms, use of LVLs and Hybrid Hearings

The provisions of this Part of the Rules relate to hearings of the Court scheduled in virtual courtrooms and the use of live video links (LVL) in proceedings – hybrid hearings.

93. The Rules in Part VI apply in respect of all case management conferences, Employment Rights appeals and referrals under Industrial Relations legislation before the Court.
94. The Rules in Part VI are without prejudice to any existing Rules of the Labour Court ('the Rules'). For the avoidance of doubt, the Rules and the procedures specified therein, continue to apply to proceedings in respect of which the Court has permitted the use of LVL save in respect of any matter specifically modified by this Rule.
95. The objective of the Rules in Part VI is to utilise LVL technology within the Labour Court in Lansdowne House, Dublin (only) to expand efficiency and effectiveness in proceedings by improving access to the Labour Court, obviating the need for unnecessary travel and saving costs, but without compromising the constitutional and legal rights of the parties to the proceedings.
96. Part VI applies to proceedings where the Court is of the opinion that the use of LVL technology is necessary for reasons of

efficiency and expediency and would not give rise to unfairness to the parties or would otherwise be contrary to the interests of justice. The Court at all times reserves its discretion to require in-person attendance in any particular case.

97. The Court may, of its own motion or on the application of any of the parties, direct that a party may participate in any hearing in the proceedings, or that a witness may give evidence in any such hearing, from a location other than the Court itself, whether from within or outside the State, by means of an LVL.
98. Applications for liberty to hear evidence by way of LVL should be made in writing to the Court not later than 14 days prior to the relevant scheduled hearing date.
99. The Court will not accede to an application in this regard unless facilities are available that enable the party or witness:
  - (a) to see and hear the proceedings at the hearing, and
  - (b) to be seen and heard by those present in the Courtroom in which the hearing is taking place.
100. Notwithstanding that the LVL technology is available the Court will not direct its use if:
  - (a) It would be unfair to any of the parties to do so, or
  - (b) It would otherwise be contrary to the interests of justice to do so.
101. Before permission to use LVL is granted, the party (or their representative) seeking to call a witness by LVL is required to undertake in writing to the Court to do the following:

- (a) Participate fully in any required test calls to the remote location.
- (b) Provide the Court Secretary with any necessary technical information in relation to the remote location; and
- (c) Ensure that the witness at the remote location is provided with all necessary documents.

102.If an application for the use of LVL is granted the party or witness concerned shall be deemed to be present at the hearing concerned.

103.Notwithstanding the use of LVL at a location(s) remote from the Courtroom, proceedings under Part IV Industrial Relations legislation shall be heard in private and only Members and Officers of the Court, the parties and their representatives and such other persons as the Court may allow, shall be permitted to be present in the Courtroom or at the remote location(s). No other person should be present at the remote location for the duration of the hearing.

104.Those who are participating in proceedings of the Court via LVL should ensure that they do so from an appropriate location that reflects the formal nature of such proceedings.

105.No later than 7 days prior to the hearing it must be confirmed to the Court that:

- (a) there has been full compliance with any or all case management Rules,
- (b) the LVL is available and in good working order,



- (c) the undertakings given by the Party/their Representative have been complied with.

106. Failure by a party who has sought leave of the Court to utilise any or all of the LVL procedures outlined above may result in a decision by the Court to retract its earlier decision to permit a party or a witness to participate in proceedings before it by means of an LVL.

## Part VII

### Compliance Notices

The provisions of this Part of the Rules relate to the procedure to be used in appeals against the serving of a compliance notice in accordance with Section 28 of the 2015 Act.

107. An appeal against the decision of an Inspector to serve a compliance notice(s) under Section 28 of the 2015 Act shall be initiated within 42 days of the date on which the compliance notice was served using a form provided for that purpose which is available at [Forms - The Labour Court](#). The appeal shall be initiated by notice in writing including by email, or via the Labour Court portal delivered to the Court within 42 days from the date of the service of the compliance notice. Appeals sent by post can be given to the Court in the ordinary course of the Court's business and the date of receipt will be recorded using a date stamp manually applied on the day the appeal is received. Appeals submitted by email, or via the Labour Court portal can be made up to 12 midnight on the 42<sup>nd</sup> day and the date of receipt will be the date and time automatically recorded on the email/Labour Court portal.

108. Where an appeal is made via the Labour Court portal the Appellant is required to provide the same information as requested in the appeal form.

109. The notice of appeal shall be accompanied by a copy of the compliance notice(s).

110. A copy of the notice of appeal and compliance notice(s) referred to at Rules 107 and 109 shall be sent by the Court to the Inspector.

111. Not later than three weeks from the date on which the notice of appeal is delivered to the Court the Appellant shall furnish the Court with a written submission containing the following particulars:

- (a) basis on which the compliance notice(s) are opposed.
- (b) The evidence that will be adduced in advancing the appeal.
- (c) The name(s) of witnesses (if any) that the employer proposes to call in support of the appeal(s) and an outline of the evidence that the proposed witnesses are expected to give (see Rule 10(g) for guidance).

112. When a submission is sent to the Court in accordance with Rule 111, four hard copies and one soft copy of the submission shall be furnished to the Court by the party concerned.<sup>11</sup> A further copy should be sent directly to the Inspector, and confirmation of this should be given to the Court.

113. The Inspector shall send a replying submission (four hard copies and one soft copy) within three weeks of the date on which a

---

<sup>11</sup> The Labour Court is currently engaged in a digitisation programme which when completed will allow the Court to receive submissions electronically. The Court will announce when this process is complete, at which stage hard copies may not be required.

copy of the Appellant's submission was sent to the Inspector in accordance with Rule 111.<sup>12</sup> A further copy should be sent directly to the Appellant and confirmation of this should be given to the Court.

114. The replying submission shall include the following particulars:

- 
- (a) The basis upon which the Inspector formed the opinion that the provision in issue had been contravened.
- (b) The evidence that the Inspector proposes to adduce at the appeal including any Section 29 report.
- (c) The name(s) of witnesses (if any) that the Inspector proposes to call to give evidence at the appeal and an outline of the evidence that the proposed witnesses are expected to give (see Rule 10(g) for guidance).

115. As soon as may be after the receipt of submissions from both parties the Court shall fix the date and place for the hearing.

116. The Inspector who issued the compliance notice may appear in person or may be represented at the hearing of the appeal.

117. The Inspector shall be entitled to be heard by the Court and may adduce evidence.

118. Witnesses may give evidence and be cross-examined.

119. As soon as may be after the close of the hearing the Court shall issue its determination and shall do one of the following: -

---

<sup>12</sup> The Labour Court is currently engaged in a digitisation programme which when completed will allow the Court to receive submissions electronically. The Court will announce when this process is complete, at which stage hard copies may not be required.

- (a) Affirm the compliance notice(s).
- (b) Withdraw the compliance notice(s).
- (c) Withdraw the compliance notice(s) and require the employer to whom the notice(s) apply/applies to comply with such directions as may be given by the Court.