

# PARENT EDUCATION ORDER

Parties in cases involving minor children are **ORDERED** to attend a parent education class **prior** to their initial hearing. Parties who do not attend this class may have their initial hearing rescheduled to a later date and may lose their right to ask for custody or visitation.

**HOW TO REGISTER:** Complete this form, and **mail or hand carry** with your payment of \$25.00 to the Circuit Clerks Office at one of the locations listed below. **CHECKS ARE NOT ACCEPTED.** Make money order payable to Clerk of Circuit Court. Parties who mail in registration must pay with a money order. Parties must register at least seven (7) days prior to the date of the class they wish to attend.

BERKELEY COUNTY  
CIRCUIT CLERKS OFFICE  
Berkeley County Judicial Center  
380 W. South Street, Suite 2200  
Martinsburg, WV 25401  
**(304) 264-1918**

JEFFERSON COUNTY  
CIRCUIT CLERKS OFFICE  
119 N. George St., P.O. Box 1234  
Charles Town, WV 25414  
**\*\*Jefferson Co. accepts credit cards  
(304) 728-3370**

Parties who fail to register and pay the fee **will not** be permitted into the class; please bring receipt of payment to class. You will not be sent confirmation; you will be contacted only if the class is full. If you have questions call Berkeley County Family Court at (304) 267-3740 or Jefferson County Family Court at (304) 724-6253.

**Do not call location where class is held.**

Case No./County \_\_\_\_\_

\_\_\_\_\_  
Family Court Judge

PLEASE PRINT CLEARLY	
Name	_____
Address	_____
City/State/Zip	_____
Telephone	_____

<b>CIRCUIT CLERKS:</b> Stamp or attach receipt here
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## PARTIES ARRIVING LATE WILL NOT BE ADMITTED

### BERKELEY COUNTY CLASSES

Monday, September 10, 2018  
5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2<sup>nd</sup> floor  
400 W. Stephen Street  
Martinsburg, WV 25401

Wednesday, September 19, 2018  
5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2<sup>nd</sup> floor  
400 W. Stephen Street  
Martinsburg, WV 25401

### JEFFERSON COUNTY CLASSES

Wednesday, September 19, 2018  
6:00 - 8:00 p.m.; County Commission Meeting Room  
200 E. Washington Street  
Bottom Floor Entrance, Left of the Library on Samuel St.  
Charles Town, WV 25414  
**No food or drink allowed in the Jefferson Co. Class**

### JEFFERSON COUNTY CLASSES

Wednesday, October 17, 2018  
6:00 - 8:00 p.m.; County Commission Meeting Room  
200 E. Washington Street  
Bottom Floor Entrance, Left of the Library on Samuel St.  
Charles Town, WV 25414  
**No food or drink allowed in the Jefferson Co. Class**

If you wish notification of other party's enrollment in same class, list name here \_\_\_\_\_  
Check here if you need an interpreter for \_\_\_\_\_ sign language \_\_\_\_\_ foreign language

**All persons are subject to search before entering the class.**

**Do not bring your children, relatives or friends to this session. Do not bring pagers, cell phones, knives, chemical sprays, guns, or any other type of weapon or electronic device.**

**\*\*Also see [www.jeffcowvcircuitclerk.com](http://www.jeffcowvcircuitclerk.com) for a list of the month's classes**