



# Are You Being Served?

The court staff can give legal information.

## The court staff **WILL**:

- Explain how the court works, including procedures, rules, and practices to litigants, the media, and other interested citizens.
- Provide examples of forms and pleadings, provide procedural guidance to litigants, and answer questions about the completion of forms.
- Explain the meaning of terms and documents used in the process.
- Explain how to bring problems before the court.
- Provide information contained in docket reports, case file (except juvenile and family), indexes, and other reports.
- Explain the requirements to have a case considered by the court.
- Give you information from your case file.
- Encourage you to seek legal advice.
- Provide a written guide outlining the West Virginia Court system.

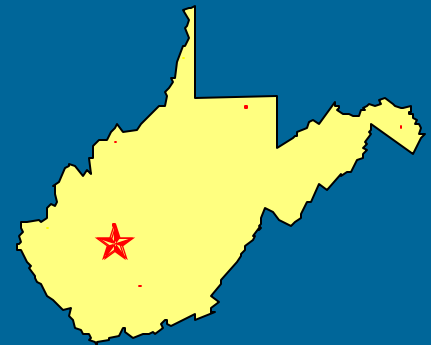
A lawyer can give legal advice.

## The court staff **CANNOT**:

- Advise you whether to bring your problems before the court or what remedy to seek.
- Give advice or information to one party over another or take sides in a case.
- Give information when they are unsure of the correct answer.
- Advise you whether to take a particular course of action.
- Disclose the outcome of a matter until the outcome is part of public record.
- Give information that must be kept confidential, by statute, rule, or case law, such as domestic relations and juvenile.
- Tell you whether or not to bring a case to court.
- Give an opinion about what will happen if a case is brought to court.
- Recommend a lawyer, but can refer you to the West Virginia State Bar Lawyer Referral Service — (304) 558-7991.
- Talk to the judge for you about what will happen in your case.
- Let you talk to the judge outside of court.

## The court staff **CAN** answer:

- How do I request a hearing?
- How do I file a lawsuit?
- Has a complaint (or petition, motion, response, answer, certificate of service, objection, etc.) been filed?
- I just got this summons and complaint. It says I have to file an 'answer' or I will be subject to default. I can't afford an attorney. What is an answer? What does one look like? What does it say? What does 'default' mean?
- When is my answer due?
- What does 'interrogatory' mean?
- I got a summons for jury service. My wife and I have tickets for a cruise on the date I have been called to serve. What happens if I don't show up? Well, what should I do then?
- When are the court deadlines and due dates?
- Do I have to do anything else?
- This is the situation I'm in . . . , so how should I bring this issue before the court to decide?
- What does the court ask for in complaints and motions?



Supreme Court  
of Appeals  
State of West Virginia

**HELP LINE: 304-558-WVCT**

304-558-0145

FAX: 304-558-1212

TTY Line: 304-558-4219

[Hearing Impaired]

WEB PAGE:

[www.state.wv.us/wvsca](http://www.state.wv.us/wvsca)



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