

**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.

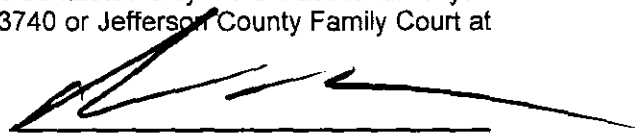
**HOW TO REGISTER:** Complete this form, and **mail or hand carry** with your payment of \$25.00 to the Circuit Clerks Office at one of the locations listed below. **CHECKS ARE NOT ACCEPTED.** **Make money order payable to Clerk of Circuit Court.** **Parties who mail in registration must pay with a money 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

**PARTIES ARRIVING LATE WILL NOT BE ADMITTED**

**BERKELEY COUNTY CLASSES**

Monday, May 1, 2017  
5:30 - 7:30 p.m.; Dunn Bldg. Cafeteria, 2<sup>nd</sup> floor  
400 W. Stephen Street  
Martinsburg, WV 25401

Wednesday, May 17, 2017  
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, May 17, 2017  
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, June 21, 2017  
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**