

Instructions for ACeS

****First time users/Initial Certification****

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_VDC-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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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 a Windows Internet Explorer browser. The page title is "Register as a New Attorney to this System". It features a sidebar with links for Training, Careers, Attorney Resources, About Us, Links, and Contact Us. The main content area contains a registration form with the following fields and instructions:

- Account Information**
- Create a User Name:** (text input field)
- Create a Password:** (text input field)
- Confirm Password:** (text input field)
- Username format:**
 - Must start with a letter
 - Can contain no special characters other than underscore or dash
 - Does not allow spaces
- Password format must be at least:**
 - 8 characters minimum
 - 1 uppercase
 - 1 lowercase
 - 1 number

At the bottom of the form are "Next >" and "Cancel" buttons. The footer includes copyright information for 2010 and links for WAI Level A Compliant, Web Policy, and Virginia.gov.

4. Choose case type and judicial circuits. Click “Save Checked Selections” before proceeding to the next step.

The screenshot shows the "Case Type / Jurisdictions" page on the Virginia Indigent Defense Commission website. The page title is "Case Type / Jurisdictions". It includes a sidebar with the same navigation links as the previous page. The main content area contains the following sections:

- Case Type / Jurisdictions**
- 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](#)
 - A grid of checkboxes for Districts 1 through 31.
- Save Checked Selections** (button) | **Next Step >** (button)
- Your Selections**
 - No case types preferences have been selected.

An arrow points to the "Save Checked Selections" button. The footer includes a status bar indicating "Done, but with errors on page."

*****If you would like to select different judicial circuits for each case type, proceed to step 5. If not, proceed to step 6.***

5. You have the option to accept different case types in different judicial circuits. For example, if you would like to receive only Misdemeanor cases in District 1 but you want Misdemeanor and Felony cases in District 2, you can modify your judicial circuits.

A. Scroll down to “Your Selections.” Click “Modify” next to “Jurisdictions.”



- B. Select the additional judicial circuits you would like to add for that case type.
Click “Save Checked Selections.”

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https://devsite.windows.vipnet.org/ingalga/VA_VIDC-CAP/attorney/Default.aspx?dss=7412f5842299374587a14d18628e78e4 Certificate Error Live Search

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Virginia Indigent Defense Commission

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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 checked="" type="checkbox"/> District 1	<input type="checkbox"/> District 8	<input type="checkbox"/> District 24
<input type="checkbox"/> District 2	<input type="checkbox"/> District 9	<input type="checkbox"/> District 25
<input type="checkbox"/> District 2a	<input type="checkbox"/> District 10	<input type="checkbox"/> District 26
<input type="checkbox"/> District 3	<input type="checkbox"/> District 11	<input type="checkbox"/> District 27
<input type="checkbox"/> District 4	<input type="checkbox"/> District 12	<input type="checkbox"/> District 28
<input type="checkbox"/> District 5	<input type="checkbox"/> District 13	<input type="checkbox"/> District 29
<input type="checkbox"/> District 6	<input type="checkbox"/> District 14	<input type="checkbox"/> District 30
<input type="checkbox"/> District 7	<input type="checkbox"/> District 15	<input type="checkbox"/> District 31

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

Your Selections

Case Type: Felony [Delete](#)

Status: Pending Approval

Jurisdictions: District 1 [Modify](#)

- C. The additional judicial circuits will appear below each case type you chose.
Click “Next Step.”

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https://devsite.windows.vipnet.org/ingalga/VA_VIDC-CAP/attorney/Default.aspx?dss=7412f5842299374587a14d18628e78e4 Certificate Error Live Search

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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.

[Make Additional Selections](#) [Next Step >](#)

Your Selections

Case Type: Felony [Delete](#)

Status: Pending Approval

Jurisdictions: District 1, District 2 [Modify](#)

Case Type: Misdemeanor [Delete](#)

Status: Pending Approval

Jurisdictions: District 1 [Modify](#)

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6. Click “Next Step to answer the questions for each case type.

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Home > ACEs > Case Type/Jurisdictions

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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

Your Selections

Case Type: Felony [Delete](#)

Status: Pending Approval

Jurisdictions: District 1, District 2 [Modify](#)

7. Answer the questions completely for all case types and click “Save.”

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Home > ACEs > Case Type Questionnaire

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Case Type Required 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

8. Click “Next Step.” If you are applying for capital certification, you will need to click “Courses” and enter the qualifying courses you have taken.

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https://devsite.windows.vipnet.org/mgaigano/VA_VIDC-CAAP/attorney/Default.aspx?dss=e04ea55ef25e4a44a7a77239512aee1e8a=q

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

Course Name:

Online/Recorded Course: ☐ Yes ☐ No

Course Date:

Course Location (City):

Sponsoring Organization:

Hours Attended:

Subjects Covered: [Add New Subject](#)

Course Description:

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”

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

