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Lower Saxony
Labour Tribunal

Information Sheet
**on bringing a complaint before the
Labour Court**

Important notice: In principle, complaints and procedural documents are to be submitted in German. Any documents submitted in another language will not be translated ex officio.

This information sheet is for general information purposes only and provides an initial overview. No claim is made to completeness.

You can save money and time by formulating your complaint yourself in writing and submitting it **in duplicate** to the Labour Court. Please note the following information when doing so:

The complaint must contain:

1. Your full address

2. The opposing party's full address

Please note that in the case of companies, the name of the company representative must always be stated. This information can generally be found in an employment contract or pay slip.

Examples:

Owner/ Registered commercial parties:

Horst Müller
as owner of the company Wilhelm Müller
Leinestrasse 1
30175 Musterstadt

OHG (Partnership):

Firma Heinz Schulz OHG (translator's note: Company: Heinz Schulz Partnership)
represented by partners Heinz Schulz and Berta Schulz,
Leinestrasse 1
30175 Musterstadt

GmbH (Limited Liability Company) / UG (Unternehmergeellschaft¹ with limited liability):

Company: Lehmann GmbH
represented by Managing Director Richard Lehmann
Leinestrasse 1
30175 Musterstadt

¹ Unternehmergeellschaft: Entrepreneurial company

KG (Kommanditgesellschaft²):

Company: Meier KG
represented by personally liable partner Max Meier,
Leinestrasse 1
30175 Musterstadt

AG (Aktiengesellschaft³)

Company: Braun AG
represented by the Board, in turn represented by Chairman Harald Schneider,
Leinestrasse 1
30175 Musterstadt

GbR (Gesellschaft bürgerlichen Rechts⁴)

1. Müller und Meyer GbR, represented by partners Ms. Maja Müller, *address*, and Mr Lax Meyer, *address*
2. Ms. Maja Müller, Leinestrasse 1, 30175 Musterstadt as partner of *Müller und Meyer GbR*
3. Mr Max Meyer, Leinestrasse 2, 30175 Musterstadt as partner of the *GbR*

3. Designation of the court

E.g. "To XY Labour Court"

4. Precise statement of the subject matter and grounds for the asserted claim

The reason as to why the claim is being asserted is to be described in brief terms, e.g. assertion of a claim to residual wage payments or holiday compensation, other monetary or material claims, release of working documents or a declaration that a dismissal is legally invalid. Labour Courts or their corresponding websites provide complaint forms for a number of claims.

In general, figures must be provided for **monetary claims**, i.e. the gross or net amount claimed is to be stated. Example: "The Respondent is ordered to pay ... EUR net/gross to the Claimant."

As a precaution, it should be noted that a complaint against a previously announced dismissal **must be submitted to the court within a term of 3 weeks, calculated from the receipt of the written dismissal.**

The complaint is to be submitted as an original document with copies of the appendices (see point 7. Appendices). To prevent the potential expiry of a term, complaints can be submitted in advance by fax. Submission by e-mail is not permitted.

5. Complaint

Read the complaint forms carefully and cross out any sections that are not relevant for your case. Please use a separate sheet for any additional information.

6. Signature

All complaints must be **personally signed** by the Complainant.

² Kommanditgesellschaft: A type of limited partnership business entity

³ Aktiengesellschaft: Shareholder company

⁴ Gesellschaft bürgerlichen Rechts: Civil law company/Partnership under civil law

7. Appendices

Please enclose the required evidence with your complaint, e.g.:

- Copy of the employment contract
- Copy of the letter of dismissal
- Copy of a recent salary statement
- Copy of the time sheet
- Other lists of claims

If you are unsure whether evidence is necessary, please call the competent Labour Court.

8. Queries

If you require assistance with completing the forms, you can contact the employees of the Labour Courts, including by telephone:

Braunschweig:	0531 238500
Celle:	05141 92460
Emden:	04921 951700
Göttingen:	0551 4030
Hameln:	05151 796600
Hannover:	0511 897500
Hildesheim:	05121 304507
Lingen:	0591 912140
Lüneburg:	04131 8545540
Nienburg:	05021 6075400
Oldenburg:	0441 2206500
Osnabrück:	0541 314563 or 314564
Stade:	04141 107-0
Verden:	04231 28310
Wilhelmshaven:	04421 7580400

Note: No guarantee is assumed for the accuracy of the translation of the German text.

Information as of January 2025. Subject to statutory amendments and new regulations.