



THE LABOUR COURT
An Chúirt Oibreachais

S 13(9) Appeal Form – Guidelines

1. When should you use this form?

This form should be used when making an appeal/s to the Labour Court from an Adjudication Officer's Recommendation under Section 13(9) Industrial Relations Act 1969.

You **MUST** include a copy of the Adjudication Officer's Recommendation with your completed Appeal Form.

2. When should this form not be used?

This form should **NOT** be used when appealing a decision of an Adjudication Officer under Employment Rights Enactments.

3. How to make an appeal/s?

You must carefully complete all sections of the Appeal Form. It is vital to check that the correct documentation is attached i.e. a copy of the Adjudication Officer's Recommendation.

Email the completed Form and Adjudication Officer's Recommendation to appeals@labourcourt.ie

OR

- (a) **Print** the completed Form
- (b) **Enclose** a copy of the Adjudication Officer's Recommendation
- (c) **Post** the Form to:

The Labour Court
Lansdowne House

Lansdowne Road
Dublin 4
D04 A3A8

You may also save a copy for your own record.

4. How long do I have to submit an appeal to the Labour Court?

Appeals must be given to the Labour Court within 6 weeks of the date of the Adjudication Officer's Recommendation. The date of the Recommendation of the Adjudication Officer will count as day one. Appeals sent by post can be given to the Court in the ordinary course of the Court's business and the day of receipt will be recorded using a date stamp manually applied during the course of ordinary business on the day the appeal is received. Appeals submitted by email to appeals@labourcourt.ie can be made up to 12 midnight on the last day of the 6-week period and the date of receipt will be the date and time automatically recorded on the email system.

5. Do I have to pay a fee?

A fee does not apply.

6. What will happen to my appeal?

Once this appeal has been registered by the Labour Court you will receive an acknowledgement of your appeal.

A Case Reference Number will be noted on the acknowledgement and is to be used in all subsequent correspondence or communications.

The Respondent to the appeal will be notified of the appeal and given a copy of the completed appeal form and any other relevant materials sent.

Following the acknowledgement of your appeal:

- A hearing date will be set.
- A hearing will take place.
- A Labour Court Recommendation will be sent to the parties.
- A copy of the Recommendation will be uploaded onto the Labour Court's website.

7. Where can I get more information on my rights and the legislation involved?

More information on the appeals process can be found on www.labourcourt.ie (Labour Court Rules 2020 and Labour Court User's Guide) or by telephoning the information line on 1890 80 80 90.