

## 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

<b>PLEASE PRINT CLEARLY</b>	
Name	_____
Address	_____
City/State/Zip	_____
Telephone	_____

<b>CIRCUIT CLERKS:</b>
Stamp or attach receipt here

### PARTIES ARRIVING LATE WILL NOT BE ADMITTED

**BERKELEY COUNTY CLASSES**

Monday, January 8, 2018  
 5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2<sup>nd</sup> floor  
 400 W. Stephen Street  
 Martinsburg, WV 25401

Wednesday, January 24, 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, January 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**

**JEFFERSON COUNTY CLASSES**

Wednesday, February 21, 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