

Last Name: _____

First Name: _____

Address: _____

Arbeitsgericht Berlin
Magdeburger Platz1
10785 Berlin

I hereby file a lawsuit against

full name of defendant / company

for companies: represented by

Street, Number, Postal Code, Place

-Defendant-

Lawsuit for handing over work papers and payment

and request:

1. order the defendant to hand over the following documents to the plaintiff:

- Certificate of employment pursuant to § 312 of the German Social Code III on the form of the Federal Employment Agency
- Printout of the electronic wage tax certificate for the year _____
- Salary / wage statement for the months _____
- Written notification of the content of the social security declaration
- Certificate covering performance and conduct in the employment relationship

2. order the defendant to pay to the plaintiff _____ EUR netto / brutto*

- minus already paid _____ EUR
- plus interest in the amount of five percentage points above the base interest rate
- since the _____ (or) delivery of the lawsuit.

<p>Note: Please cross out where not applicable Please tick where applicable</p>

Reasoning:

I was born at _____ and was from _____ until _____ working at the defendant as a _____.

The regular weekly / monthly* working hours were _____ hours at a monthly / hourly wage from last _____ EUR brutto.

- A written employment contract has been concluded and is attached / will be submitted later*.

The lawsuit demands the handover of the following documents:

- I was not given a certificate of employment when the employment relationship was terminated, although the defendant is obliged to do so according to § 312 paragraph 1 sentence 3 SGBIII.
- On the occasion of the termination of the work relationship, I requested the defendant to provide me with a printout of the electronic wage tax certificate with the current data transmitted to the tax office. The defendant has not yet complied with this request.
- The statements of gross/net remuneration have not yet been issued to me by the defendant - despite requests - although remuneration has been transferred and the remuneration / other details have changed compared to the last proper statement, §108 Abs.2 GewO.
- A written notification of the content of the deregistration for social insurance must be issued by the employer due to the termination of the employment relationship in accordance with § 28 a Para. 5 SGB IV. This must either be given to the employee immediately after submission of the last notification in accordance with § 25 Paragraph 1 Sentence 2 DEÜV or a copy of the completed form in accordance with § 28 Paragraph 2 DEÜV must be handed over immediately. Neither the one nor the other has happened.
- I was not given a certificate that also contains statements about performance and conduct in the work relationship, even though I am to be given one in accordance with
- §109 para. 1 GewO and I applied for it on _____.

The defendant owes me the amount claimed under point 2 for the following reasons:

_____, the _____
Place Date Signature

Enclosures: employment contract, if applicable
If necessary, attach further information on the facts of the case on an additional sheet of paper

Note:
Please cross out where not applicable
Please tick where applicable