



# Virginia Criminal Sentencing Commission

100 North Ninth Street • Richmond, Virginia 23219 • Tel. 804.225.4398 • FAX 804.786.3934

## Application for Fee Waiver

This form does not apply to Commonwealth's attorneys, public defenders, probation staff, or judicial/state employees, as fees are automatically waived for those groups.

### Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date admitted to the Virginia State Bar \_\_\_\_\_ Bar # \_\_\_\_\_

Have you ever attended a training seminar sponsored by the Sentencing Commission?

Yes  No If yes, in what year did you last attend? \_\_\_\_\_

### Practice

What percentage of your practice involves indigent defense work? \_\_\_\_\_

What percentage of your practice involves criminal defense (all areas)? \_\_\_\_\_

How many attorneys in your firm are primarily engaged in criminal defense work? \_\_\_\_\_

(Full-time attorney = 1 attorney Part-time attorney = 1/2 attorney)

During the previous calendar year, did you gross \$80,000 or more from criminal defense practice?

Yes  No

### Type of Assistance Requested

Sentencing Guidelines Mobile Manual

Training →  Introduction to Sentencing Guidelines (6 CLE)  Sentencing Guidelines Refresher (3 CLE)  
 Sentencing Guidelines Knowledge & Skills Evaluation incl. Ethics Issues (5 CLE w/1 Ethics)

### Other Information

Is there anything else relevant to the application that you would like the Commission to know?

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Please submit completed application

**Mail** Virginia Criminal Sentencing Commission  
 100 North Ninth Street  
 Richmond, VA 23219

**E-mail** [vguidelines@vsc.virginia.gov](mailto:vguidelines@vsc.virginia.gov)  
**Fax** (804) 786-3934

### Evaluation Criteria

- Percentage of practice focusing on indigent defense cases
- Financial need of applicant (especially for new or solo practitioners)