



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

February 6, 2020

The Honorable Jay Edward Dugger  
Chief Judge  
City of Hampton Juvenile and Domestic Relations District Court

Audit Period: July 1, 2018 through June 30, 2019  
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:** Yes (first issued in fiscal year 2018)

The Clerk and her staff did not properly bill and collect court costs. In 45 cases tested, we noted the following errors.

- In six cases, defendants were not charged court costs totaling \$436.
- In two cases, defendants were overcharged court costs of \$441.
- In one appealed case, costs of \$211 were not certified to Circuit Court.
- In one appealed case, costs of \$91 were erroneously certified to Circuit Court.
- In one local case, the locality was not billed \$120 for public defender fees.

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.

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

Martha S. Mavredes  
AUDITOR OF PUBLIC ACCOUNTS

MSM:vks

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