



Commonwealth of Virginia

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 13, 2024

The Honorable Thomas P. Sotelo
Chief Judge
County of Fairfax Juvenile and Domestic Relations District Court

Audit Period: July 1, 2022, through June 30, 2023
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 the following matter requiring management's attention and corrective action.

Properly Manage System Access

Repeat: No

The Clerk did not properly manage access to the court's automated systems. We noted 27 of 65 system users (42%) had access roles that do not align with their job responsibilities and three terminated employees who still have access to the courts automated systems. Having unauthorized individuals with access to the court's automated information system or having an individual with inappropriate access could compromise the integrity of the system and the data it contains. The Clerk is responsible for granting, changing, and terminating access to the court's automated systems. The Clerk should review the current access levels and make revisions as necessary. Going forward, the Clerk should review system access at least once a year to ensure the level of access of all system users is commensurate with their job duties, and immediately delete access upon termination.

The Clerk has taken corrective action to remediate the internal control finding that we reported in the previous audit.

Thomas P. Sotelo, Chief Judge

February 13, 2024

Page Two

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

Staci A. Henshaw

AUDITOR OF PUBLIC ACCOUNTS

LH: clj

cc: The Honorable Maha-Rebekah Abejuela, Judge
The Honorable Gayl B. Carr, Judge
The Honorable Divini R. Nadaraja, Judge
The Honorable Jonathan D. Frieden, Judge
The Honorable Todd G. Petit, Judge
The Honorable Melissa S. Cardoce, Judge
The Honorable Melinda L. VanLowe, Judge
Kristi Smith, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia