

July 14, 2006

MEMORANDUM

TO: Clerks of the Circuit Court

FROM: Bruce W. Haynes, Executive Secretary

RE: FY06 Reporting of Fines and Fees

The Code of Virginia, § 19.2-349, requires the Department of Taxation and the State Compensation Board to annually report to the Governor and the General Assembly the total of fines, costs, forfeitures and penalties assessed, collected, and unpaid and those which remain unsatisfied or do not meet the conditions of § 19.2-354 by each circuit and district court.

The process for gathering the respective information for the annual report includes a certification process for Circuit Court Clerks. Attached to this email are the:

- • Code of Virginia, § 19.2-349,
- • Supreme Court Guidelines and Model Form Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors (dated January 14, 1999),
- • FY07 Policy Statement for Fines and Fees: Clerk of the Circuit Court; and
- • Fax Cover Sheet.

Please review the attached documents and certify the form, including your signature, date, printed name, and locality. Fax to Lisa Carson at (804) 371-0235 **not later than Monday, July 31, 2006.** Mail the original to the attention of Lisa Carson, Compensation Board, 102 Governor Street, Suite 120, Richmond, VA 23219. If you have any questions or need additional information, please call Lisa Carson at (804) 225-3443 or email at lisa.carson@scb.virginia.gov.

For your convenience, these documents are located on the Compensation Board web site at <http://www.scb.virginia.gov/reports.html> under the header, Collection of Fines and Fees.