

# Court-Appointed Attorney Initial Certification Application in Non-Capital Cases

The qualifications for certification are set forth in Virginia Code §19.2-163.03. The following information is required of all attorneys who wish to appear on the list of qualified court appointed counsel. Under Virginia Code §19.2-163.04B, the certification expires two years from the date of the most recent certification. To maintain eligibility, attorneys must formally recertify every two years.

1. Name: Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Ms. first middle last

2. Firm Name: \_\_\_\_\_  
PO Box: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Office Phone Number: \_\_\_\_\_ 4. Office Fax Number: \_\_\_\_\_

5. Office Email Address: \_\_\_\_\_

6. Are you an active member of the Virginia State Bar in good standing?  Yes  No

7. Virginia State Bar ID number: \_\_\_\_\_

8. Year licensed to practice in Virginia: \_\_\_\_\_

9. In which circuit(s) do you wish to be considered for appointment? (See attached map) Check all that apply:  
1 2a 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 ALL

10. I am applying to be certified as court appointed counsel in the following case type (Only apply for the case type in which you have fulfilled the certification requirements):  
 Misdemeanor  Felony  Juvenile

### MISDEMEANOR CASE REPRESENTATION

11. In the past year, I have represented four or more defendants charged with a misdemeanor in District Court.  
 Yes  No

**OR**

12. I have completed 6 hours of VIDC Indigent Defense Certification Training.  
 Yes, date: \_\_\_\_\_  No

**If you answered "Yes" to either question, you are eligible to be approved for misdemeanor certification. Go to the next desired case type or to the Certificate of Truth Statement.**

**FELONY CASE REPRESENTATION**

13. In the past year, I have been lead counsel in four felony cases originating in District Court through final resolution including appeals, if any.

Yes  No

**If you answered “Yes” to question #13, please provide the following information on a separate sheet:**

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

**EXAMPLE:**

*Commonwealth v. John Doe  
Richmond GDC, Richmond Circuit Court  
July 1, 2011  
Retained July 2, 2011  
October 14, 2011  
Client charged with Grand Larceny. Interviewed client. Client released on bond. Prepared and filed discovery motion, interviewed witnesses and conducted research. Reviewed results of investigation and evidence with client. Case certified at preliminary hearing. Filed pretrial motions. Motion to suppress denied. Discussed plea with client and other consequences if convicted. Tried case before the court. Defendant found guilty. Advised client of right to appeal. Defendant sentenced to 3y with all 3y suspended, 3y supervised probation.*

**If you answered “Yes” to question #13 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for felony and misdemeanor certifications.**

**OR**

14. I have completed 6 hours of VIDC Indigent Defense Certification Training,

Yes, date: \_\_\_\_\_  No

**AND**

15. I have participated as lead or co-counsel\* in four felony cases from District Court to final resolution including appeals if any.

Yes  No

**If you answered “Yes” to question #15, please provide the following information on a separate sheet:**

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead/Co-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

**If you completed the 6 hours of certification training, answered “Yes” to question #15 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for felony and misdemeanor certifications.**

**OR**

16. In the past five years, I have participated as lead counsel in five felony cases from District Court to final resolution including appeals if any,

Yes  No

**AND**

17. I have completed 6 hours of VIDC Indigent Defense Certification Training.

Yes, date: \_\_\_\_\_  No

**If you answered “Yes” to question #16, please provide the following information on a separate sheet:**

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

**If you completed the 6 hours of certification training, answered “Yes” to question #16 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for felony and misdemeanor certifications.**

**JUVENILE AND DOMESTIC RELATIONS CASE REPRESENTATION**

18. In the past year, I have been lead counsel in four cases representing juveniles as defense counsel in delinquency matters in Juvenile and Domestic Relations Court.

Yes  No

**If you answered “Yes” to question #18, please provide the following information on a separate sheet:**

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

**If you answered “Yes” to question #18 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for juvenile certification.**

**OR**

19. I have completed 6 hours of VIDC Indigent Defense Certification Training,

Yes date: \_\_\_\_\_  No

**AND**

20. I have completed 4 hours of VIDC Juvenile Indigent Defense Certification Training,

Yes date: \_\_\_\_\_  No

**AND**

21. I have participated as lead or co-counsel\* in four cases representing juveniles as defense counsel in delinquency matters in Juvenile and Domestic Relations Court.

Yes  No

**If you answered “Yes” to question #21, please provide the following information on a separate sheet:**

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead/Co-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

If you answered “Yes” to questions #19-21 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for juvenile certification.

**OR**

22. In the past five years, I have participated in five cases representing juveniles as defense counsel in delinquency matters in Juvenile and Domestic Relations Court,

Yes  No

**AND**

23. I have completed 6 hours of VIDC Indigent Defense Certification Training,

Yes, date: \_\_\_\_\_  No

**AND**

24. I have completed 4 hours of VIDC Juvenile Indigent Defense Certification Training.

Yes date: \_\_\_\_\_  No

If you answered “Yes” to Question #22, please provide the following information on a separate sheet:

- Style of Case
- Court(s)
- Date of Arraignment/appointment of counsel
- Date Began as Lead-Counsel
- Date Concluded
- Nature of Case, Description of Involvement, Final Outcome

If you answered “Yes” to question #22-#24 and provided the requested case information that is in compliance with the requirements, you are eligible to be approved for juvenile certification.

\* For the purposes of the certification requirements, “Co-Counsel” participates with lead counsel in every critical aspect of the representation of the defendant. Co-counsel is not necessarily counsel of record.

**NOTICE:**

**Standards of Practice**

All court appointed attorneys and public defenders shall comply with the Standards of Practice for Indigent Defense Counsel pursuant to §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 VIDC’s website at [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov).

**Certificate of Truth**

I hereby certify that all the information provided in this application is true and complete and that I am fully aware of the requirement to comply with the Standards of Practice for Indigent Defense Counsel as established by the VIDC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to:  
Attorney Certification  
Virginia Indigent Defense Commission  
1604 Santa Rosa Road, Suite 200  
Richmond, Virginia 23229  
Phone: (804) 662-7249 ext. 139  
Fax: (804) 662-7359

