



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

August 15, 2014

The Honorable Richard J. McCue  
Chief Judge  
City of Falls Church General District Court  
1425 N. Courthouse Road  
Arlington, VA 22201

The Honorable George Varoutsos  
Chief Judge  
City of Falls Church Juvenile and Domestic Relations District Court  
1425 N. Courthouse Road  
Arlington, VA 22201

Audit Period: July 1, 2012 through June 30, 2014  
Court System: City of Falls Church  
Judicial District: Seventeenth

We are performing a statewide audit of the Combined General 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 Fees

The Clerk does not properly bill attorney fees. In seven of 25 cases tested the following errors were noted:

- In two cases defendants were overcharged \$180 in attorney fees.
- In four cases the locality was not billed for \$480 in attorney fees.

The Honorable Richard J. McCue  
The Honorable George Varoutsos  
Chief Judges  
August 15, 2014  
Page Two

- One case was incorrectly entered as a local ordinance violation rather than a state charge, resulting in the locality being reimbursed \$120 in attorney fees rather than the state.

The Clerk should work with her staff to ensure they understand the billing and collection requirements for attorney fees. Further, the Clerk should review the work of her staff to identify and correct potential errors and, if necessary, request additional training from the Office of the Executive Secretary of the Supreme Court of Virginia.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Thomas J. Kelley, Jr., Judge  
The Honorable Frances O'Brien, Judge  
The Honorable Esther Wiggins, Judge  
Lekha L. Varghese, Clerk  
Paul F. DeLosh, Director of Judicial Services  
Supreme Court of Virginia