

# RENTERS RIGHTS WEST VIRGINIA PETITION FOR APPEAL INSTRUCTIONS

**\*\* Do Not Sign Any Document Unless In Front  
Of A Notary Public Or The Magistrate Clerk \*\***

1

## PRINT



Print two (2) copies of this packet. One copy you will keep for yourself, the other will be filed with the court at the address below.

You can often find low-cost printing at your local library. The closest to you is:

2

## FILE



- Bring a copy to your local courthouse to file at the Magistrate Clerk:
- There is a fee associated with filing. If you cannot afford the fee, you can file a Financial Affidavit to see if you are eligible to have your filing fee waived.

[Financial Affidavit](#)

## OTHER INFORMATION

- Open your mail:  
The court will provide you notice of the landlord's reply and your court date by mail. It is important that you do not miss any notices.
- Bring your paperwork:  
Even though the judge will have the paperwork you filed, you should bring a copy of your paperwork as well.
- Phones not allowed:  
This means no digital evidence, such as videos or voicemails, will be accepted. Print any photos or materials you have to present to the Court. If you have a video that you need to show, you can try to contact the court ahead of time to see if they will accept it.
- Remember your manners:  
It is important to present yourself well. Dress nicely. Say "Yes, Your Honor" and "No, Your Honor." Do not speak while others are speaking, especially the judge.
- Arrive early:  
Depending on what is going on at the courthouse, there could be a delay in getting through security or your case could be called early. Arrive at least 10-15 minutes before your hearing is scheduled.