

## INTRODUCTION TO SENTENCING GUIDELINES



### (6 Hours - Approved for 6 CLE & VIDC Re-certification)

The introduction seminar is designed for the attorney or criminal justice professional who is new to Virginia's Sentencing Guidelines. The seminar will begin with general background information and progress to detailed information on scoring each of the guidelines factors to include changes beginning July 1, 2018. Register by completing the form and submit to the Commission. Cost \$125.00 (Paralegals \$62.50). Purchase manual separately. (Fee waived for Judges, CAs, Public Defenders, P&P and staff. Limited fee waivers are available for attorneys) Same content as in previous years.

### 2019 SEMINAR DATES AND LOCATIONS \$125

#### MARCH 13 - FAIRFAX

Fairfax County Government Center  
☐ 9:30-5:00 (#673)

#### MARCH 21 - PORTSMOUTH

Department of Social Services  
☐ 9:30-5:00 (#674)

#### APRIL 5 - HENRICO

Henrico Police and Fire Training Center  
☐ 9:30-5:00 (#675)

#### APRIL 19 - BLACKSBURG

Blacksburg Community Center  
☐ 9:30-5:00 (#676)

#### APRIL 26 - CHARLOTTESVILLE

Piedmont Virginia Community College  
☐ 9:30-5:00 (#677)

#### SEPTEMBER 12 - PORTSMOUTH

Department of Social Services  
☐ 9:30-5:00 (#691)

#### OCTOBER 1 - ABINGDON

Southwest VA Higher Education Center  
☐ 9:30-5:00 (#699)

#### OCTOBER 8 - HENRICO

Henrico Police and Fire Training Center  
☐ 9:30-5:00 (#700)

#### OCTOBER 15 - WEYERS CAVE

Blue Ridge Community College  
☐ 9:30-5:00 (#701)

#### OCTOBER 16 - LYNCHBURG

Central Virginia Community College  
☐ 9:30-5:00 (#702)

#### DECEMBER 3 - ROANOKE

Roanoke Higher Education Center  
☐ 9:30-5:00 (#703)

#### DECEMBER 5 - FAIRFAX

Fairfax County Government Center  
☐ 9:30-5:00 (#704)

#### DECEMBER 10 - CHESTERFIELD

Workforce Alliance  
☐ 9:30-5:00 (#705)

#### DECEMBER 11 - VIRGINIA BEACH

EMS Training Center  
☐ 9:00-4:00\* (#706) \*note time change

#### DECEMBER 13 - FREDERICKSBURG

Germanna Community College  
☐ 9:30-5:00 (#708)

## ADVANCED SENTENCING GUIDELINES & ETHICS

### (5 Hrs-Approved 5 CLE, 1 Ethics & VIDC Re-certification)

The evaluation course is designed for the experienced user of Virginia's Sentencing Guidelines. Attendees will complete a knowledge and skills exercise that will determine the topics covered in this seminar. Attendees will participate in a discussion-oriented workshop addressing common errors and complex scoring issues. Ethics Council with the Virginia State Bar will lead the discussion and answer questions related to ethical responsibilities relating to the Sentencing Guidelines. Cost \$100.00 for 5 hours seminar (Paralegals \$50.00) (Fee waived for Judges, Comm. Attorneys, P&P, Public Defenders & Staff. Limited fee waivers are available for attorneys) Same content as in previous years.

### 2019 SEMINAR DATES AND LOCATIONS \$100

#### SEPTEMBER 13 - CHESTERFIELD

Workforce Alliance  
☐ 9:30-4:00 (#692)

#### SEPTEMBER 16 - WARRENTON

Department of Social Services  
☐ 9:30-4:00 (#693)

#### SEPTEMBER 19 - WINCHESTER

Frederick County Public Safety Bldg.  
☐ 9:30-4:00 (#694)

#### SEPTEMBER 23 - WYTHEVILLE

Wytheville Community College  
☐ 9:30-4:00 (#695)

#### SEPTEMBER 24 - MARTINSVILLE

Piedmont Regional Criminal Justice Center  
☐ 9:30-4:00 (#696)

#### SEPTEMBER 25 - HAMPTON

Thomas Nelson Community College  
☐ 9:30-4:00 (#697)

#### SEPTEMBER 26 - PORTSMOUTH

Department of Social Services  
☐ 9:30-4:00 (#698)

## UNDERSTANDING RAP SHEETS, AUTOMATION and SWIFT!

### (3 Hours - Approved for 3 CLE & VIDC Re-certification)

The understanding rap sheets and automation seminar is designed for the attorney or criminal justice professional who prepares or uses Virginia's Sentencing Guidelines. This seminar will review how to interpret and apply convictions on Identity History Summaries "Rap Sheets" to Virginia's Sentencing Guidelines. Participants will complete exercises on reading out-of-state criminal histories and scoring the offenses on the appropriate sentencing guidelines. Participants will also review how to use SWIFT!. Cost \$50.00 (Paralegals \$25.00), Purchase manual separately. (Fee waived for Judges, Comm. Attorneys, P&P, Public Defenders & Staff. Limited fee waivers are available for attorneys)

### 2019 SEMINAR DATES AND LOCATIONS \$50

#### MAY 6 - CHESAPEAKE

Chesapeake Central Library  
 1:00-4:00 (#678)

#### MAY 7 - VIRGINIA BEACH

EMS Training Center  
 9:00-12:00 (#679)  1:00-4:00 (#680)

#### MAY 8 - WARSAW

Rappahannock Community College Warsaw Campus  
 1:00-4:00 (#681)

#### JUNE 11 - FAIRFAX

Fairfax County Government Center  
 9:00-12:00 (#682)  1:00-4:00 (#683)

#### JUNE 13 - CULPEPER

Public Safety Center  
 9:00-12:00 (#685)  1:00-4:00 (#686)

#### JUNE 21 - RADFORD

New River Community College  
 9:00-12:00 (#687)  1:00-4:00 (#688)

#### JUNE 25 - HENRICO

Henrico Police and Fire Training Center  
 9:00-12:00 (#689)  1:00-4:00 (#690)

## APPLY FOR A SWIFT! ACCOUNT



SWIFT! is a system that is connected to existing court data. This data is used to populate fields on the sentencing guidelines form. In the future, this connection will allow sentencing guidelines preparers to electronically share copies of guidelines with one another and to submit the final guidelines to the sentencing courts. Even then, the system can generate paper copies for jurisdictions that require paper.

Existing technology will still allow preparers to modify the worksheets up until the court accepts the electronic copy.

The system will calculate the guidelines recommendations and populate the coversheet every time the final scores are modified.

In the future, the system will assist users in preparing the sentencing guidelines as it checks for common errors on the worksheets. In all cases, the preparer will make the final call on how a factor is scored. This is the beginning of the automation process.

SWIFT! is the only way to complete sentencing guidelines and to print paper copies of the worksheets.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OFFICE: \_\_\_\_\_

BAR NUMBER: \_\_\_\_\_

PRIMARY COURT: \_\_\_\_\_

Register for a SWIFT account online, click link below.

<http://www.vcsc.virginia.gov/swift.html>  
 or email SWIFT@vacourts.gov

Register for seminars online, click link below.  
<http://www.vcsc.virginia.gov/training.html>

## ORDER FORM FOR MANUAL AND SEMINARS

Mr.  Ms.  Mrs.  \_\_\_\_\_

Name: \_\_\_\_\_

Address: (street address for UPS delivery)

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

### 21st Edition Manual Selection (Eff. July 1, 2018)

**22nd (2019) Edition is Not Available for Purchase**

- Update from an Earlier Edition.....\$80.00
- Complete Manual with Binder & Tabs.....\$155.00

### 2019 Seminar Selection

- Introduction to Guidelines .Seminar # \_\_\_\_\_..\$125.00
- Advanced & Ethics.....Seminar # \_\_\_\_\_..\$100.00
- Rap Sheets/Automation.....Seminar # \_\_\_\_\_..\$ 50.00

**TOTAL ENCLOSED: \$** \_\_\_\_\_

Sentencing Guidelines Manual is required for all seminars

- Mail your registration form to:

Virginia Criminal Sentencing Commission  
 100 N. 9th Street - 5th Floor, Richmond, VA 23219  
 Make Checks Payable to the Treasurer of Virginia  
 Fee waived for Judges, Commonwealth Attorneys, P&P,  
 Public Defenders & Staff). Special pricing for paralegals.

- CALL 804.225.4398 ● FAX to 804.786.3934
- TEXT to 804.393.9588