

Circuit Court of Hampshire County

SONJA K. EMBREY, CLERK

Post Office Box 343

50 South High Street, Suite 157
Romney, West Virginia 26757



304-822-5022

304-822-8257-FAX

Email: sonja.embrey@courtswv.gov

Website: www.hampshirecircuitclerkwv.com

IMPORTANT NOTICE to ProSe Filers

- **READ ALL INSTRUCTIONS CAREFULLY**
- **MUST** file a copy of Marriage Certificate/License when filing for Divorce
- Circuit Clerk's Office cannot help fill out the forms or give legal advice
- CASH, MONEY ORDER or CREDIT CARD are accepted
 - Cash **MUST** be exact change
 - No Personal Checks
 - Credit Card service Fee when paying via credit card
- You must have a complete address for the Respondent
 - NO PO Boxes for services via Sheriff
- All forms must be completed before filing; including Notarization(s)
 - Please note that there isn't a Notary in Hampshire County Circuit Clerk's Office.
- The Hampshire County Circuit Clerk has transitioned to WV e-File as of January 2016. As a result of electronic filing it is not necessary to make additional copies of the paperwork you are filing. You will receive all of your original documents in return after filing.

Thank you,

Sonja K. Embrey
Circuit Clerk

Filing Fees

Divorce Cases	\$135	Modification	\$85
Child Support and/or Custody	\$200	Expedited Modification	\$35
Other Domestic Cases	\$200	Contempt - service fees only	N/A

Service and Other Fees

Service via Certified Mail	\$20	Parenting Class Fee	\$25
Service via WV Sheriff	\$30		

WEST VIRGINIA EXPEDITED MODIFICATION OF CHILD SUPPORT

IMPORTANT INFORMATION

YOUR RIGHTS MAY BE BETTER PROTECTED WITH THE HELP OF AN ATTORNEY.

You may prepare and file a Petition for Expedited Modification of Child Support without the assistance of an attorney, and represent yourself in Family Court, **BUT your rights may be better protected with the help of an attorney.**

The staffs of the Circuit Clerk's Office and the Family Court are prohibited by law from providing legal advice.

Please notify the Circuit Clerk in advance if you require any special arrangements to fully participate in court proceedings; for example, a language interpreter, hearing or visual aids, or accommodations for physical access.

The forms in this packet require you to list your address and telephone number. **If you believe the safety, liberty, or health of you or your children would be put at risk by the disclosure of this information, you may file an affidavit to have the information withheld from all persons except court employees who require the information to carry out their duties.**

The affidavit you need to file is the Affidavit for Withholding Identifying Information (SCA-FC-140). This affidavit form is not included with these materials. You can obtain the affidavit at the Circuit Clerk's Office. You can complete and file the affidavit in the Circuit Clerk's Office at any time, or you can ask the Family Court Judge to enter an order allowing you to withhold the information. If your identifying information is withheld, the other parties' court papers will be served through the Circuit Clerk, and not directly on you.

INSTRUCTIONS

A Petition for Expedited Modification of Child Support (SCA-FC-226) asks the court to change the amount of child support. If you want the court to enforce a child support order because someone is not paying child support, you need to file a Contempt Petition (SCA-FC-251). The forms and instructions for filing a Contempt Petition are available in Circuit Clerk and Family Court offices.

A Petition for Expedited Modification of Child Support can be used ONLY to ask the court to modify child support. If you want to ask the court to modify an order in any other way, such as change a Parenting Plan, or change spousal support, you must file a regular Petition for Modification (SCA-FC-201). The forms and instructions for filing a regular Petition for Modification are available in Circuit Clerk and Family Court offices.

Even if you want to ask the court to modify child support, you MUST meet certain requirements before you can file a Petition for Expedited Modification of Child Support. Read the following paragraphs to determine if you can file a Petition for Expedited Modification of Child Support.

A Petition for Expedited Modification of Child Support can be filed ONLY if:

- 1. One or both parents have experienced a substantial change in financial circumstances. The substantial change must be an increase or decrease of income resulting from a change in employment status such as loss of job, promotion, raise, or new job. You CANNOT file this petition if the decrease of income is the result of you voluntarily quitting your job.**
- 2. The court can consider your Petition for Expedited Modification of Child Support only if the substantial change in one or both parents' financial circumstances will result in a new child support amount that is more than 15% different from the current child support amount. **If you meet ALL of the requirements for filing a Petition for Expedited Modification of Child Support, continue reading.****

These instructions will tell you how to fill out the Petition for Expedited Modification of Child Support (SCA-FC-201) form, and the Civil Case Information Statement (SCA-FC-103). These instructions will also tell you how to file the Petition in the Circuit Clerk's Office and prepare for a hearing. Read these instructions carefully. If these instructions are not followed, or if the Petition form is not properly completed, your case may be harmed, delayed, or dismissed. It's best to read all of the instructions before you start filling out forms. When you fill out the forms, write or print the information carefully so it can be read and understood. You may want to make a couple of spare copies of the blank Petition form before you start filling it out. You can use these spare copies to practice on, or use if you make an error.

STEP 1. FILL OUT THE PETITION FORM.

The information at the top of page 1 is called the "case style." The case style stays the same throughout your case, so you can simply copy the case style information from one of the orders in your case. Provide your current address and telephone number on the Civil Case Information Statement. Fill in the address and the telephone number of the other party. If you feel your safety or the safety of your children is at risk if the other party is provided your address, you can request the Affidavit for Withholding Identifying Information from the Circuit Clerk. Once you file the Affidavit for Withholding Identifying Information, the Circuit Clerk will not release your address or telephone number to the other party. As these instructions explain later, you will need the other parent's current address to serve your Petition.

Completing the Petition form requires you to fill in the blanks and provide information. All of the requested information is important, so be sure you complete every item that applies to your situation. After you have completed the form, sign and date it, but don't sign the Verification until you are before a Notary Public. Deputy Circuit Clerks can also witness your signature on the Verification. Then file your completed Petition in the Circuit Clerk's Office, Step 2 discusses how to do this. Before you go to the Circuit Clerk's Office, you may want to have a copy made of your completed and verified Petition. If you are attaching any documents to the Petition, you should make two sets of copies of the documents. You can have copies made in the Circuit Clerk's Office, but the law requires the clerk to charge one dollar per page.

STEP 2. AT THE CIRCUIT CLERK’S OFFICE.

At the Circuit Clerk’s Office, you will do the following: 1. File the original of your Petition and the Civil Case Information Statement and the copies of any documents you have attached to the Petition, and pay the \$35 filing fee. Keep the copy of the Petition and the original documents for your records. If you cannot afford to pay the filing fee, read the next paragraph. 2. Obtain a certified copy of your Petition; obtain a certified copy of the current child support order you want modified and the child support calculations on which the order is based. After you are finished in the Circuit Clerk’s Office, you will take or mail your certified copies and other documents to the Family Court. Step 3 explains how to do this.

What to do if you cannot afford to pay fees.

If you cannot afford to pay fees, ask a Deputy Circuit Clerk for an affidavit to waive fees and costs. You can fill out the affidavit in the Circuit Clerk’s Office. The affidavit requires you to list some basic information about your financial situation and to provide proof of your income by tax returns, pay stubs, or government assistance. A Deputy Clerk can review your completed affidavit while you wait, and tell you if you meet the legal requirements to have your fees and costs waived. If you don’t meet these requirements, you must pay fees and costs, but you can ask the court to review your affidavit later. Criminal charges can be filed against you if you provide false information on this affidavit.

STEP 3. TAKE OR MAIL YOUR PAPERS TO THE FAMILY COURT.

Next you must see to it that your papers get to the Family Court. You can take the papers there, or you can mail them. The following are the papers you need to get to the Family Court: 1. The certified copy of your Petition. This is the certified copy you obtained from the Circuit Clerk’s Office after you filed the original of your Petition. 2. The certified copy of the child support order you want modified, and the support calculations on which the order was based. You obtained these items at the Circuit Clerk’s Office when you filed your Petition. 3. Copies of any documents you filed with your Petition. These are the documents that prove the substantial change in the financial circumstances of you and/or the other parent. After your Petition and other papers have been received by the Family Court, the Family Court Judge will review them and make certain decisions. This is explained in Step 4.

STEP 4. THE FAMILY COURT REVIEWS YOUR PETITION.

At the Family Court your Petition and documents will be reviewed, and based on the information you have provided, the amount of child support will be tentatively recalculated. If this tentative recalculation results in more than a 15% change in the amount of child support, you and the other parent will each receive a Notice showing the tentative recalculation figures. What happens after you receive the Notice is explained in Step 5. You will be notified if the change is less than 15%. If you have not met the requirement, you can file a regular Petition for Modification.

STEP 5. WHAT HAPPENS AFTER YOU RECEIVE THE NOTICE OF RECALCULATION?

When you receive the tentative recalculation Notice, the other parent will receive the Notice and a copy of your Petition. The local office of the Bureau of Child Support Enforcement will also receive the Notice. The Notice will inform the other parent and the Bureau of Child Support Enforcement they have 14 days from the date of service to contest the tentative recalculation and request a hearing. If either one requests a hearing, all parties will receive an order stating the date, time, and place of the hearing. How to prepare for a hearing is discussed in Step 6.

If neither the other parent nor the Bureau of Child Support Enforcement requests a hearing within 14 days, the Family Court Judge will prepare a Default Order setting child support at the amount stated in the Notice. Everyone involved will receive copies of the Order.

STEP 6. PREPARING FOR A HEARING.

If a hearing is held, the subject will be the changes in the financial circumstances of you and/or the other parent. You will need to prove what you stated in your Petition. Here are some tips on getting ready for a hearing.

Allow plenty of time to prepare.

Make a plan for how you will present your case. Generally speaking, you can prove your case by your testimony, by the testimony of other witnesses, and by documents or records. List the things you want to prove, and for each item, list how you will prove it, by witness testimony or a document, for example.

Make sure you have requested all necessary witness subpoenas. If you know you will need a witness to testify at the hearing, and you're not certain the witness will voluntarily show up, you will need to subpoena that witness. Witness subpoenas are handled through the Circuit Clerk's Office. To obtain a witness subpoena, you need to provide the Deputy Circuit Clerk with the name and address of the witness, and pay a Clerk's fee of 50¢ per subpoena, and for service by the sheriff the fee is \$30 per subpoena, unless your fees have been waived. You should request witness subpoenas at least 10 days before the hearing. If you cannot afford to pay the subpoena fees, read the last paragraph in Step 2.

Step 7 explains what happens after the hearing.

STEP 7. WHAT HAPPENS AFTER THE HEARING?

The Family Court Judge will consider the evidence presented at the hearing, and make a decision. That decision will be written down in an Order, and copies will be sent to the parties.

PLACES WHERE YOU CAN GET HELP

West Virginia State Bar

The **Lawyer Referral Service** at the State Bar will refer you to a lawyer who will discuss your situation with you for up to one-half hour for only \$25!

1-304-558-7991 or www.lawyerreferral.org

Free Online Legal Help

Free legal assistance online for civil matters for low-income West Virginians at <https://wv.freelegalanswers.org/>

Tuesday Legal Connect – Free Live Legal Help

Tuesdays between 6:00pm and 8:00pm 1-800-642-3617

Volunteer lawyers will provide *general* legal information.

Attorneys cannot provide direct legal advice!

West Virginia Judiciary

Main Number: 1-304-558-0145

Home web page: www.courtswv.gov

The Judiciary website offers a variety of resources for self-help including links to the various courts in West Virginia and a variety of downloadable court forms at: <https://www.courtswv.gov/public-resources/court-forms>

Additional assistance can be found by contacting Claudia Townsend at the Clerk's Office at: 1-304-558-2601 (main telephone) 1-304-558-4219 (TTY for hearing impaired)

Family Court Mediation Services

An approved list of mediators can be obtained through Family Court Services at the Supreme Court of Appeals or on the website. 1-304-558-0145 <https://www.courtswv.gov/sites/default/pubfiles/mnt/2024-01/MediatorByCounty1-24.pdf>

The Court's **State Law Library** located at the State Capitol in Charleston has books for research, computers to use, and law librarians that can help you. <https://www.courtswv.gov/public-resources/law-library> or call 1-304-558-2607

The West Virginia Library Commission

Public libraries throughout West Virginia may have computers, forms, books, and other information that can help you. 1-800-642-9021

WVU College of Law Clinical Program

Free legal assistance by law students under the supervision of attorneys in a variety of areas, including family law, immigration, veterans assistance, domestic violence, and others. Their contact information is: <https://www.law.wvu.edu/clinical-law> or call 1-304-293-7249 or email cliniclaw@mail.wvu.edu

The **WV Coalition Against Domestic Violence** is a statewide network of community-based domestic violence programs working to end violence in the lives of women, children and men. www.wvcadv.org or call 1-800-799-7233 (National Domestic Violence Hotline)

Legal Aid of West Virginia provides legal services in certain kinds of cases if your income meets certain guidelines. www.LegalAidWV.org or 1-866-255-4370

Mountain State Justice is a non-profit public interest law office dedicated to pursuing impact and significant litigation on behalf of low-income West Virginians. They provide free legal services in certain areas of practice to qualifying individuals. www.msjlw.org or 800-319-7132

Senior Legal Aid Services provides free legal assistance to seniors, 60 and older. www.seniorlegalaids.com or 1-800-229-5068

WV Attorney General's Office - Consumer Hotline

Offering consumer protection assistance including downloadable consumer complaint forms and a Consumer Protection Hotline at 1-800-368-8808 <https://ago.wv.gov/about/Divisions/Pages/Consumer-Protection-and-Anti-Trust-Division-.aspx>

IN THE FAMILY COURTS OF HAMPSHIRE, MINERAL AND MORGAN COUNTIES

Administrative Order: 24-ADM- _____

AMENDED ADMINISTRATIVE ORDER
RE: CERTIFICATES OF SERVICE REQUIRED ON ALL FILINGS AND SIGNATURE
REQUIREMENTS

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 of record on appeal, and similar paper shall be served upon each of the parties."

WHEREAS, pursuant to Rule 5(d)(1) 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 and include a certificate of service.

WHEREAS, pursuant to Rule 11(a) of the West Virginia Rules of Civil Procedure, "Every pleading, motion and other paper shall be signed by at least one attorney of record in the attorney's individual name, or if the party is not represented by an attorney shall be signed by the party. **Each paper shall state the signer's address and phone number**, if any, and the West Virginia Bar identification number, if any." "An unsigned paper shall be stricken unless the omission of the signature is corrected promptly after being called to the attention of the attorney or party."


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 available through the Clerk's Office and shall be properly signed with required identification information.


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 and signature requirements.

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 to the Administrative Office of the WVSCA and all attorneys and parties at their discretion.

ENTERED this 3rd day of July 2024.


DEANNA ROCK
FAMILY COURT JUDGE
23rd CIRCUIT FAMILY COURT


MEREDITH HAINES
FAMILY COURT JUDGE
23rd CIRCUIT FAMILY COURT

IN RE:
The Marriage / Children Of:

Case No. _____

Judge: _____

_____, and _____
Petitioner (First/Middle/Last) Respondent (First/Middle/Last)

**PETITIONER'S CIVIL CASE INFORMATION STATEMENT
DOMESTIC RELATIONS CASES**

PETITIONER'S IDENTIFYING INFORMATION	IMPORTANT NOTICE
<p>Street Address _____</p> <p>City / State / Zip Code _____</p> <p>() - _____ <input type="checkbox"/> Male / <input type="checkbox"/> Female</p> <p>Phone Number _____ / _____ / _____</p> <p>Social Security Number _____ Date of Birth _____</p> <p>Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Unknown <input type="checkbox"/> White</p>	<p><input type="checkbox"/> Check this box if you wish to keep the information in this box CONFIDENTIAL because you fear for your safety and/or the safety of your children.</p> <p>If the box above is checked, this page is sealed in the file and NOT TRANSMITTED with the Petition and Summons.</p> <p>You must complete the form, Affidavit To Withhold Identifying Information, and file it at the Circuit Clerk's Office.</p>

List all minor children affected by this action:

Name	Date of Birth	Social Security Number
	/ /	- -
	/ /	- -
	/ /	- -
	/ /	- -

YES NO Do you or any of your clients or witnesses in this case require special accommodations due to a disability?

- IF YES, SPECIFY:
- Wheelchair accessible hearing room and other facilities;
 - Interpreter or other auxiliary aid for the hearing impaired;
 - Reader or other auxiliary aid for the visually impaired;
 - Spokesperson or other auxiliary aid for the speech impaired;
 - Other: _____

Original and _____ copies of petition enclosed/attached.

PETITIONER: _____

Case No. _____

RESPONDENT: _____

Days To Answer: _____ Type of Service: _____

1. RESPONDENT'S IDENTIFYING INFORMATION	
Street Address _____	
City / State / Zip Code _____	
() - _____	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Phone Number _____	/ / _____
Social Security Number _____	Date of Birth _____
Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic	
<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black	
<input type="checkbox"/> Unknown <input type="checkbox"/> White	

2. TYPE OF CASE RELIEF
(Check All That Apply)

- Divorce Without Children
- Divorce With Children
- Grandparent Visitation
- Annulment
- Separate Maintenance
- Child Support Only
- Child Custody Without Divorce
- Paternity
- Modification
- Contempt
- Infant Guardianship
- Other (specify): _____

3. YES NO Is either party seeking child support or alimony?
4. YES NO Is a Domestic Violence Protective Order in effect now?
5. YES NO Is there an active Child Protective Services (CPS) investigation of the children or was an investigation conducted in the last year prior to filing this action?
6. I am proceeding without an attorney.
OR
 I have an attorney. (Complete attorney information below.)
- Attorney Name: _____
- Firm: _____
- Address: _____
- Telephone: () - _____
- Dated: _____
- Signature _____

IN RE:
The Marriage / Children Of:

Civil Action No. _____

_____ and _____
Petitioner (First/Middle/Last) Respondent (First/Middle/Last)

PETITION FOR EXPEDITED MODIFICATION OF CHILD SUPPORT

1. GENERAL INFORMATION

a. The Petitioner is _____, who is
 the parent/spouse whose name is listed in the case style at the top of the page; or
 other person, whose relationship to the Respondent and children is _____.

b. The Petitioner requests that the Order entered on the date of ____ / ____ / ____ be modified with regard to child support. The Petitioner wants child support
 increased; or
 decreased.

2. CHANGES IN PETITIONER'S FINANCIAL CIRCUMSTANCES

All changes must have occurred after the date of the the Order you want modified.

Income

- Petitioner's gross income has increased from \$ _____ per month to \$ _____ per month.
- Petitioner's gross income has decreased from \$ _____ per month to \$ _____ per month.
- Petitioner's gross income has not changed.

If your income has changed, you must explain below why it changed.

If you have pay stubs or other documents that show the change in your income, you should attach copies to this Petition.

- I have not attached any documents.
- I have attached documents, which are _____

Child Care Costs

- Petitioner pays child care costs to be able to work; and after the date of the Order Petitioner wants modified, those costs have
 - increased from \$ _____ per month to \$ _____ per month;
 - decreased from \$ _____ per month to \$ _____ per month; or
 - remained the same.

Extraordinary Medical Expenses

- Petitioner has incurred extraordinary medical expense after the date of the Order Petitioner wants modified. If you checked this item, you **MUST** list the amounts and dates for these expenses, and the reasons they were incurred.

Other Changes in Financial Circumstances

Explain in detail any other changes in your financial circumstances. Examples of such changes are: changes in the number of dependent children you support; cost of health insurance coverage; and/or cost of housing. All changes must have occurred after the date of the Order you want modified.

3. CHANGES IN THE OTHER PARENT'S FINANCIAL CIRCUMSTANCES

All changes must have occurred after the date of the Order you want modified.

Income

- The other parent's gross income has increased from \$ _____ per month to \$ _____ per month.
- The other parent's gross income has decreased from \$ _____ per month to \$ _____ per month.
- The other parent's gross income has not changed.

If the other parent's income has changed, explain why it has changed:

If you have pay stubs or other documents that show the change in the other parent's income, you should attach copies to this Petition.

- I have not attached any documents.
- I have attached documents, which are:

Child Care Costs

- The other parent pays child costs to be able to work; and after the date of the Order Petitioner wants modified, those costs have:
 - Increased from \$ _____ per month to \$ _____ per month.
 - Decreased from \$ _____ per month to \$ _____ per month.
 - Remained the same.

Extraordinary Medical Expenses

- The other parent has incurred extraordinary medical expense after the date of the Order Petitioner wants modified. If you checked this item, you MUST list the amounts and dates for these expenses, and the reasons they were incurred.

Other Changes in Financial Circumstances

Explain in detail any other changes in the other parent's financial circumstances. Examples of such changes are: changes in the number of dependent children he/she supports; cost of health insurance coverage; cost of housing. All changes must have occurred after the date of the Order you want modified.

4. CHILDREN

List the names and birth dates for all of the children for whom support is paid under the Order you want modified.

NAME	DATE OF BIRTH
	/ /
	/ /
	/ /
	/ /
	/ /
	/ /

Petitioner's Signature

Date

You must sign the following Verification before a Notary Public or Deputy Circuit Clerk.

VERIFICATION

I, _____, after making an oath or affirmation to tell the truth, say that the facts I have stated in this Petition are true to the best of my personal knowledge and belief; and if I have provided information given to me by others, I believe that information to be true.

Signature

Date

This Verification was sworn to or affirmed before me on the _____ day of _____, 20____.

Notary Public / Other Official

My commission expires: _____.