

## **VIDC Attorney Certification System (ACeS)**

### ***Change Jurisdictions Served for Each Case Type***

#### **How to Change Case Type Jurisdictions**

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 Case Type(s) for which you want to adjust the Jurisdictions and then click “**Save Checked Selections**”.
  - a. TIP: You can select different Jurisdictions for each Case Type by selecting a single case type at a time and saving the checked selections prior to moving on to the next case type.