

IN THE FAMILY COURTS OF HAMPSHIRE, MINERAL AND MORGAN COUNTIES

Administrative Order: 24-ADM- _____

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 all attorneys and parties at their discretion.

ENTERED this 27th day of June, 2024.

Deanna Rock

DEANNA ROCK
FAMILY COURT JUDGE
23rd CIRCUIT FAMILY COURT

Meredith L. Haines

MEREDITH HAINES
FAMILY COURT JUDGE
23rd CIRCUIT FAMILY COURT