

VIDC Attorney Certification System (ACeS)

Initial Certification Instructions

Virginia Code [§19.2-163.01](#) requires the Virginia Indigent Defense Commission (VIDC) to maintain a list of certified attorneys who are qualified to serve as court-appointed counsel for indigent defendants based on the qualifications set forth in Virginia Code [§19.2-163.03](#).

Are You Ready to Create an Account and Apply for Initial Certification?

Attorneys should meet one (1) of the following minimum requirements BEFORE creating an account:

- I am licensed to practice law in Virginia AND I have completed VIDC [Initial Certification Training](#).
- In the past one (1) year, I have been an active member of the Virginia State Bar AND represented four (4) or more defendants charged with a misdemeanor in General District Court.

Create an Account and Apply for Case Types

1. Click “**Create an Account**” and complete the Attorney Information section. Then click the *Next* button.
 - a. Note: The work address you provide will be visible on the Certified Court-Appointed Counsel page of the VIDC.
2. On the next page, create your username and password and click the *Next* button.
3. Click “**Continue**” when the *Initial Setup* pop up window appears.
4. On the Case Type / Jurisdiction page, mark the check boxes for the Case Type(s) for which you want to apply.
5. Next, select the Jurisdiction(s) for the selected Case Type(s).
 - a. Please **ONLY** select Jurisdictions for which you are able to accept cases.
 - b. If you want to accept different Jurisdictions for each case type, add each case type (and the corresponding Jurisdictions) separately and click “**Save Checked Selections**” between each case type.
 - c. When you’re ready to move, click **Next Step**.

6. Next, you will be taken to the Case Type Questionnaire section where you will be asked to answer the required questions for the case types you selected on the previous screen.
 - a. TIP: If you need to gather your case work information and come back later, please use the Save button.
7. Once you have provided all of the required answers, click **Submit**.
8. A Certificate of Truth pop up window will appear. If you agree, click the “I accept these terms” button. You may be asked to accept this agreement again on a 2nd screen.
9. Upon submitting your application, your information will be sent to VIDC for review. If approved, you will be notified by email to the address used to create the account.
10. If you have any questions or concerns, please contact the VIDC Certification Department at Certification@vadefenders.org.