

# Circuit Court of Hampshire County

**SONJA K. EMBREY, CLERK**

Post Office Box 343

50 South High Street, Suite 157

Romney, West Virginia 26757



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Beverly D. Shanholtz, Chief Deputy

Jessica L. MacBeth, Deputy

Sara J. Wiegert, Deputy

Loretta A. Spencer, Secretary

## **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