



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

December 8, 2023

The Honorable Ray P. Lupold, III
Chief Judge
County of Amelia General District Court

The Honorable Phillip T. DiStanislao
Chief Judge
County of Amelia Juvenile and Domestic Relations District Court

Audit Period: July 1, 2022, through June 30, 2023
Court System: County of Amelia
Judicial District: Eleventh

We are performing a statewide audit of the Combined 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 Bill and Collect Attorney Fees

Repeat: No

The Clerk and her staff did not properly bill and collect attorney fees. In two of five attorney invoices tested (40%), the Clerk overcharged defendants a total of \$174. The Clerk should correct the specific cases noted during the audit, seek additional training in the billing and collection of attorney fees, and establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect attorney fees in accordance with the Code of Virginia.

Ray P. Lupold, III, Chief Judge
Phillip T. DiStanislao, Chief Judge
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Page Two

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

Staci A. Henshaw
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LH: clj

cc: The Honorable Thomas Stark, IV, Judge
The Honorable Theresa Royall, Judge
Melissa B. Gil, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia