

2013 MAR 21 PM 3:31

**FAMILY COURT JUDGE**  
**TWENTY-THIRD FAMILY COURT CIRCUIT**  
SOUTH LEBANON, WEST VIRGINIA  
HAMPSHIRE COUNTY CLERK'S OFFICE

*Handwritten initials/signature*

**GLEN R. STOTLER**  
Family Court Judge  
**NATALIE D. DENBEN**  
Secretary/Clerk  
**JOY R. CAMPBELL**  
Family Case Coordinator



**Hampshire-Mineral-Morgan**  
Morgan County Court House  
77 Fairfax Street, Suite 201  
Berkeley Springs, WV 25411  
Telephone: (304) 258-7487  
Fax: (304) 258-7486

March 21, 2013

The Honorable Sonja K. Embrey, Clerk  
Circuit Court of Hampshire County

The Honorable Krista J. Dixon, Clerk  
Circuit Court of Mineral County

The Honorable Kimberly J. Hanback, Clerk  
Circuit Court of Morgan County

**RE: Forms to Accompany Family Court Petitions**

Dear Sonja, Krista, and Kim:

I would like to take this opportunity to reemphasize that I would like the following rules enforced:

1. Pursuant to Rule 9 of the Rules of Practice and Procedure for Family Court, no petition of any kind is to be filed without receiving the Civil Case Information Statement.
2. Pursuant to Rule 9 of the Rules of Practice and Procedure for Family Court, all cases which may involve spousal support, child support, allocation of custodial responsibility, visitation, or paternity shall be accompanied by the Bureau for Child Support Enforcement Application Income Withholding Form.
3. Pursuant to West Virginia Code § 16-5-34, the Vital Statistics form shall be filed with petitions for divorce, separate maintenance, or annulment.

Also, I am requiring marriage certificates to be filed with divorce, separate maintenance, and annulment petitions.

If you have any questions concerning these matters, please give me a call.

Very truly yours,

Glen R. Stotler

GRS/ndd

**FOR YOUR INFORMATION**