



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

April 21, 2017

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, 2015 through June 30, 2016
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 and Collect Court Costs

The Clerk did not properly bill and collect court costs. In 109 cases tested, we noted the following errors.

- In 24 cases, defendants were not charged costs totaling \$2,409.
- In four cases, court costs were not documented on the back of the summons or warrant on appealed cases, resulting in the loss of potential payments totaling \$396.
- In one case, the Clerk did not bill the locality for \$120 in court-appointed attorney fees.

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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.

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

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

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