



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

September 22, 2016

The Honorable Thomas P. Sotelo
Chief Judge
County of Fairfax Juvenile and Domestic Relations District Court
4110 Chain Bridge Rd
Fairfax, VA 22030-4020

Audit Period: July 1, 2014 through June 30, 2015
Court System: County of Fairfax
Judicial District: Nineteenth

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 Attorney Costs - New

The Clerk did not bill for local attorney costs for the entire audit period. This resulted in all applicable local attorney costs being paid by the Commonwealth with no reimbursement from either the locality or defendants.

The Clerk should research all similar cases, make the appropriate corrections to case paperwork, and bill the localities for the applicable attorney fees. The Clerk and her staff should work with the Office of the Executive Secretary to receive guidance regarding best practices related to the processing of local attorney fees and, going forward, the Clerk should bill all costs in accordance with the Code of Virginia.

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We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM: clj

cc: The Honorable Gayl Branum Carr, Judge
The Honorable Glenn L. Clayton, Judge
The Honorable Kimberly J. Daniel, Judge
The Honorable Helen F. Leiner
The Honorable Janine M. Saxe
The Honorable Todd G. Petit
Barbara Suini Moran, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia