

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.

Family Court Judge

Case No./County _____

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

CIRCUIT CLERKS: Stamp or attach receipt here
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PARTIES ARRIVING LATE WILL NOT BE ADMITTED

BERKELEY COUNTY CLASSES

Monday, April 2, 2018
5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2nd floor
400 W. Stephen Street
Martinsburg, WV 25401

Wednesday, April 18, 2018
5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2nd floor
400 W. Stephen Street
Martinsburg, WV 25401

JEFFERSON COUNTY CLASSES

Wednesday, April 18, 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, May 16, 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 for a list of the month's classes