

Making an Appeal / Referral to the Labour Court.

If you are involved in a complaint or a dispute related to your workplace, whether you are an employer or an employee, the State provides, through the WRC and the Labour Court, dispute resolution mechanisms which may help you to resolve workplace issues.

When should you make an appeal or seek a referral to the Labour Court? [Link](#)

How to make an appeal/referral to the Labour Court.

To make an appeal/referral to the Labour Court, please use our Portal: [Link](#)

If you have persistent issues with using the portal, you may submit an appeal/referral using these alternative methods.

1. By email to info@labourcourt.ie
2. Through the post to The Programming Unit, The Labour Court, Lansdowne House, Lansdowne Road, Dublin 4, D04 A3A8.

The relevant forms can be found here: [Link](#)

Guide to Using the Portal.

The Portal is an easy and efficient way of making an appeal or a referral to the Labour Court.

You should have this guide open as you use the Portal to take you through each Section.

The home page of the Portal has three boxes as show below:

1. If you wish to appeal the decision of an Adjudication Officer of the WRC, you must click on the first box.
2. If you wish to make a referral under Industrial Relations Legislation, you must click on the centre box.
3. For information on Registering an REA or Collective Agreement, or requesting an examination leading to a possible SEO, please refer to the website. Manual applications will still be required for these types of applications/requests.

Welcome to the Labour Court Portal

For more information on using the Labour Court portal and choosing the correct option for you, a user guide is available [here](#)

Please select one of the options below:

<p>Do you wish to appeal the decision of an Adjudication Officer of the WRC ?</p>	<p>Do you wish to make a referral under Industrial Relations legislation?</p> <p>Select here for referrals under the Industrial Relations Act 1969</p>	<p>For information on registering an REA or Collective Agreement or requesting an examination leading to a possible SEO, please refer to our website for information.</p>
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If you wish to appeal the decision of an Adjudication Officer of the WRC,

Click on the first box.

Providing Details of the Adjudication Decision.

You must provide the details of the Adjudication Decision that you are appealing. You will be asked for the details of the decision you received from the Adjudication Officer of the WRC so you must have this at hand. You will be asked to enter the ADJ number and the date of the decision.

Details of the Decision received from WRC Adjudicator

Further information is available in the User Guide which is available [HERE](#)

1. General	2. Appeal Details	3. Your details	4. Other party's details	5. Representative's details	6. Documents
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Please enter below the ADJ number on the decision you received from the WRC.

Adjudication Number * Enter the 8 digits following the letters ADJ- in your WRC decision here

WRC Decision Date *

 Enter the date on your WRC decision here

Out of Time

No Yes

Out of time.

The Labour Court cannot hear Appeals that are submitted more than 42 days from the date of the decision being appealed unless it determines that exceptional circumstances exist. If your Appeal falls outside the 42 day deadline and you intend to apply for an extension of time allowed by Section 44(4) of the Workplace Relations Act, 2015 based on the existence of exceptional circumstances, you will be required to include in your written submission your reason/s for your application for an extension of time.

Once you have entered the Adjudication Decision number and the date of the decision you should then click on 'Next'.

Details of the Complaints you wish to appeal.

Enter the details of the Complaint no. you wish to appeal.

You must enter the CA no. that you wish to appeal and the relevant legislation and **click next.**

If you wish to appeal more than one complaint, click on enter complaint again and provide CA no. and legislation for each complaint of the Adjudication number that you wish to appeal.

When you have entered the detail of all the CA numbers you wish to appeal, **then click next.**

Enter Complaint Details

Act *

The Employment Equality Acts 1998 to 2011

Select the legislation
you are appealing
under

Complaint Dispute/Reference Number *

CA-00000000-001

Enter the CA number
on the WRC decision

If you are appealing under the Employment Equality Acts 1998 – 2015, please indicate the Discriminatory ground(s) (select from list below by placing a tick opposite the selected item(s)):

Age

Gender

Disability

Family Status

Civil Status

Religious Brief

Race, Colour, Ethnic or National Origin

Sexual Orientation

Membership of the Travelling Community

Submit this complaint; if you have additional
complaints under other legislation, repeat this
process until all of your complaint are entered

Enter the Party Details.

Please provide your details. The person appealing will be known as the appellant.

Please provide the details of the other party. The other party will be known as the respondent.

Where a party is a company, the Address of the Company must be the Registered Office/Place of Business/Principal Office Address'.

Add your details

Please enter your name
and contact details here

Party

Party Type

Individual

Please indicate whether
the party you are
appealing for is an
individual or a company

First Name *

John

Last Name *

Doe

Phone Number

000000000

Email

jd@test.ie

Address

THE LABOUR COURT, Lansdowne House, Lansdowne Road, Dublin 4, D04 A3A8

Are Facilities Required

No Yes

If you need any
assistance such as
translation please
indicate this here

Please provide the name of your representative if this is relevant. You should also provide the details of the representative of the other party if that is available to you.

Party

Representative Of * Select your own name if it is your representative, or the other party's name if it is theirs

John Doe ▼

Party Type

Company/DAC Select company or individual here ▼

Company Name *

Union Ltd

CONTACT DETAILS

First Name *

Union

Last Name *

Official

Trading Name

If you do not have a representative and the other party does not have a representative or the representative is not known to you, click next.

Upload a document.

You must upload a copy of the Decision of the Adjudication Officer. Click on upload and choose your document.

Details of the Decision received from WRC Adjudication Officer

Further information is available in the User Guide which is available [HERE](#)

1. General ✓ 2. Appeal Details ✓ 3. Your details ✓ 4. Other party's details ✓ 5. Representative's details ✓ 6. Documents

Please upload the WRC decision you are appealing here. You may also upload additional submission documents here if they are available.

Add attachments *

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Add WRC decision document by selecting 'choose files' and following the instructions

When your document title appears to the right of the 'choose files' button, you can submit

Once you press submit, you will receive an LC number as shown below.

Please keep this appeal number as your reference number.

You will also receive an email which will provide confirmation of your appeal.



The Labour Court English | Gaeilge

Welcome to the Labour Court Portal / Appeal Summary

Appeal Summary

Your appeal of **LC005332** has been successfully submitted to the Labour Court. Please save

Your submission is complete,
and the appeal number here
will be your reference number

Do you wish to make a Referral under Industrial Relations legislation?
If so, click on the centre box:

/ Welcome to the Labour Court Portal

Welcome to the Labour Court Portal

For more information on using the Labour Court portal and choosing the correct option for you, a user guide is available [here](#)

Please select one of the options below:

<p>Do you wish to appeal the decision of an Adjudication Officer of the WRC ?</p>	<p>Do you wish to make a referral under Industrial Relations legislation?</p> <p>Select here for referrals under the Industrial Relations Act 1969</p>	<p>For information on registering an REA or Collective Agreement or requesting an examination leading to a possible SEO, please refer to our website for information.</p>
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Do you wish to make a referral under Section 20(1) or Section 20(2), please select the relevant box.

Welcome to the Labour Court Portal / Referrals

Referrals

<p>1/ Section 20 (1) Referral Form</p> <p>Select for referrals under Section 20(1) of the Industrial Relations Act 1969</p>	<p>2/ Section 20 (2) Referral Form</p> <p>Select for referrals under Section 20(2) of the Industrial Relations Act 1969</p>
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Referral under Section 20(1)

You must provide details of the Referral

You must provide details of redress sought

Welcome to the Labour Court Portal / Section 20-1 Referral Form

Section 20-1 Referral Form

Further information is available in the User Guide which is available [HERE](#)

1. Summary 2. Your details 3. Other party's details 4. Representative's details 5. Statutory Undertaking

Brief Summary of Referral *

Enter the details of the referral here

Redress Sought *

Enter the redress you are seeking here

Next

Please provide your details and the details of the other party.

Add your details

Party

Enter your contact details here

Party Type

First Name *

Last Name *

Phone Number

Email

Address

Are Facilities Required

No Yes

If you require facilities in support of your referral, for example a translator, please indicate here

The Labour Court English Gaeilge

Add other party's details ✕

Party Enter the contact details of the other party to the referral here, then select Next

Party Type

Individual ▼

First Name *

Last Name *
Phone Number **Email**
Address

Please provide the details of your representative if this is applicable.

You should also provide the details of the representative of the other party if this is available to you.

https://portal-test.labourcourt.ie/en-US/section-20-1-referral-form/?stepid=cc22a771-4421-ee11-996...

Add Representative

Party Enter contact details of the party representatives here

Representative Of *
Jane Doe Select the party who is being represented by this party representative

Party Type
Individual

First Name *

Last Name *

Phone Number **Email**

Address

A worker in a trade dispute, or a trade union on their behalf, may directly refer a case to the Labour Court under Section 20(1) of the Industrial Relations Act, 1969, on condition that the worker agrees in advance to accept the Labour Court's Recommendation.

By selecting the submit button, you are declaring that you agree to be bound by the recommendation of the Labour Court.

Once you press submit, you will receive an LC number as shown below.

Please keep this appeal number as your reference number.

You will also receive an email which will provide confirmation of your appeal.

Section 20-1 Referral Form

Further information is available in the User Guide which is available [HERE](#)

- 1. Summary ✓
- 2. Your details ✓
- 3. Other party's details ✓
- 4. Representative's details ✓
- 5. Statutory Undertaking

A worker in a trade dispute, or a trade union on their behalf, may directly refer a case to the Labour Court under Section 20(1) of the Industrial Relations Act, 1969, on condition that the worker agrees in advance to accept the Labour Court's Recommendation.

By selecting the submit button below, you are declaring that you agree to be bound by the recommendation of the Labour Court.

Previous Submit

Referral under Section 20(2)

You must provide details of the Referral

Section 20-2 Referral Form

Further information is available in the User Guide which is available [HERE](#)

- 1. Summary
- 2. Your details
- 3. Other party's details
- 4. Representative's details
- 5. Statutory Undertaking

Brief summary of issue(s) in dispute referred for investigation by the Court *

|

Enter the details of the dispute here

Next

Please provide details of both parties.

Add your details

Enter your contact
details here

Party

Party Type

Individual

First Name *

Last Name *

Phone Number

Email

Address

Enter Eircode or address



Are Facilities Required

No Yes

If you require facilities in support of your application
such as a translator, please indicate this here

Submit

When you submit these details, they will be visible on the next screen.
Select next on that screen to enter other party details

Please provide details of the other party

Add other party's details

Party

Enter the contact details of the other party to the application here

Party Type

Individual

First Name *

John

Last Name *

Phone Number

Email

Address

Enter Eircode or address



Please provide the details of your representative if this is applicable.

Add Representative

Party

Enter the contact details for the representative here

Representative Of *

First Name *

Last Name *

Phone Number

Email

Address

You should also provide the details of the representative of the other party if this is available to you.

All referrals to the Labour Court under Section 20(2) require the appellants to confirm that they agree to be bound by the recommendation of the Court. This is a statutory undertaking which is confirmed/binding when the appellant signs the hard copy form.

Section 20-2 Referral Form

Further information is available in the User Guide which is available [HERE](#)

1. Summary ✓	2. Your details ✓	3. Other party's details ✓	4. Representative's details ✓	5. Statutory Undertaking	
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All referrals to the Labour Court under Section 20(2) require the appellants to confirm that they agree to be bound by the recommendation of the Court. This is a statutory undertaking which is confirmed/binding when the appellant signs the hard copy form.

REFERRAL UNDER SECTION 20(2) OF THE INDUSTRIAL RELATIONS ACT, 1969

Under Section 20(2) both the Worker and Employer must agree in advance to accept the Labour Court's Recommendation.

An undertaking will be emailed to the applicant which they must arrange to have signed by both parties and returned to the Labour Court. The undertaking may be emailed to the labour court at info@labourcourt.ie or in hard copy to the Labour Court, Lansdowne House, Lansdowne Road, D04 A3A8.

Your application will not be considered complete until a Statutory Undertaking signed by both parties is received by the Labour Court.

[Previous](#) [Submit](#)

The applicant must print down the Statutory Declaration and arrange for it to be signed by both parties and either email the signed copy to info@labourcourt.ie or send by post to Lansdowne House, Lansdowne Road, Dublin 4

Welcome to the Labour Court Portal / Referral Summary

Referral Summary

Application **LC005335** has been successfully submitted to the Labour Court. Please save this notice for your records.



A reference number beginning with LC will be generated when the initial stage of your application has been submitted. Please use this reference number in any correspondence relating to your application

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