



### Information Sheet for the Legal Claims Office

The Legal Claims Office is here to assist you if you wish to **sue an employer** or **submit a verbal petition or claim** about an employment problem that is then taken down in writing. If you are preparing to sue your employer, the office can give you information about the applicable laws and labour agreements. But please note: Even though the office aims for maximum accuracy, such information will always be informal.

**The office cannot give you legal advice. It cannot provide general information about the law, and it cannot resolve matters of doubt about the law or about labour agreements. You should ask your lawyer or trade union representative if you have questions about matters like these.**

#### Important:

Please note that **the Legal Claims Office cannot provide an interpreter** for you. If you **do not speak German very well**, please bring **someone you trust** with you who has a good knowledge of both **your own language** and **German**.

If you sue an employer, you can get an interpreter for hearings in court. Please note that there may be a charge for an interpreter. The court will not decide how much is to be paid, and who must pay it, until the proceedings end.

When you sue someone in the Labour Court, you will have an **obligation to provide evidence**. This means that it will be your responsibility to tell the court all necessary information and turn in all necessary documents. This includes:

- **Your employer's name and address.** You may also need to name their legal representative.
- Your **employment agreement**, if you have one.
- If you are **suing to get work documents: You must clearly specify the document you want to obtain.**
- If you are **suing to get paid: You must state the exact amount to be paid** (gross or net, with an official record or your own calculation) and the **exact period of time** for which you are claiming the payment.
- If you are **suing about an employer's reference: The employer's reference you received**, or your **own draft reference**.
- If you are **suing about a termination of employment: The notice of termination**.

**If you are suing about a termination, please also note:** You must file your lawsuit **within 3 weeks after you receive the notice of termination**. Generally, no lawsuit will be successful after that time.

Please note carefully: There will be a charge of €0.50 per copy.