

VIDC Attorney Certification System (ACeS)

Change Jurisdictions Served for Each Case Type

How to Add/Remove Case Types

1. Log into your account at <https://aces.virginiainteractive.org/login/>
2. On the top menu bar, click **“Case Type / Jurisdictions”**.
3. Then, click **“Make Additional Selections”**.
4. Select the checkbox for the new Case Type(s) for which you want to apply
5. Select the corresponding Jurisdictions in which you want to accept case work for the new Case Type.
6. Then, click **“Next Step”**.
7. On the Case Type Required Questions page, provide the required information requested for the Case Type.
 - a. TIP: If you need to gather information and come back later, you can select the “Save” option to return back later.
8. Once the required information has been entered, click “submit” to apply for the new Case Type.
9. After submitting your application, we will contact you by email if your application is approved.

To Remove a Case Type:

1. Log into your account at <https://aces.virginiainteractive.org/login/>
2. On the top menu bar, click **“Case Type / Jurisdictions”**.
3. Find the Case Type you no longer want connected to your profile and click **“delete”**.