

Instructions for ACeS

****Recertification****

1. Register as a new user by clicking “Register Here”

Virginia Indigent Defense Commission - Windows Internet Explorer

https://devsite.windows.vipnet.org/mga/gano/VA_VIDC-CAAP/login/

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Home > ACeS

ACeS - Login

New Registration

Welcome to the Attorney Certification System (ACeS). Virginia Code §19.2-163.01 requires that the Virginia Indigent Defense Commission (VDC) 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:

[Log In](#) [Reset Password](#)

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2. Enter demographic information and click “Next”

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https://devsite.windows.vipnet.org/mga/gano/VA_VIDC-CAAP/login/register.aspx

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Home > ACeS

Register as a New Attorney to this System

Attorney Information

I am currently a prosecutor: ☐ Yes ☒ No

Full Name

Title:

First: Middle: Last:

Suffix:

Work Address

Firm Name:

P.O. Box:

Street:

City: State: Zip:

Contact Information

Email Address:

Phone: (eg. 804-555-1234) Extension:

Fax: (eg. 804-555-1234)

Virginia State Bar Information

VSB Status: ☐ Active ☐ Other

VSB Number: Year Licensed:

[Cancel](#) [Next >](#)

3. Create username and password.

The screenshot shows the Virginia Indigent Defense Commission website in Internet Explorer. The page title is "Register as a New Attorney to this System". It features a sidebar with links: Training, Careers, Attorney Resources, About Us, Links, and Contact Us. The main content area has a "Register as a New Attorney to this System" heading. Below this is a form with two sections: "Account Information" and "Password Information". The "Account Information" section has fields for "Create a User Name:" and "Create a Password:". The "Password Information" section has a "Confirm Password:" field. To the right of the form, there are instructions for the username and password formats. The username must start with a letter, contain no special characters other than underscore or dash, and no spaces. The password must be at least 8 characters, contain 1 uppercase, 1 lowercase, and 1 number. There are "Next >" and "Cancel" buttons at the bottom right of the form. At the bottom of the page, there is a copyright notice: "Copyright © 2010 Commonwealth of Virginia. All Rights Reserved. Virginia Indigent Defense Commission".

Virginia Indigent Defense Commission

Home > ACEs

Training
Careers
Attorney Resources
About Us
Links
Contact Us

Register as a New Attorney to this System

Account Information
Create a User Name:
Create a Password:
Confirm Password:

(1) Username format:
- Must start with a letter
- Can contain no special characters other than underscore or dash
- Does not allow spaces

(2) Password format must be at least:
- 8 characters minimum
- 1 uppercase
- 1 lowercase
- 1 number

Next > Cancel

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4. Your current certification information will appear.

The screenshot shows the Virginia Indigent Defense Commission website in Internet Explorer. The page title is "Step 1 Case Type / Jurisdictions". It features a sidebar with links: Training, Careers, Attorney Resources, About Us, Links, and Contact Us. The main content area has a "Step 1 Case Type / Jurisdictions" heading. Below this is a "Select Case Type(s)" section with checkboxes for Misdemeanor, Felony, and Juvenile. There is a "Select All" link. Below this is a "Select Jurisdiction(s) for the selected Case Type(s)" section with a grid of checkboxes for Districts 1 through 31. There are "Save Checked Selections" and "Next Step >" buttons. At the bottom, there is a "Your Selections" section showing the selected Case Type, Status, and Jurisdictions. There are "Delete" and "Modify" links. There is a "Logout" link in the top right corner. There are three red boxes with letters A, B, and C. Box A points to the "Step 1" heading. Box B points to the "Your Selections" section. Box C points to the "Select Case Type(s)" section.

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

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](#)
[Capital](#)

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 2	<input type="checkbox"/> District 9	<input type="checkbox"/> District 17
<input type="checkbox"/> District 2a	<input type="checkbox"/> District 10	<input type="checkbox"/> District 18
<input type="checkbox"/> District 3	<input type="checkbox"/> District 11	<input type="checkbox"/> District 19
<input type="checkbox"/> District 4	<input type="checkbox"/> District 12	<input type="checkbox"/> District 20
<input type="checkbox"/> District 5	<input type="checkbox"/> District 13	<input type="checkbox"/> District 21
<input type="checkbox"/> District 6	<input type="checkbox"/> District 14	<input type="checkbox"/> District 22
<input type="checkbox"/> District 7	<input type="checkbox"/> District 15	<input type="checkbox"/> District 23
		<input type="checkbox"/> District 24
		<input type="checkbox"/> District 25
		<input type="checkbox"/> District 26
		<input type="checkbox"/> District 27
		<input type="checkbox"/> District 28
		<input type="checkbox"/> District 29
		<input type="checkbox"/> District 30
		<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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- A. Click “Attorney Information” to change your demographic information.
 - B. “Your Selections” contains:
 - i. Certification case types
 - ii. Certification status (including certification dates)
 - iii. Judicial circuits
 - C. You can add/delete case types and judicial circuits on this page. **Be sure to click “Save Checked Selections” after you make any modifications.** Click “Next Step” to proceed.
5. You will be prompted to answer the questions for each case type. If you did not add any additional case types, you can click “Next Step.”
 6. Click “Courses” at the top of the page to submit courses that qualify for recertification

Virginia Indigent Defense Commission - Windows Internet Explorer

https://devsite.windows.vipnet.org/mgalgano/VA_VIDC/CAAP/attorney/Default.aspx?dss=e04ea55ef25e4e44a7a77239512aee1e6a=q

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Home > ACeS > Courses

Training
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Home | Attorney Information | Case Type / Jurisdictions | Case Type Questionnaire | Courses | onemotime | Logout

Courses - Please enter information below in order to record a course taken

Course Name: - Select a Course -

Online/Recorded Course: ☐ Yes ☒ No

Course Date: - Select Course Date -

Course Location (City):

Sponsoring Organization: - Select an Organization -

Hours Attended: 0

Subjects Covered: [Add New Subject](#)

Course Description:

Save

Courses Taken

Course	Capital Defense Workshop, 11/19/2009 - 11/20/2009
Status:	Pending Approval
Hours Attended:	10
Course Location	
Organization	
Subjects	

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- A. Select a course from the drop down menu. If the course you have taken does not appear in the menu, select “Course Not Listed.” Enter the course name.
- B. Select “Yes” if the course was taken online or was a video replay.

- C. Select the course date. If the date you have taken does not appear in the drop down menu, select “Date Not Found.” Enter the date you took the course.
 - D. Enter the course location and sponsoring organization **only if you did not view the course online.**
 - E. Enter the number of hours attended.
 - F. Click “Save”
 - G. If you have additional courses, add each one and click “Save.” Once you are done, click “Next Step.”
7. Select the box next to the Certification of Truth Statement. Click “Complete.”

The screenshot shows a web browser window with the URL https://devsite.windows.vipnet.org/ingalano/VA_VIDC-CAAP/attorney/Default.aspx?dss=74b0ccac3f6b947835461180829a8e7ba=c. The page title is "Virginia Indigent Defense Commission". The navigation bar includes "Online Services | Commonwealth Sites | Help | Governor" and a search bar. The main header is "Virginia Indigent Defense Commission". The breadcrumb trail is "Home > ACeS > Courses". A sidebar on the left contains links: "Training", "Careers", "Attorney Resources", "About Us", "Links", and "Contact Us". The main content area has a navigation bar with "Home | Attorney Information | Case Type / Jurisdictions | Case Type Questionnaire | Courses" and a "lasttime | Logout" link. Below this is a checkbox labeled "Certification of Truth Statement: I hereby certify that the answers provided to the above questions are true and complete." followed by a "Complete >" button. A notice below the checkbox states: "NOTICE: After initially qualifying, an attorney shall maintain his or her eligibility for certification by completing every two years thereafter six (6) hours of MCLE-approved continuing legal education for felonies and misdemeanors. For attorneys seeking to maintain their eligibility to accept juvenile delinquency appointments pursuant to Virginia Code § 16.1-266(8)(2), they shall complete an additional four (4) hours of juvenile delinquency CLE courses, certified by the VIDC, for a total of ten (10) CLE hours. Virginia Code § 19.2-163.03D. All court appointed attorneys and public defenders shall comply with the Standards of Practice for Indigent Defense Counsel. §19.2-163.01(A)(4). Failure to abide by these performance standards may result in removal from the list of eligible court appointed counsel. The Standards are available on the Commission's website, www.indigentdefense.virginia.gov". The footer contains copyright information: "Copyright © 2010 Commonwealth of Virginia. All Rights Reserved. Virginia Indigent Defense Commission" and links for "WAI Level A Compliant", "Web Policy", and "Virginia.gov".