

Instructions for ACeS

*****Adding Case Types*****

1. Login to your account.

Virginia Indigent Defense Commission - Windows Internet Explorer

https://devsite.windows.vipnet.org/ingalano/VA_YIDC-CAAP/login/

Virginia Indigent Defense Commission

Search Virginia.gov

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ACeS - Login

New Registration

Welcome to the Attorney Certification System (ACeS). Virginia Code §19.2-163.01 requires that the Virginia Indigent Defense Commission (VIDC) compile and maintain a list of attorneys admitted to practice law in Virginia who are qualified to serve as court-appointed counsel for indigent defendants. These qualifications are set forth in Virginia Code §19.2-163.03. The following information is required for all attorneys who wish to appear on the list of qualified court-appointed counsel.

If you do not yet have a login, [Register Here](#)

Existing User

Username:

Password:

[Reset Password](#)

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[WAI Level A Compliant](#)
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2. Your current certification information will appear

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https://devsite.windows.vipnet.org/mgalpano/VA_VIDC-CAAP/attorney/?dss=fac76c7069d2774dbf971d8ae1769a41

Virginia Indigent Defense Commission

Home | Attorney Information | Case Type / Jurisdictions | Case Type Questionnaire | Courses

collinsdm | Logout

Step 1

Case Type / Jurisdictions

Select your desired case type or types. Then select the jurisdictions in which you are willing to practice. Once your selections are made, click **Save Checked Selections**. Your request will be automatically submitted for review and approval. You may delete, modify or make additional selections at any time.

Select Case Type(s)

☐ Misdemeanor ☐ Felony ☐ Juvenile | [Select All](#)

☐ Capital - General ☐ Capital Appellate ☐ Capital Habeas ☐ Capital Trial Lead Counsel ☐ Capital Trial Co-Counsel | [Select All](#)

Select Jurisdiction(s) for the selected Case Type(s)

[Select All Jurisdictions](#) | [View Map](#)

<input type="checkbox"/> District 1	<input type="checkbox"/> District 8	<input type="checkbox"/> District 16	<input type="checkbox"/> District 24
<input type="checkbox"/> District 2	<input type="checkbox"/> District 9	<input type="checkbox"/> District 17	<input type="checkbox"/> District 25
<input type="checkbox"/> District 2a	<input type="checkbox"/> District 10	<input type="checkbox"/> District 18	<input type="checkbox"/> District 26
<input type="checkbox"/> District 3	<input type="checkbox"/> District 11	<input type="checkbox"/> District 19	<input type="checkbox"/> District 27
<input type="checkbox"/> District 4	<input type="checkbox"/> District 12	<input type="checkbox"/> District 20	<input type="checkbox"/> District 28
<input type="checkbox"/> District 5	<input type="checkbox"/> District 13	<input type="checkbox"/> District 21	<input type="checkbox"/> District 29
<input type="checkbox"/> District 6	<input type="checkbox"/> District 14	<input type="checkbox"/> District 22	<input type="checkbox"/> District 30
<input type="checkbox"/> District 7	<input type="checkbox"/> District 15	<input type="checkbox"/> District 23	<input type="checkbox"/> District 31

[Save Checked Selections](#) [Next Step >](#)

Your Selections

Case Type: Misdemeanor [Delete](#)

Status: [Approved](#)

From: 4/2/2009 To: 4/2/2011

Jurisdictions: [Modify](#)

[Next Step >](#)

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- Select the case type you would like to add.
- Select the judicial circuits in which you would like to accept appointments for this particular case type.
- Click “Save Checked Selections” and click “Next Step”

3. Answer the questions under the case type you have added. Please be aware that the questions from your previously approved case types will appear in addition to the questions for the case type(s) you just added. Scroll down to the section of questions that need to be answered for your newly added case type(s). Click “Save” and then click “Next.” ***Be sure to save your answers or your answers will not appear when your application is reviewed for approval.***

The screenshot shows a web browser window titled "Virginia Indigent Defense Commission - Windows Internet Explorer". The address bar displays a URL starting with "https://devsite.windows.vipnet.org/mgalgano/VA_VIDC-CAAP/attorney/Default.aspx?". The page header includes the "Virginia.gov" logo and navigation links for "Online Services", "Commonwealth Sites", "Help", and "Governor". A search bar is located in the top right corner.

The main content area is titled "Virginia Indigent Defense Commission" and shows a breadcrumb trail: "Home > ACeS > Case Type Questionnaire". A left-hand navigation menu contains links for "Training", "Careers", "Attorney Resources", "About Us", "Links", and "Contact Us".

The main content area is titled "Case Type Questionnaire" and includes a "Logout" link. It is divided into two sections: "Misdemeanor Questions" and "Felony Questions".

Misdemeanor Questions

M1 - In the past year, I have represented four or more defendants charged with a misdemeanor in District Court?
☐ Yes ☐ No

- OR -

M2 - I have completed 6 hours of VaIDC Indigent Defense Certification Training
☐ Yes ☐ No

* If YES, Date of completion

If you answered "Yes" to either question, you are qualified to accept appointments in felony and misdemeanor cases.

Felony Questions

F1 - In the past year, I have been lead counsel in four felony cases originating in District Court through
☐ Yes ☐ No

If you answered "Yes" to question F1, you are qualified to accept appointments in felony and misdemeanor cases.

F2 - I have completed 6 hours of VaIDC Indigent Defense Certification Training
☐ Yes ☐ No

* If YES, Date of completion

4. Select the box next to the Certification of Truth Statement. Click “Complete.”

