

**SUPREME COURT OF VIRGINIA**

Office of the Executive Secretary  
100 North Ninth Street, 3<sup>rd</sup> Floor  
Richmond, Virginia 23219  
(804) 786-6455  
FAX (804) 786-4542

**REQUEST FOR COURSE APPROVAL CONTINUING  
EDUCATION FOR SPECIAL JUSTICES**

Check if this is a new address

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

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

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Special Justice for  Juveniles  Adults  Both

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**Program Information**

Course Sponsor \_\_\_\_\_

Course/Program Title \_\_\_\_\_

Total Hours \_\_\_\_\_

*\*\*Please attach program description or other information provided by the course sponsor.\*\**  
Sufficient information should be sent to OES to make a determination about the number of credit hours to be awarded and the content and applicability of the program to the duties of a special justice.

A determination concerning approval will be made as quickly as possible; however, please allow at least 15 business days for the determination.

**You will be notified via e-mail of the determination.**

*If you have questions, please contact:*

Angela Olivier, Education Support Specialist  
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