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SONJA K. EMBREY, CLERK
HAMPSHIRE COUNTY CIRCUIT COURT

IN THE FAMILY COURTS OF HAMPSHIRE, MINERAL, AND MORGAN COUNTIES

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ADMINISTRATIVE ORDER
RE: CERTIFICATES OF SERVICE REQUIRED ON ALL FILINGS

WHEREAS, pursuant to Rule 5(a) of the West Virginia Rules of Civil Procedure, "every pleading subsequent to the original complaint...every written motion other than one which may be heard ex parte, and every written notice, appearance, demand, offer of judgment, designation on record of appeal, and similar paper shall be served upon each of the parties."

WHEREAS, pursuant to Rule 5(d) of the West Virginia Rules of Civil Procedure, "all papers after the complaint required to be served upon a party together with a certificate of service shall be filed with the court within a reasonable time after service."

WHEREAS, private letters and correspondence to the Court are not proper, and any document intended to be filed must be disclosed to all parties and/or counsel of record.

It is, therefore, **ORDERED** that all documents presented to the Circuit Clerk for filing subsequent to the original complaint shall be accompanied by a properly completed and signed Certificate of Service, a form for which is attached to this Order.

It is further **ORDERED** that no document presented for filing subsequent to the original complaint shall be accepted for filing that does not have a properly completed and signed Certificate of Service.

It is further **ORDERED** that neither the Circuit Clerk's staff nor the Family Court staff shall be responsible for arranging and completing service for such subsequent filings.

The Circuit Clerks shall post and distribute copies of this Order at their discretion.

ENTERED this 8th day of January, 2013.

GLEN R. STOTLER
FAMILY COURT JUDGE
23rd FAMILY COURT CIRCUIT