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Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

May 29, 2019

The Honorable Jay Edward Dugger
Chief Judge
City of Hampton Juvenile and Domestic Relations District Court
P. O. Box 69104
Hampton, VA 23669-9404

Audit Period: July 1, 2017 through June 30, 2018
Court System: City of Hampton
Judicial District: Eighth

We are performing a statewide audit of the Juvenile and Domestic Relations District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Court Costs

Repeat: No

The Clerk and her staff did not properly bill and collect court costs. In 70 cases tested, we noted the following errors.

- In seven cases, defendants were not charged \$2,557 in court costs.
- In three cases, court costs of \$356 were not certified to the circuit court.
- In two local cases, the Clerk did not bill the locality for public defender fees of \$240.
- In one case, the defendant was overcharged \$75 in court costs.

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The Clerk and her staff should correct the specific cases noted above and should establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with Code of Virginia.

We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Robert B. Wilson V, Judge
Jennifer Elizabeth Wren, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia