

MEMORANDUM

TO: Clerks of the Circuit Court
FROM: Robyn M. de Socio, Executive Secretary
RE: FY09 Reporting of Fines and Fees

The Code of Virginia, § 19.2-349, requires the Department of Taxation and the 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.

Circuit Court Clerks. Please review the documents linked to this email at http://www.scb.virginia.gov/forms/clerks_fines_and_fees_packet.pdf and complete the policy statement with your signature, date, printed name and locality:

1. FY10 Policy Statement for Fines and Fees: Clerk of the Circuit Court;
2. Supreme Court Guidelines and Model Form Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors (dated January 14, 1999); and
3. Code of Virginia, § 19.2-349.

Fax the completed policy statement to Joe Kimec at (804) 371-0235 not later than Friday, July 31, 2009. A fax cover sheet has been provided for your convenience. 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, Publications and Forms / Collection of Fines and Fees / Clerks: Fines and Fees Packet.