

Compensation Board ✧ December 1, 2013

FY13
FINES & FEES
REPORT

Court Clerks **VIRGINIA** Commonwealth's Attorneys

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FY13 FINES AND FEES REPORT

EXECUTIVE SUMMARY

Court Clerks

- In FY13, Court Clerks assessed \$538.3M and collected \$263.9M in fines and fees.
- Court assessments between FY12 and FY13 decreased by \$40.4M.
- Collections by Court Clerks between FY12 and FY13 decreased by nearly \$68M.

Commonwealth's Attorneys

- In FY13, total assessments of delinquent fines and fees were \$154.8M.
- Net assessments of delinquent fines and fees were \$88.9M
- Net assessments of delinquent fines and fees between FY12 and FY13 decreased by \$19.5M.
- Gross collections for Commonwealth's Attorneys were \$61.1M.
- Net collections in FY13 were nearly \$48.4M.
- Net collections by Commonwealth's Attorneys between FY12 and FY13 increased by over \$1.7M.

Trend Data for Assessments and Collections

- Court assessments have risen from \$281.5M in FY98 to \$538.3M in FY13.
- Court Clerks collected nearly \$192.2M in FY98 compared to \$263.9M in FY13.
- Net assessments by Commonwealth's Attorneys have decreased from \$95.5M in FY98 to about \$88.9M in FY13.
- Gross collections of delinquent fines and fees by Commonwealth's Attorneys were over \$29M in FY98 compared to over \$61.1M in FY13.
- Net collections by Commonwealth's Attorneys have risen from \$22.9M in FY98 to nearly \$48.4M in FY13.

Collection Agents

- In FY13, Commonwealth's Attorneys contracted with ten private collection agents, four localities and one state agency for the collection of delinquent fines and fees.
- Collection fee percentages ranged from 17 percent to 35 percent.

In-House Collection Programs

- In FY13, fifteen Commonwealth's Attorneys collected delinquent fines and fees in-house.
- Collection fee percentages ranged from 29 percent to 35 percent.

FY13 FINES AND FEES REPORT

COLLECTION OF FINES AND FEES

Authority for the Collection of Fines and Fees

In the *Code of Virginia*, § 19.2-349 requires that Court Clerks collect on the fines, costs, forfeitures, and penalties, including court-ordered restitution, assessed within their court. If payment or a payment arrangement has not been made in thirty days, the account becomes delinquent. Fifteen days (changed to 30 days beginning in FY13, based upon 2012 General Assembly action) are allowed for the appeals process, after which the delinquent account becomes the responsibility of the Commonwealth's Attorney. The Commonwealth's Attorney is then responsible for the collection of the delinquent fines, costs, penalties, forfeitures, and restitution. The appendix of this report contains the entire text of § 19.2-349 and a listing of relevant *Code* sections.

History of Fines and Fees Reporting

The 1994 General Assembly adopted legislation directing the Compensation Board and the Department of Taxation to report to the Governor and the General Assembly regarding assessment and collection of fines, costs, forfeitures, penalties and restitution, as well as those fines and fees which remain unsatisfied or do not meet the conditions of § 19.2-354 by each circuit and district court. Pursuant to § 19.2-349.C, the Fines and Fees Report includes procedures established by the Department of Taxation and the Compensation Board pursuant to this section and a plan for increasing the collection of unpaid fines, costs, forfeitures, and penalties.

The compilation of information for the fines and fees report began in August 1995 with the receipt of collection rates from the Supreme Court of Virginia (SCV) for all Court Clerks in Virginia. The Compensation Board had met previously with representatives of the Virginia Association of Commonwealth's Attorneys, SCV, Department of Taxation and a private collection agency to determine a reporting mechanism that would accurately reflect the collection efforts of Commonwealth's Attorneys. The task force developed a fines and fees collection form, approved by the Compensation Board, to be sent to all Commonwealth's Attorneys in July of each year requesting collection data on the previous fiscal year.

Purpose of Fines and Fees Reporting

Part A of the FY13 Fines and Fees Report tracks delinquent and non-delinquent fines and fees assessments and collections by all courts and Commonwealth's Attorneys. The collection method (individually selected collection agents) for each Commonwealth's Attorney is also listed. Part B compares delinquent and non-delinquent collections made in FY13 to collections made in FY12 and displays the variance percentage. This report does not compare collection methods chosen by Commonwealth's Attorneys or draw conclusions as to the effectiveness of any Clerk or Commonwealth's Attorney. The manner in which the data is collected does not allow for meaningful comparisons to be made between collection methods or individual offices. As the data for this report is supplied by numerous sources, to include the Supreme Court of Virginia, Commonwealth's Attorneys and the Fairfax Circuit Court Clerk, the Compensation Board does not attest to the accuracy of the data presented in this report.

FY13 FINES AND FEES REPORT

COLLECTION TOPICS

Source of Courts Data

The FY13 Final BR22 Report (June 30, 2013) from the Supreme Court of Virginia's Financial Management System was the source document for courts data contained within this report. The courts data tracked assessments and collections by court within each locality. Account codes included in determining assessments and collections are those codes normally found on receivable accounts, which arise from a conviction in a traffic or criminal case, or penalties and costs assessed in a civil matter. Excluded costs are those normally associated with non-judicial financial activities such as taxes and fees assessed in a land transfer. The Supreme Court of Virginia supplied the methodology for including or excluding account codes used in determining assessments and collections in the BR22 Report for the FY13 Fines and Fees Report. The FY13 Final BR22 Report did not report assessments and collections made by the Fairfax County Circuit Court. This court reported directly to the Compensation Board the local assessments and collections made in FY13.

Current and Prior-Year Assessments and Collections

The courts data presented in the FY13 Fines and Fees Report does not examine individual accounts to match assessed data with collected data, but instead focuses on court-wide activity. The Financial Management System was designed as an accounting system, not a collections system. Consequently, the Compensation Board cannot determine if the collection was made on a current or prior-year assessment. The Supreme Court's Financial Management System does not track the age of the account on which a collection payment is made. For this reason, the FY13 Fines and Fees Report does not contain actual collection rates. Collections data are not comparable to assessment data because of the numerous variables impacting the collectability of some fines, costs, forfeitures, and penalties in the year in which they are assessed. In addition, collections may include both current and prior year assessments.

Assessments and Collections Made by Commonwealth's Attorneys

Assessments of delinquent fines, costs, forfeitures, and penalties supplied by Commonwealth's Attorneys represent amounts that have been forwarded from the Clerk's office of that locality. The amount of delinquent assessments in the Clerk's office may not match the amount assessed in the Commonwealth's Attorney's office. In General District Courts, differences may be attributed to timing in the reporting, such as using assessment information from June 1, 2012 to May 31, 2013 to represent fiscal year 2013 data. The Clerk's office may mark an account delinquent in June but the Commonwealth's Attorney may not collect upon it until July. The Compensation Board specifically requested assessment and collection figures for the time period of July 1, 2012 through June 30, 2013.

FY13 FINES AND FEES REPORT

The net assessments for Commonwealth's Attorneys are the total (gross) delinquent fines, fees, costs, and penalties assessed for the fiscal year, minus any accounts that were manually removed by Court Clerks, and minus any accounts that were reported paid through the Department of Taxation's Debt Set-Off Program. The collections for Debt Setoff in FY13 may contain amounts collected for prior year assessments. However, such amounts have not been previously reported. As a result of the potential adjustments, it is possible that the net assessments reported for a given year reflect a "negative" amount. Net collections for Commonwealth's Attorneys are the gross collections of fines, fees, costs, and penalties minus any fee for services by the collection agent.

Collection Methods

The Commonwealth's Attorney chooses the collection method noted in the data. The Clerk of each court may have a different collection method than that of the Commonwealth's Attorney. The Compensation Board does not report the collection method of Court Clerks, because per § 19.2-349, Code of Virginia, the Commonwealth's Attorney chooses the collection method of delinquent fines and fees accounts.

FY13 FINES AND FEES REPORT

IMPROVING THE COLLECTION OF FINES AND FEES

Issue	FY13 Efforts	FY14 Recommendations
Accessibility of Fines and Fees Data	Part B of the Fines & Fees Report, a comparison of current year to prior year collections, is a standard component of the annual fines and fees report. The Compensation Board agency website continues to give access to fines and fees data reporting.	The Compensation Board will continue to provide Part B, a comparison of current year to prior year collections, as a standard component of the annual fines and fees report. The Compensation Board will continue to post the annual fines and fees report to the agency website.
Priority of Fines and Fees Assessment and Collection	Addressed the importance of fines and fees collection with all newly elected and appointed Circuit Court Clerks and Commonwealth's Attorneys at the agency-sponsored New Officer Training held in December 2012.	Giving priority to fines and fees assessment and collection data is a standard component of Compensation Board training for new Constitutional Officers.
Adherence to Fines and Fees Policy	The Compensation Board required that all Commonwealth's Attorneys and Circuit Court Clerks review the Fines and Fees Compensation Board Policy Document and sign and date the policy statement certifying compliance.	The certification of Compensation Board fines and fees policy is an annual requirement of Court Clerks and Commonwealth's Attorneys.
Notice of Collection Method	The Compensation Board required that all Commonwealth's Attorneys sign and date an election form regarding their collection method and increase rate for offsetting collection costs.	Commonwealth's Attorneys are required to annually elect their collection method.
Partnerships to Improve the Reporting of Fines and Fees	A collective effort was undertaken by the Supreme Court, Office of the Attorney General, Compensation Board and Department of Taxation to approve a new July, 2013 Master Guidelines and model form for contracts between Commonwealth's Attorneys and collection agents, in conjunction with the implementation of changes approved by the 2013 General Assembly to increase the rate of collections returned to the Commonwealth.	The Compensation Board will work with other participants, including Clerks, Commonwealth's Attorneys, the Supreme Court, Department of Taxation and collection agents to examine other reporting issues that arise, such as: 1) identifying uncollectible accounts and separating as write-offs, 2) reviewing restitution reports and determining next steps regarding reporting needs, and 3) ensuring new guidelines are followed to ensure compliance with the 2013 changes.
Best Practices and Efforts for Collection of Fines and Fees	Revisions to the Master Guidelines approved in July, 2013 added a performance measurement component to contracts between Commonwealth's Attorneys and their collection agents whereby collection agents must report annually on their collection efforts to the Commonwealth's Attorney, who will provide such reports to the Compensation Board. Also, in 2009, Compensation Board staff surveyed Commonwealth's Attorneys that collected delinquent fines and fees in-house in FY09, and reported their best practices.	The Compensation Board will consolidate reports on collection agent efforts and provide information to the Supreme Court and Commonwealth's Attorneys for their evaluation and consideration in the implementation of future collections contracts. In future years, Compensation Board staff may re-issue an invitation to Commonwealth's Attorneys and/or Circuit Court Clerks to respond to a follow-up best practices survey.

FY13 FINES AND FEES REPORT

FY13 STATEWIDE ASSESSMENT AND COLLECTION OF FINES AND FEES

Assessment and collection efforts of Court Clerks and Commonwealth's Attorneys in FY13 for Circuit, General District and Juvenile & Domestic Relations Courts (or Combined General District and Juvenile & Domestic Relations Courts) are reported by locality and are found in Part A of this report. The Supreme Court of Virginia, through the Financial Management System, compiles the collection efforts of Circuit Court Clerks (excluding the Fairfax County Circuit Court, which beginning in FY05 sends their information directly to the Compensation Board). The Compensation Board gathers delinquent collection data from Commonwealth's Attorneys, as reported in the fines and fees collection form.

The following data are statewide assessment and collection efforts in FY13.

Assessments and Collections in FY13

FY13	Court Assessments	Court Assessments Decrease from FY12	Court Collections	Court Collections Decrease from FY12
Court Clerks	\$538,268,698.14	(\$40,430,801.49)	\$263,927,274.48	(\$678,981,581.6)

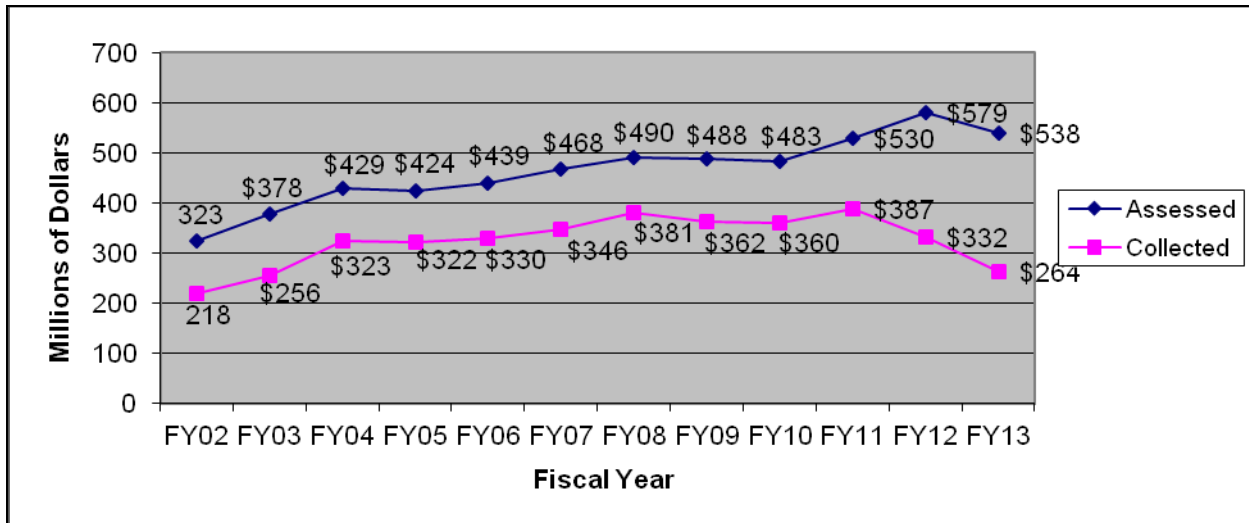
FY13	TOTAL Assessments	TOTAL Assessments Decrease from FY12	Net Assessments	Net Assessments Decrease from FY12
Commonwealth's Attorneys	\$154,812,160.50	(\$14,331,296.11)	\$88,920,801.97	(\$19,545,961.08)

FY13	Gross Collections	Gross Collections Increase from FY12	Net Collections	Net Collections Increase from FY12
Commonwealth's Attorneys	\$61,137,557.17	\$1,978,790.39	\$48,360,011.60	\$1,725,919.54

An unpaid fine, cost, penalty and forfeiture goes delinquent 45 days (changed to 30 days beginning in FY13, based upon 2012 General Assembly action) after it has been assessed by the court. Delinquent assessments are passed to the Commonwealth's Attorney on a monthly basis from the Supreme Court. These amounts comprise Total Assessments. Accounts manually removed or deleted and accounts reported paid by the Department of Taxation are subtracted from Total Assessments. The remaining amount is Net Assessments. Gross Collections is the total amount collected before the collection fee (17 to 35 percent) of the collection agent is subtracted. The remaining amount is Net Collections.

FY13 FINES AND FEES REPORT

Assessments and Collections by Court Clerks from FY02 to FY13



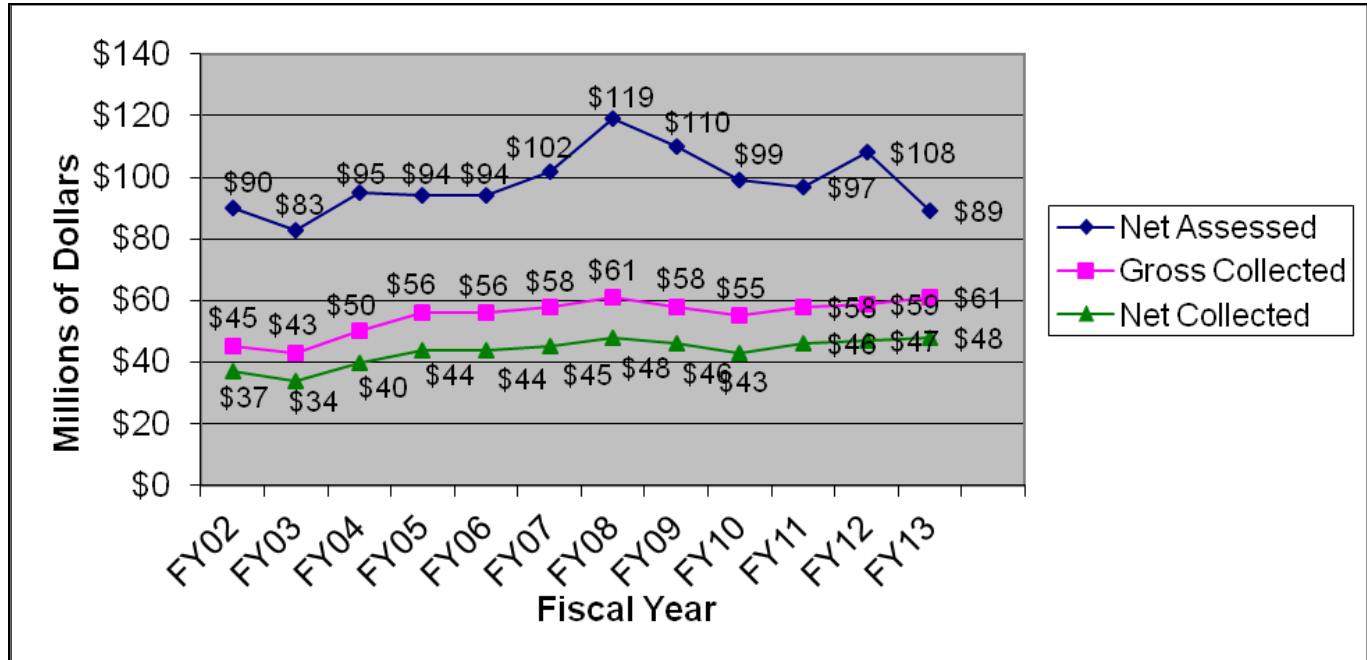
Assessment and collection data are rounded to the nearest million dollars. Assessments by Court Clerks have risen from \$323M in FY02 to \$538M in FY13 (+ \$215M), a 66.6 percent increase over the twelve-year period. Collections by Court Clerks have risen from \$218M in FY02 to a peak of \$387M in FY11 (+169M since FY02) and have fallen to \$264M in FY13 (+\$46M since FY02), with a cumulative total of a 21.1 percent increase in the same twelve-year period.

Court Assessments and Collections by Type of Court in FY13

Court	Assessments	%	Collections	%
Circuit	\$156,809,185.82	29.1%	\$25,114,184.69	9.5%
General District	\$305,371,132.88	56.7%	\$195,870,218.58	74.2%
Juvenile & Domestic Relations	\$16,966,108.36	3.2%	\$4,351,953.93	1.6%
Combined	\$59,122,271.08	11.0	\$38,590,917.28	14.6
ALL COURTS	\$538,268,698.14	100%	\$263,927,274.48	100%

FY13 FINES AND FEES REPORT

Assessments and Collections by Commonwealth's Attorneys from FY02 to FY13



Assessed and collected data are rounded to the nearest million dollars. Statewide net assessments of delinquent fines and fees by Commonwealth's Attorneys have increased from \$90M in FY02 to a peak of \$119M (+29M) in FY08 and have since fallen to \$89M in FY13 (- \$30M), a 1.1 percent decrease over the total twelve-year period. Gross collections have increased from \$45M in FY02 to \$61M in FY13 (+\$16M), a nearly 36 percent increase over the twelve-year period. Net collections have increased from \$37M in FY02 to \$48M in FY13 (+ \$11M), a nearly 30 percent increase during the same twelve-year period.

Assessments and Collections of Commonwealth's Attorneys by Type of Court in FY13

Court	Net Assessments	%	Gross Collections		Net Collections	%
Circuit	\$29,421,709.11	33.1%	\$18,600,326.79	30.4%	\$14,814,180.98	30.6%
General District	\$46,844,616.79	52.7%	\$34,599,513.85	56.6%	\$27,176,193.60	56.2%
Juvenile & Domestic Relations	\$3,118,416.08	3.5%	\$2,480,635.87	4.1%	\$1,966,641.76	4.0%
Combined	\$9,536,059.98	10.7%	\$5,457,080.66	8.9%	\$4,402,995.26	9.1%
ALL COURTS	\$88,799,336.29	100%	\$61,065,085.53	100%	\$48,287,539.96	100%

FY13 FINES AND FEES REPORT

Trend Data for Assessments and Collections from FY98 to FY13

Fiscal Year	Court Clerks		Commonwealth's Attorneys			
	Court Assessments	Court Collections	TOTAL Assessments	Net Assessments	Gross Collections	Net Collections
FY98	\$281,520,488	\$192,214,094	\$99,289,193	\$95,451,224	\$29,226,310	\$22,987,624
FY99	\$293,495,030	\$205,990,674	\$91,046,200	\$86,501,581	\$33,510,222	\$25,977,702
FY00	\$301,848,434	\$204,960,594	\$85,186,780	\$80,421,251	\$37,151,100	\$29,359,671
FY01	\$310,747,359	\$208,572,022	\$93,463,464	\$87,898,534	\$38,473,776	\$30,502,483
FY02	\$323,494,376	\$218,486,164	\$101,556,401	\$89,979,085	\$45,012,077	\$36,785,628
FY03	\$377,717,346	\$255,986,405	\$107,121,508	\$82,930,849	\$42,961,117	\$34,193,718
FY04	\$429,237,880	\$322,856,778	\$123,411,501	\$95,291,503	\$50,084,608	\$39,500,885
FY05	\$423,513,600	\$321,716,259	\$126,412,887	\$94,157,912	\$56,079,755	\$44,259,680
FY06	\$438,877,634	\$329,814,073	\$129,750,928	\$94,064,514	\$56,046,773	\$43,736,597
FY07	\$467,983,288	\$345,639,311	\$139,964,530	\$102,212,586	\$57,884,824	\$45,362,882
FY08	\$489,788,957	\$381,315,784	\$163,050,235	\$119,243,176	\$60,613,433	\$47,782,939
FY09	\$488,447,154	\$361,780,621	\$155,702,792	\$109,829,822	\$58,110,662	\$45,837,671
FY10	\$482,969,101	\$360,488,137	\$148,342,573	\$99,015,972	\$54,903,331	\$43,311,067
FY11	\$529,695,081	\$387,005,349	\$155,722,620	\$97,088,170	\$57,793,125	\$45,600,442
FY12	\$578,699,499	\$331,908,856	\$169,143,456	\$108,466,763	\$59,158,766	\$46,634,092
FY13	\$538,268,698	\$263,927,274	\$154,812,160	\$88,920,802	\$61,137,557	\$48,360,012

An unpaid fine, cost, penalty and forfeiture goes delinquent 45 days (changed to 30 days beginning in FY13, based upon 2012 General Assembly action) after it has been assessed by the court. Delinquent assessments are passed to the Commonwealth's Attorney on a monthly basis from the Supreme Court. These amounts comprise Total Assessments. Accounts manually removed or deleted and accounts reported paid by the Department of Taxation are subtracted from Total Assessments. The remaining amount is Net Assessments. Gross Collections is the total amount collected before the collection fee (17 to 35 percent) of the collection agent is subtracted. The remaining amount is Net Collections.

Assessment and collection data are rounded to the nearest whole number. Court assessments have risen from \$281.5M in FY98 to \$538.3M in FY13 (+ \$256.8M), a 91.2 percent increase over the sixteen-year period. Court collections have risen from \$192.2M to \$263.9M (+ \$71.7M), a 37.3 percent increase over the same period.

Total assessments for Commonwealth's Attorneys have risen from \$99.3M in FY98 to \$154.8M in FY13 (+\$55.5M) a nearly 56 percent increase over the sixteen-year period. Net assessments have fallen from \$95.5M in FY98 to \$88.9M in FY13 (-\$6.6M) a 7 percent decrease over the same period. Gross collections by Commonwealth's Attorneys have risen from \$29.2M to over \$61.1M (+ \$31.9M), a 109 percent increase in the same period. Net collections by Commonwealth's Attorneys have risen from \$22.9M to nearly \$48.4M (+\$25.5M), a 103 percent increase in the same period.

FY13 FINES AND FEES REPORT

In FY13, Commonwealth's Attorneys from 125 localities contracted with ten private agents, four localities (three County Treasurers and one City Attorney) and a state agency (Department of Taxation) for the collection of delinquent fines and fees. Fifteen Commonwealth's Attorneys chose to collect fines and fees through in-house programs. Collection fees ranged from 17 to 35 percent.

FY13 Collection Agents for Delinquent Fines and Fees

Collection Agent	Locality	Net Assessments	Gross Collections	Collection Fee - \$	Net Collections	Collection Fee - %
Ballato	087**	\$3,551,621.63	\$1,708,871.17	\$367,358.26	\$1,341,512.91	21.5%
Wallace S. Covington	153	\$5,003,473.52	\$2,157,604.07	\$535,911.91	\$1,621,692.16	24.8%
Roland W. Dodson	740	-\$1,344,921.35	\$1,185,071.36	\$331,607.15	\$853,464.21	28.0%
Fines Management	195	\$532,546.21	\$313,567.43	\$101,422.88	\$212,144.55	32.3%
Locality	013/610, 061,107 and 650	\$7,983,947.25	\$3,643,354.71	\$851,412.79	\$2,791,941.92	23.4%
David S. Hudson	127	\$348,837.63	\$241,792.47	\$74,026.00	\$167,766.47	30.6%
Kaufman and Canoles	810****	\$4,061,599.46	\$2,597,839.61	\$613,846.12	\$1,983,993.49	23.6%
Poole & Mahoney	041**, 057, 550, 710 and 810****	\$14,586,026.19	\$7,491,005.89	\$1,818,645.19	\$5,672,360.70	24.3%
In-House Programs	003*, 023, 063, 079,121, 137, 143, 165, 169, 175***, 191, 590, 680, 770 & 775	\$18,822,099.35	\$5,260,811.81	\$1,780,901.11	\$3,479,910.70	33.9%

FY13 FINES AND FEES REPORT

FY13 Collection Agents for Delinquent Fines and Fees - Continued

Collection Agent	Locality	Net Assessments	Gross Collections	Collection Fee - \$	Net Collections	Collection Fee - %
Newsome	081 and 595	\$7,307,515.86	\$518,244.27	\$121,155.26	\$397,089.01	23.4%
Parish & Lebar	760	\$6,224,827.00	\$2,386,658.00	\$319,683.00	\$2,066,975.00	13.4%
Quadros & Associates	700**	\$2,504,678.39	\$1,338,479.69	\$371,552.07	\$966,927.62	27.8%
Dept. of Taxation	97 Localities	\$19,338,550.83	\$32,294,256.69	\$5,490,023.83	\$26,804,232.86	17.0%

* Albemarle: In-House collected for Circuit and General District only. The Department of Taxation collected for Juvenile & Domestic Relations Courts.

**Chesterfield, Henrico, and Newport News: Private agent collected for General District Court only. The Department of Taxation collected for Circuit and Juvenile & Domestic Relations Courts.

***Southampton: In-House collected for Circuit Court only. The Department of Taxation collected for Combined Courts.

****Virginia Beach: Poole, & Mahoney collected for Circuit and Juvenile and Domestic Relations Courts. Kaufman and Canoles collected for General District Court.

FY13 Locality Collections of Delinquent Fines and Fees

Locality	Locality	Net Assessments	Gross Collections	Collection Fee - \$	Net Collections	Collection Fee - %
Arlington/Falls Church	013	\$2,645,209.39	\$1,028,201.07	\$0.00	\$1,028,201.07	0.0%
Fauquier	061	\$876,579.93	\$448,012.23	\$134,403.67	\$313,608.56	30.0%
Loudoun	107	\$1,636,479.56	\$830,147.62	\$249,044.29	\$581,103.33	30.0%
Hampton	650	\$2,825,678.37	\$1,336,993.79	\$467,964.83	\$869,028.96	35.0%
TOTAL		\$7,983,947.25	\$3,643,354.71	\$851,412.79	\$2,791,941.92	23.4%

The Commonwealth's Attorneys representing the Counties of Arlington, Loudoun and Fauquier all contracted with the Treasurer to collect delinquent fines and fees. The Commonwealth's Attorney of Hampton City contracted with the City Attorney to collect delinquent fines and fees.

FY13 FINES & FEES REPORT

FY13 In-House Collection Programs of Commonwealth's Attorneys

Locality	Net Assessments -\$-	Gross Collections -\$-	Collection Fee -\$-	Net Collections -\$-	Collection Expenses -\$-	Collection Fee Surplus -\$-	Locality / State Split -\$-	Collection Fee -%-	Collection Cost -%-
Albemarle**	\$746,486.42	\$341,146.50	\$119,401.28	\$221,745.22	\$1,188.63	\$118,212.65	\$59,106.33	35.0%	0.3%
Botetourt County	\$657,828.00	\$228,382.00	\$80,301.00	\$148,081.00	\$2,076.00	\$78,225.00	\$39,112.50	35.2%	0.9%
Floyd County	\$220,582.05	\$90,874.99	\$30,147.66	\$60,727.33	\$318.37	\$29,829.29	\$14,914.65	33.2%	0.4%
Greene County	173,249.57	76,782.74	22,524.03	54,258.71	3,090.68	\$19,433.35	\$9,716.68	29.3%	4.0%
Montgomery County	\$1,779,699.00	\$631,959.00	\$221,141.00	\$410,818.00	\$629.44	\$220,511.56	\$110,255.78	35.0%	0.1%
Orange County	\$336,770.15	\$144,834.56	\$50,611.78	\$94,222.78	\$2,468.78	\$48,143.00	\$24,071.50	35.0%	1.7%
Pittsylvania County	\$607,111.51	\$219,564.54	\$76,847.58	\$142,716.96	\$10,514.00	\$66,333.58	\$33,166.79	35.0%	4.8%
Rockingham County	\$1,296,547.79	\$597,310.53	\$209,058.66	\$388,251.87	\$96,162.33	\$112,896.33	\$56,448.17	35.0%	16.1%
Scott County	\$485,725.48	\$207,954.54	\$71,945.11	\$136,009.43	\$1,500.00	\$70,445.11	\$35,222.56	34.6%	0.7%
Southampton County*	\$392,245.74	\$130,634.26	\$39,190.28	\$91,443.98	\$5,360.76	\$33,829.52	\$16,914.76	30.0%	4.1%

FY13 FINES AND FEES REPORT

FY13 In-House Collection Programs of Commonwealth's Attorneys - Continued

Locality	Net Assessments -\$-	Gross Collections -\$-	Collection Fee -\$-	Net Collections -\$-	Collection Expenses -\$-	Collection Fee Surplus -\$-	Locality / State Split -\$-	Collection Fee -%-	Collection Cost -%-
Washington County	4,368,198.57	385,140.58	135,216.98	249,923.60	593.08	\$134,623.90	\$67,311.95	35.1%	0.2%
Danville City	\$3,695,401.99	\$735,747.42	\$220,847.40	\$514,900.02	\$104,927.10	\$115,920.30	\$57,960.15	30.0%	14.3%
Lynchburg City	1,473,270.91	511,316.59	168,731.84	342,584.75	64,818.28	\$103,913.56	\$51,956.78	33.0%	12.7%
Roanoke City	\$2,183,687.76	\$759,219.22	\$265,719.44	\$493,499.78	\$82,914.60	\$182,804.84	\$91,402.42	35.0%	10.9%
Salem City	\$405,294.41	\$199,944.34	\$69,217.07	\$130,727.27	\$169.99	\$69,047.08	\$34,523.54	34.6%	0.1%
TOTAL	\$18,822,099.35	\$5,260,811.81	\$1,780,901.11	\$3,479,910.70	\$376,732.04	\$1,404,169.07	\$702,084.54	33.9%	7.2%

*Southampton County: In-House collected for the Circuit Court only. The Department of Taxation collected for the General District and Juvenile & Domestic Relations Courts.

** Albemarle: In House collected for the Circuit and General District Court only. The Department of Taxation collected for the Juvenile & Domestic Relations Courts

Collection Cost % = Collection Expenses / Gross Collections

In FY13, fifteen Commonwealth's Attorneys collected fines and fees through in-house programs. In-House collection fee percentages ranged from 29 to 35 percent and collection cost percentages ranged from 0.01 to 16.1 percent (collection cost percentage is calculated by dividing collection expenses by gross collections). Note that although in-house collection fees range up to 35%, the proceeds from the collection fee surplus (the amount that collection fees exceed actual collection expenses) is split equally between the locality and the Commonwealth.

FY13 FINES & FEES REPORT

PART A – FY13 ASSESSMENTS AND COLLECTIONS OF FINES AND FEES

Part A of this report details collection efforts of Court Clerks and Commonwealth's Attorneys. This section reports assessments and collections for each Court (Circuit, General District, Juvenile & Domestic Relations, and Combined General District / Juvenile & Domestic Relations Courts) by locality. The data include delinquent assessments sent to the Commonwealth's Attorneys and collections by the collection agent chosen by the Commonwealth's Attorneys.

The Supreme Court of Virginia compiles data for the Court Clerks (excluding the Fairfax County Circuit Court, which beginning in FY05 sends their information directly to the Compensation Board).

The Compensation Board collects data from each Commonwealth's Attorney for delinquent accounts. The net assessments for Commonwealth's Attorneys are the total (gross) delinquent fines, fees, costs, and penalties assessed for the fiscal year, minus any accounts that were manually removed by Court Clerks, and minus any accounts that were reported paid through the Department of Taxation's Debt Set-Off Program. The collections for Debt Set-off in FY13 may contain amounts collected for prior year assessments. However, such amounts have not been previously reported. As a result of the potential adjustments, it is possible that the net assessments reported for a given year reflect a "negative" amount. Net collections for Commonwealth's Attorneys are the gross collections of fines, fees, costs, and penalties minus any fee for services by the collection agent.

The FY13 Fines and Fees Report does not contain actual collection rates. Collections data are not comparable to assessment data because of the numerous variables impacting the collectability of some fines, costs, forfeitures, and penalties in the year in which they are assessed. In addition, collections may include both current and prior year assessments.

Part A – FY13 Fines and Fees Assessments and Collections

COURTS FINES AND FEES - Court Clerks

DELINQUENT FINES AND FEES - Commonwealth's Attorneys

		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
001							
ACCOMACK							
	CIRCUIT	\$530,140.18	\$98,274.64	\$53,425.73	\$65,766.05	\$54,585.82	Taxation
	GEN DISTRICT	\$2,204,118.23	\$1,120,757.97	(\$336,524.60)	\$238,511.11	\$197,964.22	Taxation
	J & DR	\$185,797.12	\$18,222.32	(\$13,811.29)	\$22,305.88	\$18,513.88	Taxation
	COMBINED						
003							
ALBEMARLE							
	CIRCUIT	\$878,885.72	\$192,846.10	\$391,028.80	\$106,064.51	\$68,941.93	In-House Program
	GEN DISTRICT	\$2,635,338.49	\$1,856,162.29	\$355,457.62	\$235,081.99	\$152,803.29	In-House Program
	J & DR	\$78,845.63	\$41,073.83	(\$1,778.60)	\$19,596.88	\$16,265.41	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
005							
ALLEGHANY							
	CIRCUIT	\$621,773.91	\$83,831.73	\$348,317.10	\$82,339.11	\$68,341.46	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,425,210.13	\$791,804.08	\$47,318.58	\$122,485.76	\$101,663.18	Taxation
007							
AMELIA							
	CIRCUIT	\$414,385.06	\$37,295.61	(\$396,073.72)	\$57,537.05	\$47,755.75	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$836,449.29	\$548,899.01	\$43,234.40	\$98,076.41	\$81,403.42	Taxation
009							
AMHERST							
	CIRCUIT	\$562,716.92	\$168,321.35	\$148,007.23	\$69,445.05	\$57,639.39	Taxation
	GEN DISTRICT	\$1,986,471.99	\$1,523,883.87	\$179,485.88	\$180,357.11	\$149,696.40	Taxation
	J & DR	\$144,773.49	\$35,860.58	\$21,504.23	\$21,632.23	\$17,954.75	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
011							
APPOMATTOX							
	CIRCUIT	\$291,571.41	\$47,886.18	\$26,169.29	\$10,947.58	\$9,086.49	Taxation
	GEN DISTRICT	\$538,338.54	\$389,657.91	\$22,432.31	\$71,079.58	\$58,996.05	Taxation
	J & DR	\$32,176.33	\$9,169.11	\$8,107.35	\$7,802.88	\$6,476.39	Taxation
	COMBINED						
013							
ARLINGTON / FALLS CHURCH							
	CIRCUIT	\$2,868,202.83	\$684,242.20	\$1,103,826.60	\$207,384.16	\$207,384.16	County Treasurer
	GEN DISTRICT	\$8,493,000.80	\$6,705,403.26	\$1,383,167.55	\$737,238.37	\$737,238.37	County Treasurer
	J & DR	\$109,129.04	\$71,629.37	\$36,749.56	\$11,106.90	\$11,106.90	County Treasurer
015							
AUGUSTA							
	CIRCUIT	\$651,403.48	\$160,974.47	\$230,612.01	\$129,526.41	\$107,506.92	Taxation
	GEN DISTRICT	\$2,153,895.30	\$1,451,136.62	\$145,617.40	\$263,539.05	\$218,737.41	Taxation
	J & DR	\$140,754.11	\$42,570.90	\$12,597.81	\$24,261.76	\$20,137.26	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
017							
BATH							
	CIRCUIT	\$36,096.67	\$17,316.85	\$7,682.24	\$6,419.64	\$5,328.30	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$182,127.49	\$151,945.06	\$14,796.14	\$10,587.23	\$8,787.40	Taxation
019							
BEDFORD							
	CIRCUIT	\$730,757.04	\$179,767.93	\$189,765.41	\$104,739.88	\$86,934.10	Taxation
	GEN DISTRICT	\$1,657,847.44	\$1,090,436.14	\$158,085.47	\$180,928.00	\$150,170.24	Taxation
	J & DR	\$194,359.51	\$61,228.14	\$34,146.98	\$36,746.05	\$30,499.22	Taxation
	COMBINED						
021							
BLAND							
	CIRCUIT	\$87,313.80	\$43,074.43	\$29,269.05	\$18,480.70	\$15,338.98	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,764,305.95	\$1,035,245.33	(\$140,592.61)	\$53,348.88	\$44,279.57	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
023							
BOTETOURT							
	CIRCUIT	\$465,465.35	\$141,097.77	\$282,005.00	\$67,659.00	\$43,611.00	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$2,349,806.61	\$1,699,259.37	\$375,823.00	\$160,723.00	\$104,470.00	In-House Program
025							
BRUNSWICK							
	CIRCUIT	\$384,228.60	\$61,944.39	\$195,204.98	\$84,325.35	\$69,990.04	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$4,155,056.00	\$2,996,117.11	\$152,833.59	\$333,774.70	\$277,033.00	Taxation
027							
BUCHANAN							
	CIRCUIT	\$693,746.23	\$77,917.94	\$340,404.93	\$94,890.88	\$78,759.43	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$981,097.31	\$370,355.97	\$40,981.47	\$138,629.17	\$115,062.21	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
029							
BUCKINGHAM							
	CIRCUIT	\$334,097.67	\$40,439.10	\$36,565.38	\$26,556.23	\$22,041.67	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$686,493.31	\$424,111.50	\$45,805.50	\$61,563.47	\$51,097.68	Taxation
031							
CAMPBELL							
	CIRCUIT	\$1,168,624.57	\$132,333.72	\$34,970.21	\$163,344.11	\$135,575.61	Taxation
	GEN DISTRICT	\$1,344,511.71	\$806,303.07	\$32,689.28	\$149,076.17	\$123,733.22	Taxation
	J & DR	\$176,177.94	\$66,427.30	\$29,274.55	\$30,942.47	\$25,682.25	Taxation
	COMBINED						
033							
CAROLINE							
	CIRCUIT	\$612,322.78	\$116,867.08	\$105,379.32	\$59,122.35	\$49,071.55	Taxation
	GEN DISTRICT	\$2,043,477.92	\$1,354,032.15	(\$152,985.26)	\$242,754.58	\$201,486.30	Taxation
	J & DR	\$115,791.59	\$31,996.55	\$20,415.75	\$21,725.52	\$18,032.18	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
035							
CARROLL							
	CIRCUIT	\$734,280.27	\$204,833.83	\$270,851.98	\$107,697.00	\$89,388.51	Taxation
	GEN DISTRICT	\$3,314,249.48	\$2,565,448.73	\$206,508.89	\$188,935.58	\$156,816.53	Taxation
	J & DR	\$127,888.28	\$33,262.00	\$13,952.89	\$13,130.17	\$10,898.04	Taxation
	COMBINED						
036							
CHARLES CITY COUNTY							
	CIRCUIT	\$105,668.52	\$28,675.45	\$3,961.36	\$19,471.05	\$16,160.97	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$220,521.37	\$174,465.64	\$6,383.31	\$27,366.17	\$22,713.92	Taxation
037							
CHARLOTTE							
	CIRCUIT	\$179,519.89	\$39,353.98	\$17,001.30	\$15,144.11	\$12,569.61	Taxation
	GEN DISTRICT	\$756,877.51	\$536,775.79	\$47,273.88	\$65,663.70	\$54,500.87	Taxation
	J & DR	\$18,380.77	\$3,232.93	\$3,964.29	\$2,851.47	\$2,366.72	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
041							
CHESTERFIELD							
	CIRCUIT	\$4,479,043.98	\$822,030.97	\$261,076.81	\$839,275.94	\$696,599.03	Taxation
	GEN DISTRICT	\$12,331,355.76	\$6,340,783.15	\$2,697,543.62	\$1,627,918.20	\$1,226,381.20	Poole Mahoney
	J & DR	\$682,186.99	\$193,208.00	\$95,647.47	\$136,510.82	\$113,303.98	Taxation
	COMBINED						
043							
CLARKE							
	CIRCUIT	\$179,366.45	\$81,509.69	\$65,458.19	\$25,387.05	\$21,071.25	Taxation
	GEN DISTRICT	\$991,059.18	\$804,875.40	\$85,067.11	\$95,008.41	\$78,856.98	Taxation
	J & DR	\$22,514.69	\$14,503.86	\$1,802.13	\$3,701.23	\$3,072.02	Taxation
	COMBINED						
045							
CRAIG							
	CIRCUIT	\$33,757.74	\$10,239.22	\$15,064.38	\$9,596.88	\$7,965.41	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$120,655.17	\$86,126.05	\$13,005.55	\$11,214.64	\$9,308.15	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
047							
CULPEPER							
	CIRCUIT	\$566,232.80	\$123,384.21	(\$93,193.94)	\$59,876.88	\$49,697.81	Taxation
	GEN DISTRICT	\$2,033,885.97	\$1,323,641.42	\$213,926.51	\$204,746.94	\$169,939.96	Taxation
	J & DR	\$183,702.74	\$73,545.93	\$37,020.72	\$26,181.76	\$21,730.86	Taxation
	COMBINED						
049							
CUMBERLAND							
	CIRCUIT	\$103,641.38	\$34,797.63	\$25,013.97	\$18,080.47	\$15,006.79	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$634,274.04	\$445,830.87	\$49,217.29	\$57,143.35	\$47,428.98	Taxation
051							
DICKENSON							
	CIRCUIT	\$372,231.57	\$37,954.00	\$259,507.26	\$52,337.47	\$43,440.10	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$576,609.20	\$325,630.21	\$81,414.63	\$80,892.94	\$67,141.14	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
053							
DINWIDDIE							
	CIRCUIT	\$661,468.23	\$150,736.32	\$159,427.40	\$82,013.41	\$68,071.13	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$3,254,391.84	\$1,721,167.00	\$192,070.18	\$341,268.35	\$283,252.73	Taxation
057							
ESSEX							
	CIRCUIT	\$276,613.57	\$31,265.69	\$39,271.47	\$21,312.02	\$15,983.95	Poole Mahoney
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,035,455.97	\$631,459.81	\$137,211.31	\$106,143.87	\$80,218.90	Poole Mahoney
059							
FAIRFAX / FAIRFAX CITY							
	CIRCUIT	\$7,251,407.60	\$2,935,182.77	\$330,360.89	\$608,556.29	\$505,101.72	Taxation
	GEN DISTRICT	\$42,041,751.88	\$29,507,816.40	\$2,405,980.24	\$3,803,819.88	\$3,157,170.50	Taxation
	J & DR	\$615,904.08	\$349,218.48	\$18,257.00	\$103,886.64	\$86,225.91	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
061							
FAUQUIER							
	CIRCUIT	\$1,050,860.39	\$293,571.46	\$187,238.80	\$70,693.03	\$49,485.12	County Treasurer
	GEN DISTRICT	\$3,751,279.24	\$2,554,592.22	\$627,752.25	\$359,406.00	\$251,584.20	County Treasurer
	J & DR	\$129,534.22	\$55,487.35	\$61,588.88	\$17,913.20	\$12,539.24	County Treasurer
	COMBINED						
063							
FLOYD							
	CIRCUIT	\$271,346.60	\$68,472.86	\$155,731.01	\$59,027.24	\$39,785.84	In House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$317,974.31	\$195,461.61	\$64,851.04	\$31,847.75	\$20,941.49	In House Program
065							
FLUVANNA							
	CIRCUIT	\$227,901.90	\$72,353.38	\$25,998.15	\$20,564.52	\$17,068.55	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$495,998.74	\$354,381.49	\$26,529.65	\$77,240.94	\$64,109.98	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
067							
FRANKLIN COUNTY							
	CIRCUIT	\$820,993.71	\$184,569.20	\$199,341.84	\$141,485.00	\$117,432.55	Taxation
	GEN DISTRICT	\$1,499,598.24	\$942,725.72	\$158,919.04	\$179,095.70	\$148,649.43	Taxation
	J & DR	\$77,276.83	\$41,420.93	(\$45,264.53)	\$19,222.41	\$15,954.60	Taxation
	COMBINED						
069							
FREDERICK							
	CIRCUIT	\$1,461,020.15	\$325,222.97	\$668,052.30	\$269,380.70	\$223,585.98	Taxation
	GEN DISTRICT	\$3,400,336.75	\$2,284,175.75	\$299,665.11	\$356,044.29	\$295,516.76	Taxation
	J & DR	\$196,171.85	\$71,566.42	\$42,909.14	\$34,423.11	\$28,571.18	Taxation
	COMBINED						
071							
GILES							
	CIRCUIT	\$659,724.80	\$68,509.56	\$210,058.18	\$105,879.58	\$87,880.05	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,369,916.17	\$858,409.52	\$98,155.65	\$107,736.41	\$89,421.22	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
073							
GLOUCESTER							
	CIRCUIT	\$603,097.32	\$76,822.12	\$159,966.20	\$103,257.52	\$85,703.74	Taxation
	GEN DISTRICT	\$1,360,114.67	\$819,540.24	\$230,380.88	\$182,122.76	\$151,161.89	Taxation
	J & DR	\$130,992.77	\$28,997.36	\$41,410.88	\$33,819.58	\$28,070.25	Taxation
	COMBINED						
075							
GOOCHLAND							
	CIRCUIT	\$272,101.16	\$71,047.95	\$8,510.94	\$28,082.70	\$23,308.64	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$874,242.43	\$659,737.60	\$63,862.94	\$86,214.11	\$71,557.71	Taxation
077							
GRAYSON / GALAX							
	CIRCUIT	\$459,527.63	\$105,591.26	\$133,664.21	\$62,162.76	\$51,595.09	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$486,802.27	\$179,366.13	\$75,066.99	\$55,339.82	\$45,932.05	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
079							
GREENE							
	CIRCUIT	\$176,926.23	\$56,099.26	\$82,318.36	\$28,486.78	\$21,919.26	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$824,775.84	\$660,893.90	\$90,931.21	\$48,295.96	\$32,339.45	In-House Program
081							
GREENSVILLE							
	CIRCUIT	\$990,272.28	\$269,304.76	\$988,268.45	\$67,126.91	\$52,009.12	Newsome
	GEN DISTRICT						
	J & DR						
	COMBINED	\$3,803,757.96	\$3,127,688.40	\$3,799,931.47	\$255,858.41	\$195,676.37	Newsome
083							
HALIFAX							
	CIRCUIT	\$926,350.92	\$61,802.37	\$265,304.93	\$88,018.76	\$73,055.57	Taxation
	GEN DISTRICT	\$1,268,592.80	\$783,133.78	\$122,581.74	\$146,014.35	\$121,191.91	Taxation
	J & DR	\$51,486.30	\$13,518.30	\$12,170.78	\$7,261.64	\$6,027.16	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
085							
HANOVER							
	CIRCUIT	\$2,686,104.74	\$492,274.25	\$533,605.63	\$329,902.35	\$273,818.95	Taxation
	GEN DISTRICT	\$5,016,604.57	\$2,998,682.91	\$804,547.53	\$785,350.64	\$651,841.03	Taxation
	J & DR	\$186,830.35	\$79,351.91	\$37,423.44	\$36,332.11	\$30,155.65	Taxation
	COMBINED						
087							
HENRICO							
	CIRCUIT	\$6,264,148.67	\$1,220,863.68	\$521,726.52	\$694,251.52	\$576,228.76	Taxation
	GEN DISTRICT	\$15,800,045.15	\$8,567,756.50	\$3,551,621.63	\$1,708,871.17	\$1,341,512.91	Ballato
	J & DR	\$902,199.61	\$214,286.31	\$204,516.05	\$194,867.05	\$161,739.65	Taxation
	COMBINED						
089							
HENRY							
	CIRCUIT	\$936,108.97	\$110,167.55	\$216,069.19	\$137,418.58	\$114,057.42	Taxation
	GEN DISTRICT	\$1,570,386.51	\$921,656.33	\$2,072.30	\$184,143.00	\$152,838.69	Taxation
	J & DR	\$174,051.85	\$40,724.55	(\$682.68)	\$32,735.00	\$27,170.05	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
091							
HIGHLAND							
	CIRCUIT	\$19,034.00	\$9,672.42	\$7,023.24	\$2,357.52	\$1,956.74	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$126,734.41	\$115,116.79	\$7,269.31	\$8,447.29	\$7,011.25	Taxation
093							
ISLE OF WIGHT							
	CIRCUIT	\$528,297.51	\$97,420.49	(\$228,798.66)	\$79,656.82	\$66,115.16	Taxation
	GEN DISTRICT	\$1,387,575.52	\$983,870.84	\$133,732.17	\$148,135.11	\$122,952.14	Taxation
	J & DR	\$78,018.00	\$20,598.03	\$4,974.46	\$7,789.82	\$6,465.55	Taxation
	COMBINED						
095							
JAMES CITY CO / WILLIAMSBURG							
	CIRCUIT	\$1,490,081.62	\$260,447.97	\$122,459.92	\$182,551.00	\$151,517.33	Taxation
	GEN DISTRICT	\$2,074,405.72	\$1,444,938.10	\$139,710.40	\$255,315.70	\$211,912.03	Taxation
	J & DR	\$189,386.98	\$49,032.65	\$11,885.45	\$36,127.11	\$29,985.50	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
097							
KING & QUEEN							
	CIRCUIT	\$122,383.97	\$43,563.75	\$9,758.94	\$17,537.41	\$14,556.05	Taxation
	GEN DISTRICT	\$444,426.21	\$325,996.13	\$22,447.92	\$52,876.17	\$43,887.22	Taxation
	J & DR	\$18,696.00	\$7,512.47	\$876.26	\$2,376.41	\$1,972.42	Taxation
	COMBINED						
099							
KING GEORGE							
	CIRCUIT	\$387,663.69	\$107,227.75	\$79,740.22	\$58,465.52	\$48,526.38	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,137,674.91	\$701,581.12	\$51,586.72	\$111,548.05	\$92,584.88	Taxation
101							
KING WILLIAM							
	CIRCUIT	\$139,626.49	\$70,305.42	\$15,693.98	\$25,704.05	\$21,334.36	Taxation
	GEN DISTRICT	\$476,665.71	\$356,784.07	(\$7,632.68)	\$49,842.82	\$41,369.54	Taxation
	J & DR	\$36,056.73	\$12,285.34	\$2,973.66	\$7,006.23	\$5,815.17	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
103							
LANCASTER							
	CIRCUIT	\$182,585.99	\$28,798.11	(\$97,609.20)	\$48,191.94	\$39,999.31	Taxation
	GEN DISTRICT	\$282,453.67	\$203,604.83	\$19,961.78	\$36,422.52	\$30,230.69	Taxation
	J & DR	\$24,158.83	\$4,778.83	\$177.55	\$2,633.76	\$2,186.02	Taxation
	COMBINED						
105							
LEE							
	CIRCUIT	\$583,714.31	\$95,436.14	\$15,396.91	\$103,575.64	\$85,967.78	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,009,510.07	\$362,552.25	\$13,103.05	\$91,384.94	\$75,849.50	Taxation
107							
LOUDOUN							
	CIRCUIT	\$1,750,813.05	\$756,591.62	\$531,866.68	\$108,614.56	\$76,030.19	County Treasurer
	GEN DISTRICT	\$7,822,455.72	\$6,679,755.56	\$1,060,122.89	\$689,257.13	\$482,479.99	County Treasurer
	J & DR	\$197,428.25	\$121,729.03	\$44,489.99	\$32,275.93	\$22,593.15	County Treasurer
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
109							
LOUISA							
	CIRCUIT	\$471,777.76	\$117,600.90	\$23,487.42	\$51,188.82	\$42,486.72	Taxation
	GEN DISTRICT	\$1,139,652.93	\$747,141.61	\$78,800.71	\$133,225.35	\$110,577.04	Taxation
	J & DR	\$97,750.20	\$33,529.00	\$29,916.15	\$17,743.29	\$14,726.93	Taxation
	COMBINED						
111							
LUNENBURG							
	CIRCUIT	\$182,512.80	\$27,120.07	(\$4,779.57)	\$32,050.29	\$26,601.74	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$359,000.80	\$224,730.26	\$13,538.53	\$52,045.52	\$43,197.78	Taxation
113							
MADISON							
	CIRCUIT	\$153,363.40	\$61,453.86	\$35,989.35	\$15,338.58	\$12,731.02	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$800,771.40	\$647,203.71	\$968.90	\$64,701.64	\$53,702.36	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
115							
MATHEWS							
	CIRCUIT	\$100,142.18	\$18,032.61	\$19,291.77	\$12,956.76	\$10,754.11	Taxation
	GEN DISTRICT	\$169,291.50	\$101,172.27	\$32,265.10	\$22,423.52	\$18,611.52	Taxation
	J & DR	\$28,233.68	\$5,654.38	\$8,051.22	\$3,975.58	\$3,299.73	Taxation
	COMBINED						
117							
MECKLENBURG							
	CIRCUIT	\$1,297,463.11	\$189,588.66	\$104,612.03	\$122,430.05	\$101,616.94	Taxation
	GEN DISTRICT	\$3,105,625.80	\$2,068,411.46	\$36,751.78	\$285,352.23	\$236,842.35	Taxation
	J & DR	\$47,973.30	\$14,926.24	\$1,588.18	\$8,586.47	\$7,126.77	Taxation
	COMBINED						
119							
MIDDLESEX							
	CIRCUIT	\$109,855.17	\$23,754.27	\$9,913.78	\$41,566.11	\$34,499.87	Taxation
	GEN DISTRICT	\$277,057.99	\$170,210.64	\$39,868.16	\$33,036.70	\$27,420.46	Taxation
	J & DR	\$44,009.41	\$5,351.38	\$17,501.09	\$8,423.88	\$6,991.82	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
121							
MONTGOMERY							
	CIRCUIT	\$1,703,845.36	\$234,302.52	\$830,081.00	\$298,135.00	\$193,786.00	In-House Program
	GEN DISTRICT	\$4,118,710.16	\$2,774,539.38	\$853,796.00	\$307,837.00	\$200,140.00	In-House Program
	J & DR	\$246,806.01	\$60,403.39	\$95,822.00	\$25,987.00	\$16,892.00	In-House Program
	COMBINED						
125							
NELSON							
	CIRCUIT	\$223,215.88	\$39,938.73	(\$16,713.63)	\$29,105.11	\$24,157.24	Taxation
	GEN DISTRICT	\$728,916.63	\$581,136.54	\$27,205.74	\$57,039.35	\$47,342.66	Taxation
	J & DR	\$47,530.06	\$12,132.16	\$9,694.20	\$8,307.76	\$6,895.44	Taxation
	COMBINED						
127							
NEW KENT							
	CIRCUIT	\$324,715.71	\$81,768.55	\$107,903.39	\$41,389.02	\$27,777.75	David S. Hudson
	GEN DISTRICT	\$1,534,482.32	\$989,635.52	\$223,582.49	\$194,144.49	\$135,783.37	David S. Hudson
	J & DR	\$50,748.16	\$18,837.99	\$17,351.75	\$6,258.96	\$4,205.35	David S. Hudson
	COMBINED						

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		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
131							
NORTHAMPTON							
	CIRCUIT	\$470,121.91	\$92,060.79	(\$31,148.81)	\$55,101.17	\$45,733.97	Taxation
	GEN DISTRICT	\$3,354,889.42	\$2,357,606.68	\$63,939.83	\$250,844.29	\$208,200.76	Taxation
	J & DR	\$87,563.75	\$8,107.27	(\$17,844.20)	\$12,066.94	\$10,015.56	Taxation
	COMBINED						
133							
NORTHUMBERLAND							
	CIRCUIT	\$139,398.64	\$35,530.28	\$38,688.64	\$27,038.88	\$22,442.27	Taxation
	GEN DISTRICT	\$293,474.58	\$190,131.95	\$31,878.43	\$40,547.41	\$33,654.35	Taxation
	J & DR	\$23,850.93	\$5,920.90	\$2,035.64	\$5,086.35	\$4,221.67	Taxation
	COMBINED						
135							
NOTTOWAY							
	CIRCUIT	\$260,590.27	\$35,361.73	\$42,387.37	\$38,608.64	\$32,045.17	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,071,708.83	\$564,107.53	\$5,498.62	\$122,110.35	\$101,351.59	Taxation

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		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
137							
ORANGE							
	CIRCUIT	\$329,240.36	\$94,932.87	\$95,364.54	\$24,610.01	\$16,076.82	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,285,486.68	\$936,426.57	\$241,405.61	\$120,224.55	\$78,145.96	In-House Program
139							
PAGE							
	CIRCUIT	\$431,720.13	\$90,393.53	\$158,113.28	\$91,583.82	\$76,014.57	Taxation
	GEN DISTRICT	\$802,156.99	\$533,654.70	\$93,372.78	\$115,128.88	\$95,556.97	Taxation
	J & DR	\$75,979.58	\$23,202.60	(\$28,904.49)	\$17,781.41	\$14,758.57	Taxation
	COMBINED						
141							
PATRICK							
	CIRCUIT	\$396,306.23	\$57,346.16	\$52,328.53	\$57,239.82	\$47,509.05	Taxation
	GEN DISTRICT	\$388,773.23	\$215,211.33	\$35,206.22	\$42,937.35	\$35,638.00	Taxation
	J & DR	\$39,007.53	\$12,133.22	\$5,733.78	\$3,554.94	\$2,950.60	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
143							
PITTSLYVANNA							
	CIRCUIT	\$791,857.92	\$183,583.44	\$372,595.95	\$96,749.03	\$62,886.87	In-House Program
	GEN DISTRICT	\$1,207,242.33	\$874,221.10	\$184,262.78	\$110,384.30	\$71,749.80	In-House Program
	J & DR	\$102,305.27	\$36,800.67	\$50,252.78	\$12,431.21	\$8,080.29	In-House Program
	COMBINED						
145							
POWHATAN							
	CIRCUIT	\$335,395.00	\$68,920.49	\$98,594.32	\$33,762.23	\$28,022.65	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$855,297.52	\$600,265.50	\$87,417.62	\$78,543.76	\$65,191.32	Taxation
147							
PRINCE EDWARD							
	CIRCUIT	\$653,038.66	\$84,872.35	\$98,470.27	\$76,538.88	\$63,527.27	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,157,649.02	\$711,646.95	\$31,872.43	\$155,872.47	\$129,374.15	Taxation

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		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
149							
PRINCE GEORGE							
	CIRCUIT	\$350,917.77	\$156,963.41	\$130,721.84	\$69,173.11	\$57,413.68	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$2,490,105.92	\$1,719,501.94	\$82,446.07	\$241,152.11	\$200,156.25	Taxation
153							
PRINCE WILLIAM / MANASSAS / MANASSAS PARK							
	CIRCUIT	\$6,134,438.09	\$1,221,794.37	\$1,722,948.12	\$377,803.23	\$269,661.25	Wallace Covington
	GEN DISTRICT	\$17,296,720.21	\$11,365,924.43	\$3,045,495.81	\$1,675,991.69	\$1,281,672.94	Wallace Covington
	J & DR	\$1,136,769.58	\$340,395.15	\$235,029.59	\$103,809.15	\$70,357.97	Wallace Covington
	COMBINED						
155							
PULASKI							
	CIRCUIT	\$1,109,528.42	\$95,696.47	\$15,871.56	\$160,678.41	\$133,363.08	Taxation
	GEN DISTRICT	\$1,787,512.30	\$960,837.32	(\$59,285.56)	\$179,842.05	\$149,268.90	Taxation
	J & DR	\$218,647.27	\$30,847.30	\$7,735.46	\$27,343.47	\$22,695.08	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
157							
RAPPAHANNOCK							
	CIRCUIT	\$92,234.25	\$34,483.99	\$3,804.69	\$6,196.94	\$5,143.46	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$605,309.21	\$516,890.01	\$42,716.61	\$36,542.94	\$30,330.64	Taxation
159							
RICHMOND COUNTY							
	CIRCUIT	\$125,267.13	\$23,953.79	\$48,652.99	\$23,620.52	\$19,605.03	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$279,530.61	\$196,583.12	\$14,113.76	\$32,210.00	\$26,734.30	Taxation
161							
ROANOKE COUNTY							
	CIRCUIT	\$1,098,235.08	\$442,638.01	\$172,293.96	\$178,267.88	\$147,962.34	Taxation
	GEN DISTRICT	\$3,932,030.23	\$2,368,979.08	\$304,417.14	\$424,813.64	\$352,595.32	Taxation
	J & DR	\$229,991.77	\$80,745.39	\$52,458.15	\$39,190.35	\$32,527.99	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
163							
ROCKBRIDGE							
	CIRCUIT	\$551,367.46	\$155,655.11	\$64,789.12	\$85,321.52	\$70,816.86	Taxation
	GEN DISTRICT	\$2,220,500.21	\$1,599,612.24	\$162,055.48	\$180,331.47	\$149,675.12	Taxation
	J & DR	\$50,671.37	\$23,189.88	\$5,063.88	\$11,751.23	\$9,753.52	Taxation
	COMBINED						
165							
ROCKINGHAM / HARRISONBURG							
	CIRCUIT	\$1,786,008.76	\$327,835.85	\$475,380.46	\$157,879.91	\$102,621.95	In-House Program
	GEN DISTRICT	\$4,224,031.48	\$2,914,539.68	\$711,560.10	\$402,026.08	\$261,316.96	In-House Program
	J & DR	\$357,132.15	\$103,605.04	\$109,607.23	\$37,404.54	\$24,312.96	In-House Program
	COMBINED						
167							
RUSSELL							
	CIRCUIT	\$454,024.76	\$90,336.40	\$474,968.81	\$164,414.17	\$136,463.76	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,020,026.34	\$620,278.75	\$181,286.51	\$130,942.70	\$108,682.44	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
169							
SCOTT							
	CIRCUIT	\$567,371.40	\$121,750.34	\$497,962.50	\$108,224.17	\$70,780.97	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,471,024.82	\$690,208.16	(\$12,237.02)	\$99,730.37	\$65,228.46	In-House Program
171							
SHENANDOAH							
	CIRCUIT	\$502,076.98	\$124,536.39	\$197,356.99	\$89,782.58	\$74,519.54	Taxation
	GEN DISTRICT	\$2,192,494.13	\$1,478,309.53	\$106,857.52	\$209,198.29	\$173,634.58	Taxation
	J & DR	\$167,698.72	\$44,823.22	\$30,658.64	\$26,750.47	\$22,202.89	Taxation
	COMBINED						
173							
SMYTH							
	CIRCUIT	\$922,872.62	\$111,583.45	\$82,105.73	\$97,933.82	\$81,285.07	Taxation
	GEN DISTRICT	\$2,776,174.44	\$1,805,768.84	\$364,678.97	\$274,950.88	\$228,209.23	Taxation
	J & DR	\$95,395.31	\$20,383.44	\$20,877.97	\$12,747.00	\$10,580.01	Taxation
	COMBINED						

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		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
175							
SOUTHAMPTON / FRANKLIN CITY							
	CIRCUIT	\$697,189.95	\$74,236.94	\$392,245.74	\$130,634.26	\$91,443.98	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$2,726,479.44	\$1,708,532.93	(\$142,144.05)	\$215,523.00	\$178,884.09	Taxation
177							
SPOTSLYVANNIA							
	CIRCUIT	\$1,228,551.41	\$276,893.31	\$420,382.32	\$278,766.82	\$231,376.46	Taxation
	GEN DISTRICT	\$3,389,347.67	\$2,074,328.61	\$240,340.95	\$513,782.52	\$426,439.49	Taxation
	J & DR	\$260,282.43	\$98,751.83	\$41,667.19	\$48,726.58	\$40,443.06	Taxation
	COMBINED						
179							
STAFFORD							
	CIRCUIT	\$2,354,491.06	\$560,170.23	\$769,294.78	\$501,314.11	\$416,090.71	Taxation
	GEN DISTRICT	\$4,651,108.49	\$2,654,666.51	\$329,221.09	\$511,355.35	\$424,424.94	Taxation
	J & DR	\$338,348.34	\$111,313.48	\$79,923.28	\$61,890.41	\$51,369.04	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
181							
SURRY							
	CIRCUIT	\$47,040.12	\$13,313.96	\$14,129.54	\$7,724.64	\$6,411.45	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$244,209.01	\$185,302.01	\$8,203.80	\$26,919.76	\$22,343.40	Taxation
183							
SUSSEX							
	CIRCUIT	\$499,809.58	\$71,627.93	(\$19,616.55)	\$73,897.23	\$61,334.70	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$3,429,758.07	\$2,259,656.57	\$14,762.62	\$323,820.47	\$268,770.99	Taxation
185							
TAZEWELL							
	CIRCUIT	\$1,458,271.40	\$141,795.95	\$580,054.55	\$330,823.94	\$274,583.87	Taxation
	GEN DISTRICT	\$1,704,345.08	\$868,308.03	\$236,563.00	\$266,808.17	\$221,450.78	Taxation
	J & DR	\$150,284.28	\$49,895.93	\$18,805.17	\$23,099.23	\$19,172.36	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
187							
WARREN							
	CIRCUIT	\$930,645.06	\$185,333.84	\$38,892.22	\$80,593.00	\$66,892.19	Taxation
	GEN DISTRICT	\$1,877,563.24	\$1,139,405.42	\$208,819.58	\$283,268.35	\$235,112.73	Taxation
	J & DR	\$128,183.81	\$43,986.99	\$16,396.38	\$17,608.82	\$14,615.32	Taxation
	COMBINED						
191							
WASHINGTON							
	CIRCUIT	\$1,163,725.60	\$176,135.09	\$1,159,759.60	\$140,517.31	\$90,709.16	In-House Program
	GEN DISTRICT	\$3,389,037.51	\$2,357,432.23	\$3,120,088.63	\$237,983.64	\$154,898.68	In-House Program
	J & DR	\$99,787.93	\$29,759.76	\$88,350.34	\$6,639.63	\$4,315.76	In-House Program
	COMBINED						
193							
WESTMORELAND							
	CIRCUIT	\$313,166.31	\$69,963.99	\$159,285.63	\$61,419.23	\$50,977.96	Taxation
	GEN DISTRICT	\$595,614.86	\$349,241.73	\$91,167.90	\$69,325.82	\$57,540.43	Taxation
	J & DR	\$45,061.41	\$13,913.51	\$9,438.82	\$7,822.05	\$6,492.30	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
195							
WISE							
	CIRCUIT	\$1,069,976.76	\$181,785.82	\$191,245.56	\$101,008.17	\$68,396.42	Fines Management
	GEN DISTRICT	\$1,845,415.37	\$866,637.31	\$318,366.65	\$203,790.03	\$138,048.13	Fines Management
	J & DR	\$94,090.45	\$26,032.52	\$22,934.00	\$8,769.23	\$5,700.00	Fines Management
	COMBINED						
197							
WYTHE							
	CIRCUIT	\$760,508.43	\$211,513.66	\$251,143.38	\$50,003.52	\$41,502.92	Taxation
	GEN DISTRICT	\$4,569,536.44	\$3,029,276.75	\$111,189.35	\$259,993.11	\$215,794.28	Taxation
	J & DR	\$162,096.04	\$35,469.41	(\$11,793.86)	\$15,882.00	\$13,182.06	Taxation
	COMBINED						
199							
YORK / POQUOSON							
	CIRCUIT	\$958,234.11	\$253,864.22	\$155,835.16	\$163,635.11	\$135,817.14	Taxation
	GEN DISTRICT	\$2,412,575.63	\$1,269,641.53	\$261,075.82	\$286,127.94	\$237,486.19	Taxation
	J & DR	\$115,833.91	\$40,501.15	\$19,951.12	\$27,612.70	\$22,918.54	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
510							
ALEXANDRIA							
	CIRCUIT	\$2,227,905.45	\$417,589.25	(\$4,150,367.65)	\$220,724.41	\$183,201.26	Taxation
	GEN DISTRICT	\$4,051,314.73	\$2,587,519.33	(\$69,907.26)	\$419,827.94	\$348,457.19	Taxation
	J & DR	\$125,760.39	\$17,674.61	(\$10,675.31)	\$18,418.88	\$15,287.67	Taxation
	COMBINED						
520							
BRISTOL							
	CIRCUIT	\$1,078,835.25	\$149,851.66	\$399,757.94	\$122,257.23	\$101,473.50	Taxation
	GEN DISTRICT	\$1,645,012.30	\$871,302.83	\$129,643.03	\$189,427.29	\$157,224.65	Taxation
	J & DR	\$83,129.80	\$14,788.92	\$18,165.58	\$11,020.35	\$9,146.89	Taxation
	COMBINED			\$0.00			
530							
BUENA VISTA							
	CIRCUIT	\$131,107.79	\$36,985.76	\$58,246.69	\$22,644.35	\$18,794.81	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$313,469.59	\$205,479.30	\$28,864.30	\$33,738.58	\$28,003.02	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
540							
CHARLOTTESVILLE							
	CIRCUIT	\$827,640.90	\$121,765.85	(\$235,623.18)	\$153,910.17	\$127,745.44	Taxation
	GEN DISTRICT	\$1,598,753.06	\$780,535.32	\$10,713.74	\$153,238.00	\$127,187.54	Taxation
	J & DR	\$75,483.60	\$13,705.95	(\$10,800.14)	\$14,076.70	\$11,683.66	Taxation
	COMBINED						
550							
CHESAPEAKE							
	CIRCUIT	\$6,502,595.32	\$547,220.01	\$2,096,240.66	\$721,639.79	\$556,167.35	Poole Mahoney
	GEN DISTRICT	\$8,682,325.90	\$5,495,032.87	\$1,769,191.65	\$1,200,193.12	\$913,040.31	Poole Mahoney
	J & DR	\$529,871.71	\$144,639.57	\$122,860.82	\$70,660.14	\$54,065.66	Poole Mahoney
	COMBINED						
570							
COLONIAL HEIGHTS							
	CIRCUIT	\$1,109,402.22	\$129,655.22	\$189,073.76	\$166,603.70	\$138,281.07	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$2,224,926.06	\$1,110,156.40	\$259,518.26	\$352,203.88	\$292,329.22	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
590							
DANVILLE							
	CIRCUIT	\$1,475,896.90	\$32,906.00	\$1,463,156.18	\$422,320.56	\$302,382.39	In-House Program
	GEN DISTRICT	\$2,091,374.46	\$1,047,742.43	\$2,057,199.50	\$291,871.81	\$197,535.38	In-House Program
	J & DR	\$175,046.31	\$34,859.47	\$175,046.31	\$21,555.05	\$14,982.25	In-House Program
	COMBINED						
595							
EMPORIA							
	CIRCUIT						Combined w/ Greenville Co.
	GEN DISTRICT						
	J & DR						
	COMBINED	\$2,527,747.45	\$1,985,434.96	\$2,519,315.94	\$195,258.95	\$149,403.52	Newsome
600							
FAIRFAX CITY							
	CIRCUIT						Combined w/ Fairfax County
	GEN DISTRICT	\$1,836,670.50	\$1,381,498.58	\$134,960.55	\$129,349.70	\$107,360.25	Taxation
	J & DR						
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
610							
FALLS CHURCH							
	CIRCUIT						Combined w/ Arlington County
	GEN DISTRICT						
	J & DR						
	COMBINED	\$830,882.97	\$719,364.49	\$121,465.68	\$72,471.64	\$72,471.64	Treasurer, Arlington County
620							
FRANKLIN CITY							
	CIRCUIT						Combined w/ Southampton Co.
	GEN DISTRICT						
	J & DR						
	COMBINED	\$347,250.14	\$187,309.96	\$26,646.97	\$64,925.76	\$53,888.38	Taxation
630							
FREDERICKSBURG							
	CIRCUIT	\$1,431,129.33	\$152,468.61	\$411,967.40	\$253,606.05	\$210,493.02	Taxation
	GEN DISTRICT	\$2,370,691.64	\$1,645,675.86	\$4,885.59	\$242,230.64	\$201,051.43	Taxation
	J & DR	\$129,342.39	\$22,680.82	\$4,501.04	\$22,584.52	\$18,745.15	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
640							
GALAX							
	CIRCUIT						Combined w/ Grayson County
	GEN DISTRICT						
	J & DR						
	COMBINED	\$802,480.40	\$283,123.74	\$65,668.72	\$72,335.70	\$60,038.63	Taxation
650							
HAMPTON							
	CIRCUIT	\$2,437,563.64	\$382,359.73	\$1,073,333.35	\$275,435.78	\$179,031.86	City Attorney
	GEN DISTRICT	\$7,601,288.01	\$4,666,198.48	\$1,559,492.30	\$1,007,070.08	\$654,654.55	City Attorney
	J & DR	\$636,990.26	\$103,520.94	\$192,852.72	\$54,487.93	\$35,342.55	City Attorney
	COMBINED						
670							
HOPEWELL							
	CIRCUIT	\$581,550.23	\$126,276.18	\$236,548.68	\$104,027.23	\$86,342.60	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$3,424,179.92	\$2,576,074.53	\$320,897.41	\$251,204.88	\$208,500.05	Taxation

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
680							
LYNCHBURG							
	CIRCUIT	\$1,706,294.88	\$215,799.34	\$695,618.74	\$181,223.72	\$121,418.81	In-House Program
	GEN DISTRICT	\$3,559,941.03	\$1,835,757.50	\$661,059.06	\$302,439.60	\$202,638.17	In-House Program
	J & DR	\$359,636.76	\$41,672.84	\$116,593.11	\$27,653.27	\$18,527.77	In-House Program
	COMBINED						
690							
MARTINSVILLE							
	CIRCUIT	\$1,025,648.82	\$69,735.10	\$281,153.08	\$122,854.29	\$101,969.06	Taxation
	GEN DISTRICT	\$773,499.91	\$365,213.43	\$25,865.48	\$105,839.94	\$87,847.15	Taxation
	J & DR	\$82,359.76	\$13,190.25	(\$16,536.32)	\$13,265.00	\$11,009.95	Taxation
	COMBINED						
700							
NEWPORT NEWS							
	CIRCUIT	\$11,403,051.08	\$417,743.84	(\$77,377.62)	\$978,976.88	\$812,550.81	Taxation
	GEN DISTRICT	\$1,186,334.37	\$5,500,840.54	\$2,504,678.39	\$1,338,479.69	\$966,927.62	Quadros & Assoc.
	J & DR	\$507,760.41	\$92,813.48	\$54,864.96	\$94,057.23	\$78,067.50	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
710							
NORFOLK							
	CIRCUIT	\$12,686,284.90	\$726,150.91	\$2,088,531.78	\$758,952.64	\$572,318.96	Poole Mahoney
	GEN DISTRICT	\$9,978,573.87	\$5,662,276.80	\$2,512,205.86	\$1,620,841.23	\$1,223,931.27	Poole Mahoney
	J & DR	\$636,052.92	\$78,918.61	\$166,718.57	\$78,612.72	\$59,010.05	Poole Mahoney
	COMBINED						
730							
PETERSBURG							
	CIRCUIT	\$881,464.96	\$100,563.41	\$65,157.50	\$142,724.05	\$118,460.96	Taxation
	GEN DISTRICT	\$2,871,990.01	\$1,639,055.91	\$38,226.92	\$377,986.11	\$313,728.47	Taxation
	J & DR	\$361,183.24	\$16,267.00	(\$70,920.74)	\$26,994.70	\$22,405.60	Taxation
	COMBINED						
740							
PORTSMOUTH							
	CIRCUIT	\$5,792,332.08	\$205,999.27	(\$1,622,548.76)	\$486,507.57	\$348,866.54	Roland W. Dodson
	GEN DISTRICT	\$4,338,747.26	\$2,211,222.87	\$460,047.60	\$659,092.65	\$476,242.44	Roland W. Dodson
	J & DR	\$483,096.05	\$26,923.92	(\$182,420.19)	\$39,471.14	\$28,355.23	Roland W. Dodson
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
750							
RADFORD							
	CIRCUIT	\$402,969.00	\$79,207.03	\$186,210.00	\$78,762.64	\$65,372.99	Taxation
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,035,578.55	\$554,144.78	\$26,446.59	\$121,597.88	\$100,926.24	Taxation
760							
RICHMOND CITY							
	CIRCUIT	\$8,885,545.83	\$414,402.29	\$2,662,974.00	\$691,030.00	\$625,531.00	Parish & Lebar
	GEN DISTRICT	\$15,418,422.83	\$6,282,840.08	\$3,334,797.00	\$1,636,271.00	\$1,389,828.00	Parish & Lebar
	J & DR	\$715,222.92	\$52,603.09	\$227,056.00	\$59,357.00	\$51,616.00	Parish & Lebar
	COMBINED						
770							
ROANOKE CITY							
	CIRCUIT	\$1,663,948.11	\$365,712.14	\$559,862.91	\$186,863.54	\$121,465.65	In-House Program
	GEN DISTRICT	\$6,520,569.62	\$2,719,605.89	\$1,490,915.01	\$534,916.24	\$347,720.53	In-House Program
	J & DR	\$279,937.85	\$41,938.68	\$132,909.84	\$37,439.44	\$24,313.60	In-House Program
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
775							
SALEM							
	CIRCUIT	\$512,586.44	\$160,278.43	\$158,698.68	\$84,072.21	\$54,670.62	In-House Program
	GEN DISTRICT						
	J & DR						
	COMBINED	\$1,149,557.54	\$770,889.29	\$246,595.73	\$115,872.13	\$76,056.65	In-House Program
790							
STAUNTON							
	CIRCUIT	\$536,778.21	\$57,576.79	\$212,419.95	\$115,721.76	\$96,049.06	Taxation
	GEN DISTRICT	\$882,098.79	\$445,165.64	\$71,874.50	\$155,919.05	\$129,412.81	Taxation
	J & DR	\$90,607.39	\$13,101.63	(\$12,638.80)	\$26,892.00	\$22,320.36	Taxation
	COMBINED						
800							
SUFFOLK							
	CIRCUIT	\$1,851,367.94	\$205,850.14	\$458,843.76	\$368,924.76	\$306,207.55	Taxation
	GEN DISTRICT	\$2,567,973.44	\$1,724,079.25	\$207,327.92	\$332,938.64	\$276,339.07	Taxation
	J & DR	\$208,464.49	\$41,737.88	\$39,057.83	\$29,486.00	\$24,473.38	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

		COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
		COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
810							
VIRGINIA BEACH							
	CIRCUIT	\$7,177,309.26	\$1,386,953.13	\$2,481,574.96	\$1,045,659.73	\$790,394.71	Poole Mahoney
	GEN DISTRICT	\$18,168,084.01	\$11,598,114.98	\$4,061,599.46	\$2,597,839.61	\$1,983,993.49	Kaufman & Canoles
	J & DR	\$1,507,074.08	\$381,637.24	\$474,675.49	\$239,072.43	\$180,848.34	Poole Mahoney
	COMBINED						
820							
WAYNESBORO							
	CIRCUIT	\$631,873.54	\$40,224.30	\$59,512.92	\$96,915.82	\$80,440.13	Taxation
	GEN DISTRICT	\$733,013.83	\$411,737.21	\$3,301.22	\$109,288.70	\$90,709.62	Taxation
	J & DR	\$75,013.52	\$21,441.89	\$4,962.18	\$18,174.94	\$15,085.20	Taxation
	COMBINED						
840							
WINCHESTER							
	CIRCUIT	\$1,011,940.42	\$179,954.42	\$342,307.69	\$167,253.05	\$138,820.03	Taxation
	GEN DISTRICT	\$1,829,051.46	\$1,048,493.21	\$13,387.96	\$204,406.88	\$169,657.71	Taxation
	J & DR	\$141,370.98	\$40,785.16	\$16,541.50	\$22,939.76	\$19,040.00	Taxation
	COMBINED						

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Part A – FY13 Fines and Fees Assessments and Collections

	COURTS FINES AND FEES - Court Clerks		DELINQUENT FINES AND FEES - Commonwealth's Attorneys			
	COURT ASSESSMENTS	COURT COLLECTIONS	NET ASSESSMENTS	GROSS COLLECTIONS	NET COLLECTIONS	COLLECTION METHOD
GRAND TOTAL	\$538,268,698.14	\$263,927,274.48	\$88,920,801.97	\$61,137,557.17	\$48,360,011.60	

Courts Fines and Fees Data - Assessment and collection data is provided for all courts by the Supreme Court of Virginia in the Financial Management System's Final FY13 BR22 Report (excluding Fairfax County, which provided assessment and collection information directly to the Compensation Board, beginning in FY05). Some collection data is reported separately by the Supreme Court for the cities of Emporia, Fairfax, Falls Church, Franklin, and Galax. The Supreme Court of Virginia reports combined fines and fees assessment and collection efforts for James City County and Williamsburg, Prince William County and Manassas and Manassas Park, Wise County and Norton, Rockingham County and Harrisonburg.

Delinquent Fines and Fees Data - A collection agent for each locality provides assessment and collection data for delinquent fines and fees. Such data is verified by the Commonwealth's Attorney and reported to the Compensation Board on an annual basis. The Commonwealth's Attorneys of the following counties and cities report combined fines and fees assessment and collection efforts: Fairfax County and Fairfax City, James City County and Williamsburg, Prince William County and Manassas and Manassas Park, Rockingham County and Harrisonburg, Wise County and Norton, and Southampton County and Franklin City. The Commonwealth's Attorneys for the counties and cities of Arlington County and Falls Church, Grayson County and Galax, and Greensville County and Emporia report fines and fees assessment and collection efforts separately.

Part A – FY13 Fines and Fees Assessments and Collections

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FY13 FINES & FEES REPORT

PART B – COMPARISON OF FY12 AND FY13 COLLECTIONS

Part B is a comparison of FY12 and FY13 on collection activities for Court Clerks and Commonwealth's Attorneys. The comparison details the variance between the two offices for each of the four courts (Circuit, General District, Juvenile & Domestic Relations, and Combined General District / Juvenile & Domestic Relations Courts) shown by locality. The collection method chosen by the individual Commonwealth's Attorney is also shown in the Part B table.

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
ACCOMACK	CIRCUIT	349,002.59	98,274.64	(250,727.95)	-71.84%	43,950.69	54,585.82	10,635.13	24.20%	Taxation
	DISTRICT	1,250,597.06	1,120,757.97	(129,839.09)	-10.38%	183,567.19	197,964.22	14,397.03	7.84%	
	JUVENILE	25,060.81	18,222.32	(6,838.49)	-27.29%	11,997.11	18,513.88	6,516.77	54.32%	
	COMBINED	-	-	-	-	-	-	-	-	
ALBEMARLE	CIRCUIT	375,902.93	192,846.10	(183,056.83)	-48.70%	59,193.22	68,941.93	9,748.71	16.47%	In-House Program
	DISTRICT	2,353,323.04	1,856,162.29	(497,160.75)	-21.13%	163,308.05	152,803.29	(10,504.76)	-6.43%	
	JUVENILE	51,017.51	41,073.83	(9,943.68)	-19.49%	15,122.89	16,265.41	1,142.52	7.55%	Taxation
	COMBINED	-	-	-	-	-	-	-	-	
ALLEGHANY	CIRCUIT	147,477.14	83,831.73	(63,645.41)	-43.16%	77,147.13	68,341.46	(8,805.67)	-11.41%	Taxation
	DISTRICT	-	-	-	-	-	-	-	-	
	JUVENILE	-	-	-	-	-	-	-	-	
	COMBINED	1,010,782.28	791,804.08	(218,978.20)	-21.66%	110,836.54	101,663.18	(9,173.36)	-8.28%	
AMELIA	CIRCUIT	114,785.13	37,295.61	(77,489.52)	-67.51%	41,198.22	47,755.75	6,557.53	15.92%	Taxation
	DISTRICT	-	-	-	-	-	-	-	-	
	JUVENILE	-	-	-	-	-	-	-	-	
	COMBINED	549,581.24	548,899.01	(682.23)	-0.12%	74,819.76	81,403.42	6,583.66	8.80%	
AMHERST	CIRCUIT	726,656.79	168,321.35	(558,335.44)	-76.84%	54,566.00	57,639.39	3,073.39	5.63%	Taxation
	DISTRICT	1,523,354.20	1,523,883.87	529.67	0.03%	137,005.61	149,696.40	12,690.79	9.26%	
	JUVENILE	37,070.49	35,860.58	(1,209.91)	-3.26%	20,752.97	17,954.75	(2,798.22)	-13.48%	
	COMBINED	-	-	-	-	-	-	-	-	
APPOMATTOX	CIRCUIT	103,120.99	47,886.18	(55,234.81)	-53.56%	15,281.27	9,086.49	(6,194.78)	-40.54%	Taxation
	DISTRICT	482,896.26	389,657.91	(93,238.35)	-19.31%	60,748.77	58,996.05	(1,752.72)	-2.89%	
	JUVENILE	13,700.42	9,169.11	(4,531.31)	-33.07%	5,271.96	6,476.39	1,204.43	22.85%	
	COMBINED	-	-	-	-	-	-	-	-	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
ARLINGTON / FALLS CHURCH	CIRCUIT	897,774.19	684,242.20	(213,531.99)	-23.78%	308,604.44	207,384.16	(101,220.28)	-32.80%	County Treasurer
	DISTRICT	6,991,387.82	6,705,403.26	(285,984.56)	-4.09%	615,068.18	737,238.37	122,170.19	19.86%	
	JUVENILE	69,502.00	71,629.37	2,127.37	3.06%	15,742.80	11,106.90	(4,635.90)	-29.45%	
	COMBINED	-	-	-		-	-	-		
AUGUSTA	CIRCUIT	367,975.93	160,974.47	(207,001.46)	-56.25%	117,033.41	107,506.92	(9,526.49)	-8.14%	Taxation
	DISTRICT	1,695,902.68	1,451,136.62	(244,766.06)	-14.43%	214,205.66	218,737.41	4,531.75	2.12%	
	JUVENILE	47,804.52	42,570.90	(5,233.62)	-10.95%	28,814.37	20,137.26	(8,677.11)	-30.11%	
	COMBINED	-	-	-		-	-	-		
BATH	CIRCUIT	13,897.67	17,316.85	3,419.18	24.60%	5,885.72	5,328.30	(557.42)	-9.47%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	149,786.17	151,945.06	2,158.89	1.44%	9,979.09	8,787.40	(1,191.69)	-11.94%	
BEDFORD	CIRCUIT	303,279.27	179,767.93	(123,511.34)	-40.73%	79,572.97	86,934.10	7,361.13	9.25%	Taxation
	DISTRICT	1,123,388.79	1,090,436.14	(32,952.65)	-2.93%	140,351.38	150,170.24	9,818.86	7.00%	
	JUVENILE	67,759.82	61,228.14	(6,531.68)	-9.64%	25,324.91	30,499.22	5,174.31	20.43%	
	COMBINED	-	-	-		-	-	-		
BLAND	CIRCUIT	186,702.46	43,074.43	(143,628.03)	-76.93%	12,195.92	15,338.98	3,143.06	25.77%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	941,685.55	1,035,245.33	93,559.78	9.94%	49,522.58	44,279.57	(5,243.01)	-10.59%	
BOTETOURT	CIRCUIT	319,992.48	141,097.77	(178,894.71)	-55.91%	42,961.00	43,611.00	650.00	1.51%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	1,551,208.17	1,699,259.37	148,051.20	9.54%	92,010.00	104,470.00	12,460.00	13.54%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
BRUNSWICK	CIRCUIT	843,057.38	61,944.39	(781,112.99)	-92.65%	78,909.95	69,990.04	(8,919.91)	-11.30%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	2,539,348.95	2,996,117.11	456,768.16	17.99%	250,854.31	277,033.00	26,178.69	10.44%	
BUCHANAN	CIRCUIT	75,539.61	77,917.94	2,378.33	3.15%	94,645.09	78,759.43	(15,885.66)	-16.78%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	333,649.15	370,355.97	36,706.82	11.00%	109,383.69	115,062.21	5,678.52	5.19%	
BUCKINGHAM	CIRCUIT	76,296.00	40,439.10	(35,856.90)	-47.00%	16,910.66	22,041.67	5,131.01	30.34%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	308,398.58	424,111.50	115,712.92	37.52%	53,742.54	51,097.68	(2,644.86)	-4.92%	
CAMPBELL	CIRCUIT	249,875.34	132,333.72	(117,541.62)	-47.04%	140,354.02	135,575.61	(4,778.41)	-3.40%	Taxation
	DISTRICT	888,237.85	806,303.07	(81,934.78)	-9.22%	131,845.84	123,733.22	(8,112.62)	-6.15%	
	JUVENILE	58,294.34	66,427.30	8,132.96	13.95%	28,868.27	25,682.25	(3,186.02)	-11.04%	
	COMBINED	-	-	-		-	-	-		
CAROLINE	CIRCUIT	735,510.90	116,867.08	(618,643.82)	-84.11%	50,404.33	49,071.55	(1,332.78)	-2.64%	Taxation
	DISTRICT	1,734,918.51	1,354,032.15	(380,886.36)	-21.95%	198,249.89	201,486.30	3,236.41	1.63%	
	JUVENILE	27,266.08	31,996.55	4,730.47	17.35%	10,366.60	18,032.18	7,665.58	73.94%	
	COMBINED	-	-	-		-	-	-		
CARROLL	CIRCUIT	1,283,293.29	204,833.83	(1,078,459.46)	-84.04%	67,094.61	89,388.51	22,293.90	33.23%	Taxation
	DISTRICT	2,759,679.06	2,565,448.73	(194,230.33)	-7.04%	141,912.22	156,816.53	14,904.31	10.50%	
	JUVENILE	25,061.29	33,262.00	8,200.71	32.72%	10,373.24	10,898.04	524.80	5.06%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
CHARLES CITY COUNTY	CIRCUIT	23,385.25	28,675.45	5,290.20	22.62%	12,768.47	16,160.97	3,392.50	26.57%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	160,406.02	174,465.64	14,059.62	8.77%	22,343.25	22,713.92	370.67	1.66%	
CHARLOTTE	CIRCUIT	196,125.67	39,353.98	(156,771.69)	-79.93%	13,431.35	12,569.61	(861.74)	-6.42%	Taxation
	DISTRICT	542,122.64	536,775.79	(5,346.85)	-0.99%	58,672.74	54,500.87	(4,171.87)	-7.11%	
	JUVENILE	6,171.36	3,232.93	(2,938.43)	-47.61%	4,602.93	2,366.72	(2,236.21)	-48.58%	
	COMBINED	-	-	-		-	-	-		
CHESTERFIELD	CIRCUIT	2,651,287.48	822,030.97	(1,829,256.51)	-69.00%	625,892.94	696,599.03	70,706.09	11.30%	Taxation
	DISTRICT	6,790,379.71	6,340,783.15	(449,596.56)	-6.62%	1,126,040.46	1,226,381.20	100,340.74	8.91%	Poole & Mahoney
	JUVENILE	208,649.82	193,208.00	(15,441.82)	-7.40%	106,978.45	113,303.98	6,325.53	5.91%	Taxation
	COMBINED	-	-	-		-	-	-		
CLARKE	CIRCUIT	469,978.73	81,509.69	(388,469.04)	-82.66%	13,174.39	21,071.25	7,896.86	59.94%	Taxation
	DISTRICT	971,478.96	804,875.40	(166,603.56)	-17.15%	63,764.16	78,856.98	15,092.82	23.67%	
	JUVENILE	13,116.10	14,503.86	1,387.76	10.58%	2,495.32	3,072.02	576.70	23.11%	
	COMBINED	-	-	-		-	-	-		
CRAIG	CIRCUIT	19,460.63	10,239.22	(9,221.41)	-47.38%	6,865.41	7,965.41	1,100.00	16.02%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	87,362.92	86,126.05	(1,236.87)	-1.42%	9,630.53	9,308.15	(322.38)	-3.35%	
CULPEPER	CIRCUIT	268,516.91	123,384.21	(145,132.70)	-54.05%	58,050.39	49,697.81	(8,352.58)	-14.39%	Taxation
	DISTRICT	1,216,404.02	1,323,641.42	107,237.40	8.82%	163,395.11	169,939.96	6,544.85	4.01%	
	JUVENILE	75,407.09	73,545.93	(1,861.16)	-2.47%	21,638.44	21,730.86	92.42	0.43%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
CUMBERLAND	CIRCUIT	193,020.28	34,797.63	(158,222.65)	-81.97%	12,805.48	15,006.79	2,201.31	17.19%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	456,264.15	445,830.87	(10,433.28)	-2.29%	54,875.45	47,428.98	(7,446.47)	-13.57%	
DICKENSON	CIRCUIT	87,431.01	37,954.00	(49,477.01)	-56.59%	45,217.08	43,440.10	(1,776.98)	-3.93%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	332,074.93	325,630.21	(6,444.72)	-1.94%	61,854.48	67,141.14	5,286.66	8.55%	
DINWIDDIE	CIRCUIT	1,048,003.06	150,736.32	(897,266.74)	-85.62%	56,871.25	68,071.13	11,199.88	19.69%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	2,250,931.71	1,721,167.00	(529,764.71)	-23.54%	306,611.08	283,252.73	(23,358.35)	-7.62%	
ESSEX	CIRCUIT	80,955.77	31,265.69	(49,690.08)	-61.38%	14,758.41	15,983.95	1,225.54	8.30%	Poole & Mahoney
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	698,823.08	631,459.81	(67,363.27)	-9.64%	91,175.75	80,218.90	(10,956.85)	-12.02%	
FAIRFAX / FAIRFAX CITY	CIRCUIT	12,672,563.67	2,935,182.77	(9,737,380.90)	-76.84%	564,254.80	505,101.72	(59,153.08)	-10.48%	Taxation
	DISTRICT	30,916,977.89	29,507,816.40	(1,409,161.49)	-4.56%	3,030,480.81	3,157,170.50	126,689.69	4.18%	
	JUVENILE	421,009.86	349,218.48	(71,791.38)	-17.05%	87,895.63	86,225.91	(1,669.72)	-1.90%	
	COMBINED	-	-	-		-	-	-		
FAUQUIER	CIRCUIT	904,710.25	293,571.46	(611,138.79)	-67.55%	60,306.43	49,485.12	(10,821.31)	-17.94%	County Treasurer
	DISTRICT	2,621,091.53	2,554,592.22	(66,499.31)	-2.54%	223,999.14	251,584.20	27,585.06	12.31%	
	JUVENILE	60,476.76	55,487.35	(4,989.41)	-8.25%	20,330.97	12,539.24	(7,791.73)	-38.32%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
FLOYD	CIRCUIT	64,322.75	68,472.86	4,150.11	6.45%	26,029.05	39,785.84	13,756.79	52.85%	In-House Program
	DISTRICT	-	-	-	-	-	-	-	-	
	JUVENILE	-	-	-	-	-	-	-	-	
	COMBINED	189,596.81	195,461.61	5,864.80	3.09%	23,270.13	20,941.49	(2,328.64)	-10.01%	
FLUVANNA	CIRCUIT	58,686.26	72,353.38	13,667.12	23.29%	22,540.35	17,068.55	(5,471.80)	-24.28%	Taxation
	DISTRICT	-	-	-	-	-	-	-	-	
	JUVENILE	-	-	-	-	-	-	-	-	
	COMBINED	316,244.92	354,381.49	38,136.57	12.06%	58,441.32	64,109.98	5,668.66	9.70%	
FRANKLIN COUNTY	CIRCUIT	226,098.65	184,569.20	(41,529.45)	-18.37%	122,607.55	117,432.55	(5,175.00)	-4.22%	Taxation
	DISTRICT	830,361.77	942,725.72	112,363.95	13.53%	127,587.20	148,649.43	21,062.23	16.51%	
	JUVENILE	42,748.60	41,420.93	(1,327.67)	-3.11%	16,526.13	15,954.60	(571.53)	-3.46%	
	COMBINED	-	-	-	-	-	-	-	-	
FREDERICK	CIRCUIT	557,460.26	325,222.97	(232,237.29)	-41.66%	222,653.06	223,585.98	932.92	0.42%	Taxation
	DISTRICT	2,225,201.26	2,284,175.75	58,974.49	2.65%	281,037.90	295,516.76	14,478.86	5.15%	
	JUVENILE	90,099.21	71,566.42	(18,532.79)	-20.57%	30,900.90	28,571.18	(2,329.72)	-7.54%	
	COMBINED	-	-	-	-	-	-	-	-	
GILES	CIRCUIT	266,130.56	68,509.56	(197,621.00)	-74.26%	78,136.54	87,880.05	9,743.51	12.47%	Taxation
	DISTRICT	-	-	-	-	-	-	-	-	
	JUVENILE	-	-	-	-	-	-	-	-	
	COMBINED	767,200.26	858,409.52	91,209.26	11.89%	85,532.76	89,421.22	3,888.46	4.55%	
GLOUCESTER	CIRCUIT	80,000.95	76,822.12	(3,178.83)	-3.97%	63,760.96	85,703.74	21,942.78	34.41%	Taxation
	DISTRICT	797,541.92	819,540.24	21,998.32	2.76%	112,791.96	151,161.89	38,369.93	34.02%	
	JUVENILE	23,079.83	28,997.36	5,917.53	25.64%	6,519.56	28,070.25	21,550.69	330.55%	
	COMBINED	-	-	-	-	-	-	-	-	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
GOOCHLAND	CIRCUIT	84,751.54	71,047.95	(13,703.59)	-16.17%	28,616.25	23,308.64	(5,307.61)	-18.55%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	596,266.30	659,737.60	63,471.30	10.64%	64,516.14	71,557.71	7,041.57	10.91%	
GRAYSON / GALAX	CIRCUIT	179,205.10	105,591.26	(73,613.84)	-41.08%	40,817.98	51,595.09	10,777.11	26.40%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	192,425.83	179,366.13	(13,059.70)	-6.79%	46,255.90	45,932.05	(323.85)	-0.70%	
GREENE	CIRCUIT	133,274.44	56,099.26	(77,175.18)	-57.91%	9,526.69	21,919.26	12,392.57	130.08%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	465,292.78	660,893.90	195,601.12	42.04%	47,551.33	32,339.45	(15,211.88)	-31.99%	
GREENSVILLE	CIRCUIT	2,741,517.19	269,304.76	(2,472,212.43)	-90.18%	40,331.72	52,009.12	11,677.40	28.95%	Newsome
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	3,255,364.13	3,127,688.40	(127,675.73)	-3.92%	163,691.25	195,676.37	31,985.12	19.54%	
HALIFAX	CIRCUIT	226,281.54	61,802.37	(164,479.17)	-72.69%	81,634.35	73,055.57	(8,578.78)	-10.51%	Taxation
	DISTRICT	839,642.26	783,133.78	(56,508.48)	-6.73%	119,259.42	121,191.91	1,932.49	1.62%	
	JUVENILE	18,131.77	13,518.30	(4,613.47)	-25.44%	8,343.74	6,027.16	(2,316.58)	-27.76%	
	COMBINED	-	-	-		-	-	-		
HANOVER	CIRCUIT	931,347.52	492,274.25	(439,073.27)	-47.14%	268,622.12	273,818.95	5,196.83	1.93%	Taxation
	DISTRICT	3,210,235.23	2,998,682.91	(211,552.32)	-6.59%	648,152.02	651,841.03	3,689.01	0.57%	
	JUVENILE	74,768.22	79,351.91	4,583.69	6.13%	20,455.64	30,155.65	9,700.01	47.42%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
HENRICO	CIRCUIT	4,153,903.26	1,220,863.68	(2,933,039.58)	-70.61%	535,571.46	576,228.76	40,657.30	7.59%	Taxation
	DISTRICT	8,864,125.56	8,567,756.50	(296,369.06)	-3.34%	979,275.20	1,341,512.91	362,237.71	36.99%	Ballato
	JUVENILE	239,075.79	214,286.31	(24,789.48)	-10.37%	161,195.27	161,739.65	544.38	0.34%	Taxation
	COMBINED	-	-	-		-	-	-		
HENRY	CIRCUIT	167,011.27	110,167.55	(56,843.72)	-34.04%	111,257.15	114,057.42	2,800.27	2.52%	Taxation
	DISTRICT	745,016.69	921,656.33	176,639.64	23.71%	131,250.78	152,838.69	21,587.91	16.45%	
	JUVENILE	30,616.62	40,724.55	10,107.93	33.01%	18,314.82	27,170.05	8,855.23	48.35%	
	COMBINED	-	-	-		-	-	-		
HIGHLAND	CIRCUIT	8,000.91	9,672.42	1,671.51	20.89%	3,299.88	1,956.74	(1,343.14)	-40.70%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	117,416.20	115,116.79	(2,299.41)	-1.96%	4,572.47	7,011.25	2,438.78	53.34%	
ISLE OF WIGHT	CIRCUIT	315,688.28	97,420.49	(218,267.79)	-69.14%	80,774.62	66,115.16	(14,659.46)	-18.15%	Taxation
	DISTRICT	864,905.40	983,870.84	118,965.44	13.75%	127,726.21	122,952.14	(4,774.07)	-3.74%	
	JUVENILE	21,534.61	20,598.03	(936.58)	-4.35%	17,204.24	6,465.55	(10,738.69)	-62.42%	
	COMBINED	-	-	-		-	-	-		
JAMES CITY COUNTY / WILLIAMSBURG	CIRCUIT	489,032.62	260,447.97	(228,584.65)	-46.74%	161,439.24	151,517.33	(9,921.91)	-6.15%	Taxation
	DISTRICT	1,457,021.02	1,444,938.10	(12,082.92)	-0.83%	221,168.48	211,912.03	(9,256.45)	-4.19%	
	JUVENILE	70,177.95	49,032.65	(21,145.30)	-30.13%	28,894.10	29,985.50	1,091.40	3.78%	
	COMBINED	-	-	-		-	-	-		
KING & QUEEN	CIRCUIT	184,589.38	43,563.75	(141,025.63)	-76.40%	11,009.46	14,556.05	3,546.59	32.21%	Taxation
	DISTRICT	404,794.25	325,996.13	(78,798.12)	-19.47%	41,594.66	43,887.22	2,292.56	5.51%	
	JUVENILE	6,555.76	7,512.47	956.71	14.59%	2,418.03	1,972.42	(445.61)	-18.43%	
	COMBINED	-	-	-		-	-	-	0.00%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
KING GEORGE	CIRCUIT	215,703.76	107,227.75	(108,476.01)	-50.29%	44,205.70	48,526.38	4,320.68	9.77%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	545,704.26	701,581.12	155,876.86	28.56%	80,158.71	92,584.88	12,426.17	15.50%	
KING WILLIAM	CIRCUIT	150,916.18	70,305.42	(80,610.76)	-53.41%	17,643.89	21,334.36	3,690.47	20.92%	Taxation
	DISTRICT	347,832.41	356,784.07	8,951.66	2.57%	42,538.52	41,369.54	(1,168.98)	-2.75%	
	JUVENILE	10,906.48	12,285.34	1,378.86	12.64%	5,156.05	5,815.17	659.12	12.78%	
	COMBINED	-	-	-		-	-	-		
LANCASTER	CIRCUIT	51,664.46	28,798.11	(22,866.35)	-44.26%	42,699.30	39,999.31	(2,699.99)	-6.32%	Taxation
	DISTRICT	191,113.70	203,604.83	12,491.13	6.54%	24,004.33	30,230.69	6,226.36	25.94%	
	JUVENILE	6,344.08	4,778.83	(1,565.25)	-24.67%	2,367.74	2,186.02	(181.72)	-7.67%	
	COMBINED	-	-	-		-	-	-		
LEE	CIRCUIT	112,908.74	95,436.14	(17,472.60)	-15.47%	101,010.17	85,967.78	(15,042.39)	-14.89%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	382,177.09	362,552.25	(19,624.84)	-5.14%	64,508.47	75,849.50	11,341.03	17.58%	
LOUDOUN	CIRCUIT	3,108,354.03	756,591.62	(2,351,762.41)	-75.66%	85,987.48	76,030.19	(9,957.29)	-11.58%	County Treasurer
	DISTRICT	7,395,799.64	6,679,755.56	(716,044.08)	-9.68%	467,090.63	482,479.99	15,389.36	3.29%	
	JUVENILE	130,235.58	121,729.03	(8,506.55)	-6.53%	24,764.20	22,593.15	(2,171.05)	-8.77%	
	COMBINED	-	-	-		-	-	-		
LOUISA	CIRCUIT	269,141.90	117,600.90	(151,541.00)	-56.31%	39,242.79	42,486.72	3,243.93	8.27%	Taxation
	DISTRICT	708,809.90	747,141.61	38,331.71	5.41%	120,838.57	110,577.04	(10,261.53)	-8.49%	
	JUVENILE	41,175.98	33,529.00	(7,646.98)	-18.57%	14,019.82	14,726.93	707.11	5.04%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
LUNENBURG	CIRCUIT	59,312.96	27,120.07	(32,192.89)	-54.28%	13,425.78	26,601.74	13,175.96	98.14%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	247,300.74	224,730.26	(22,570.48)	-9.13%	37,828.32	43,197.78	5,369.46	14.19%	
MADISON	CIRCUIT	202,830.39	61,453.86	(141,376.53)	-69.70%	14,621.47	12,731.02	(1,890.45)	-12.93%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	632,771.40	647,203.71	14,432.31	2.28%	53,065.36	53,702.36	637.00	1.20%	
MATHEWS	CIRCUIT	32,788.24	18,032.61	(14,755.63)	-45.00%	7,686.82	10,754.11	3,067.29	39.90%	Taxation
	DISTRICT	71,699.63	101,172.27	29,472.64	41.11%	13,366.24	18,611.52	5,245.28	39.24%	
	JUVENILE	7,150.75	5,654.38	(1,496.37)	-20.93%	3,027.40	3,299.73	272.33	9.00%	
	COMBINED	-	-	-		-	-	-		
MECKLENBURG	CIRCUIT	523,780.98	189,588.66	(334,192.32)	-63.80%	97,979.69	101,616.94	3,637.25	3.71%	Taxation
	DISTRICT	1,898,327.38	2,068,411.46	170,084.08	8.96%	226,860.72	236,842.35	9,981.63	4.40%	
	JUVENILE	18,264.65	14,926.24	(3,338.41)	-18.28%	8,941.78	7,126.77	(1,815.01)	-20.30%	
	COMBINED	-	-	-		-	-	-		
MIDDLESEX	CIRCUIT	51,859.69	23,754.27	(28,105.42)	-54.20%	34,899.88	34,499.87	(400.01)	-1.15%	Taxation
	DISTRICT	164,010.37	170,210.64	6,200.27	3.78%	36,373.10	27,420.46	(8,952.64)	-24.61%	
	JUVENILE	4,935.26	5,351.38	416.12	8.43%	5,278.21	6,991.82	1,713.61	32.47%	
	COMBINED	-	-	-		-	-	-		
MONTGOMERY	CIRCUIT	558,046.13	234,302.52	(323,743.61)	-58.01%	158,206.00	193,786.00	35,580.00	22.49%	In-House Program
	DISTRICT	2,704,258.15	2,774,539.38	70,281.23	2.60%	213,120.00	200,140.00	(12,980.00)	-6.09%	
	JUVENILE	83,288.75	60,403.39	(22,885.36)	-27.48%	23,389.00	16,892.00	(6,497.00)	-27.78%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
NELSON	CIRCUIT	35,310.57	39,938.73	4,628.16	13.11%	18,503.87	24,157.24	5,653.37	30.55%	Taxation
	DISTRICT	553,337.02	581,136.54	27,799.52	5.02%	40,854.16	47,342.66	6,488.50	15.88%	
	JUVENILE	22,899.58	12,132.16	(10,767.42)	-47.02%	4,947.82	6,895.44	1,947.62	39.36%	
	COMBINED	-	-	-		-	-	-		
NEW KENT	CIRCUIT	72,708.55	81,768.55	9,060.00	12.46%	31,259.51	27,777.75	(3,481.76)	-11.14%	David S. Hudson
	DISTRICT	952,388.36	989,635.52	37,247.16	3.91%	163,960.29	135,783.37	(28,176.92)	-17.19%	
	JUVENILE	21,047.25	18,837.99	(2,209.26)	-10.50%	3,620.00	4,205.35	585.35	16.17%	
	COMBINED	-	-	-		-	-	-		
NORTHAMPTON	CIRCUIT	617,779.86	92,060.79	(525,719.07)	-85.10%	46,306.43	45,733.97	(572.46)	-1.24%	Taxation
	DISTRICT	2,040,217.05	2,357,606.68	317,389.63	15.56%	199,122.71	208,200.76	9,078.05	4.56%	
	JUVENILE	11,660.06	8,107.27	(3,552.79)	-30.47%	9,906.05	10,015.56	109.51	1.11%	
	COMBINED	-	-	-		-	-	-		
NORTHUMBER- LAND	CIRCUIT	62,743.80	35,530.28	(27,213.52)	-43.37%	20,752.29	22,442.27	1,689.98	8.14%	Taxation
	DISTRICT	164,113.65	190,131.95	26,018.30	15.85%	25,580.50	33,654.35	8,073.85	31.56%	
	JUVENILE	7,960.01	5,920.90	(2,039.11)	-25.62%	2,796.02	4,221.67	1,425.65	50.99%	
	COMBINED	-	-	-		-	-	-		
NOTTOWAY	CIRCUIT	147,947.76	35,361.73	(112,586.03)	-76.10%	25,284.87	32,045.17	6,760.30	26.74%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	549,215.25	564,107.53	14,892.28	2.71%	88,377.71	101,351.59	12,973.88	14.68%	
ORANGE	CIRCUIT	350,438.82	94,932.87	(255,505.95)	-72.91%	7,331.31	16,076.82	8,745.51	119.29%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	857,818.16	936,426.57	78,608.41	9.16%	24,537.86	78,145.96	53,608.10	218.47%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
PAGE	CIRCUIT	141,518.55	90,393.53	(51,125.02)	-36.13%	67,550.91	76,014.57	8,463.66	12.53%	Taxation
	DISTRICT	485,692.54	533,654.70	47,962.16	9.88%	88,605.08	95,556.97	6,951.89	7.85%	
	JUVENILE	29,378.34	23,202.60	(6,175.74)	-21.02%	14,181.81	14,758.57	576.76	4.07%	
	COMBINED	-	-	-		-	-	-		
PATRICK	CIRCUIT	86,022.87	57,346.16	(28,676.71)	-33.34%	55,423.10	47,509.05	(7,914.05)	-14.28%	Taxation
	DISTRICT	194,296.35	215,211.33	20,914.98	10.76%	33,397.63	35,638.00	2,240.37	6.71%	
	JUVENILE	14,479.11	12,133.22	(2,345.89)	-16.20%	5,173.24	2,950.60	(2,222.64)	-42.96%	
	COMBINED	-	-	-		-	-	-		
PITTSYLVANIA	CIRCUIT	231,266.34	183,583.44	(47,682.90)	-20.62%	54,527.74	62,886.87	8,359.13	15.33%	In-House Program
	DISTRICT	775,231.58	874,221.10	98,989.52	12.77%	62,914.58	71,749.80	8,835.22	14.04%	
	JUVENILE	36,909.66	36,800.67	(108.99)	-0.30%	5,744.82	8,080.29	2,335.47	40.65%	
	COMBINED	-	-	-		-	-	-		
POWHATAN	CIRCUIT	64,668.15	68,920.49	4,252.34	6.58%	25,795.71	28,022.65	2,226.94	8.63%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	660,103.51	600,265.50	(59,838.01)	-9.06%	73,615.38	65,191.32	(8,424.06)	-11.44%	
PRINCE EDWARD	CIRCUIT	206,212.59	84,872.35	(121,340.24)	-58.84%	51,596.70	63,527.27	11,930.57	23.12%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	628,208.47	711,646.95	83,438.48	13.28%	139,659.65	129,374.15	(10,285.50)	-7.36%	
PRINCE GEORGE	CIRCUIT	586,963.54	156,963.41	(430,000.13)	-73.26%	49,578.58	57,413.68	7,835.10	15.80%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	1,455,357.47	1,719,501.94	264,144.47	18.15%	164,124.29	200,156.25	36,031.96	21.95%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
PRINCE WILLIAM & MANASSAS & MANASSAS PARK	CIRCUIT	4,512,942.68	1,221,794.37	(3,291,148.31)	-72.93%	202,390.09	269,661.25	67,271.16	33.24%	Wallace Covington
	DISTRICT	12,327,983.31	11,365,924.43	(962,058.88)	-7.80%	1,129,506.66	1,281,672.94	152,166.28	13.47%	
	JUVENILE	342,459.70	340,395.15	(2,064.55)	-0.60%	61,929.39	70,357.97	8,428.58	13.61%	
	COMBINED	-	-	-		-	-	-		
PULASKI	CIRCUIT	155,758.38	95,696.47	(60,061.91)	-38.56%	120,960.09	133,363.08	12,402.99	10.25%	Taxation
	DISTRICT	1,083,028.88	960,837.32	(122,191.56)	-11.28%	161,509.65	149,268.90	(12,240.75)	-7.58%	
	JUVENILE	37,080.47	30,847.30	(6,233.17)	-16.81%	22,938.36	22,695.08	(243.28)	-1.06%	
	COMBINED	-	-	-		-	-	-		
RAPPAHANNOCK	CIRCUIT	99,666.28	34,483.99	(65,182.29)	-65.40%	3,897.14	5,143.46	1,246.32	31.98%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	424,158.60	516,890.01	92,731.41	21.86%	22,065.59	30,330.64	8,265.05	37.46%	
RICHMOND COUNTY	CIRCUIT	58,582.33	23,953.79	(34,628.54)	-59.11%	16,144.76	19,605.03	3,460.27	21.43%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	175,869.31	196,583.12	20,713.81	11.78%	20,620.86	26,734.30	6,113.44	29.65%	
ROANOKE COUNTY	CIRCUIT	1,307,153.39	442,638.01	(864,515.38)	-66.14%	120,607.39	147,962.34	27,354.95	22.68%	Taxation
	DISTRICT	2,456,564.43	2,368,979.08	(87,585.35)	-3.57%	391,560.36	352,595.32	(38,965.04)	-9.95%	
	JUVENILE	91,834.15	80,745.39	(11,088.76)	-12.07%	29,925.94	32,527.99	2,602.05	8.69%	
	COMBINED	-	-	-		-	-	-		
ROCKBRIDGE	CIRCUIT	492,631.21	155,655.11	(336,976.10)	-68.40%	87,834.89	70,816.86	(17,018.03)	-19.38%	Taxation
	DISTRICT	1,688,517.02	1,599,612.24	(88,904.78)	-5.27%	131,726.81	149,675.12	17,948.31	13.63%	
	JUVENILE	25,695.44	23,189.88	(2,505.56)	-9.75%	11,301.62	9,753.52	(1,548.10)	-13.70%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
ROCKINGHAM / HARRISONBURG	CIRCUIT	1,096,494.35	327,835.85	(768,658.50)	-70.10%	92,705.08	102,621.95	9,916.87	10.70%	In-House Program
	DISTRICT	2,999,223.65	2,914,539.68	(84,683.97)	-2.82%	275,087.21	261,316.96	(13,770.25)	-5.01%	
	JUVENILE	97,443.83	103,605.04	6,161.21	6.32%	26,650.59	24,312.96	(2,337.63)	-8.77%	
	COMBINED	-	-	-		-	-	-		
RUSSELL	CIRCUIT	151,610.55	90,336.40	(61,274.15)	-40.42%	109,473.19	136,463.76	26,990.57	24.65%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	557,366.63	620,278.75	62,912.12	11.29%	95,960.10	108,682.44	12,722.34	13.26%	
SCOTT	CIRCUIT	194,712.43	121,750.34	(72,962.09)	-37.47%	45,880.49	70,780.97	24,900.48	54.27%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	701,358.54	690,208.16	(11,150.38)	-1.59%	58,883.55	65,228.46	6,344.91	10.78%	
SHENANDOAH	CIRCUIT	313,682.11	124,536.39	(189,145.72)	-60.30%	70,121.72	74,519.54	4,397.82	6.27%	Taxation
	DISTRICT	1,456,652.26	1,478,309.53	21,657.27	1.49%	203,782.43	173,634.58	(30,147.85)	-14.79%	
	JUVENILE	37,224.26	44,823.22	7,598.96	20.41%	26,740.74	22,202.89	(4,537.85)	-16.97%	
	COMBINED	-	-	-		-	-	-		
SMYTH	CIRCUIT	162,686.53	111,583.45	(51,103.08)	-31.41%	76,206.40	81,285.07	5,078.67	6.66%	Taxation
	DISTRICT	1,851,554.40	1,805,768.84	(45,785.56)	-2.47%	236,878.24	228,209.23	(8,669.01)	-3.66%	
	JUVENILE	22,744.91	20,383.44	(2,361.47)	-10.38%	12,678.10	10,580.01	(2,098.09)	-16.55%	
	COMBINED	-	-	-		-	-	-		
SOUTHAMPTON / FRANKLIN CITY	CIRCUIT	295,340.65	74,236.94	(221,103.71)	-74.86%	83,959.37	91,443.98	7,484.61	8.91%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		Taxation
	COMBINED	1,617,032.65	1,708,532.93	91,500.28	5.66%	166,236.94	178,884.09	12,647.15	7.61%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
SPOTSYLVANIA	CIRCUIT	238,096.99	276,893.31	38,796.32	16.29%	244,994.66	231,376.46	(13,618.20)	-5.56%	Taxation
	DISTRICT	2,692,401.25	2,074,328.61	(618,072.64)	-22.96%	464,310.78	426,439.49	(37,871.29)	-8.16%	
	JUVENILE	100,424.98	98,751.83	(1,673.15)	-1.67%	40,084.36	40,443.06	358.70	0.89%	
	COMBINED	-	-	-		-	-	-		
STAFFORD	CIRCUIT	1,204,255.58	560,170.23	(644,085.35)	-53.48%	420,586.48	416,090.71	(4,495.77)	-1.07%	Taxation
	DISTRICT	2,829,901.68	2,654,666.51	(175,235.17)	-6.19%	390,982.38	424,424.94	33,442.56	8.55%	
	JUVENILE	124,660.91	111,313.48	(13,347.43)	-10.71%	39,550.72	51,369.04	11,818.32	29.88%	
	COMBINED	-	-	-		-	-	-		
SURRY	CIRCUIT	9,850.48	13,313.96	3,463.48	35.16%	12,017.37	6,411.45	(5,605.92)	-46.65%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	162,044.80	185,302.01	23,257.21	14.35%	19,591.22	22,343.40	2,752.18	14.05%	
SUSSEX	CIRCUIT	792,314.12	71,627.93	(720,686.19)	-90.96%	53,723.45	61,334.70	7,611.25	14.17%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	2,691,402.92	2,259,656.57	(431,746.35)	-16.04%	288,851.81	268,770.99	(20,080.82)	-6.95%	
TAZEWELL	CIRCUIT	355,036.84	141,795.95	(213,240.89)	-60.06%	320,709.07	274,583.87	(46,125.20)	-14.38%	Taxation
	DISTRICT	876,401.16	868,308.03	(8,093.13)	-0.92%	222,813.89	221,450.78	(1,363.11)	-0.61%	
	JUVENILE	50,221.44	49,895.93	(325.51)	-0.65%	21,986.65	19,172.36	(2,814.29)	-12.80%	
	COMBINED	-	-	-		-	-	-		
WARREN	CIRCUIT	345,590.05	185,333.84	(160,256.21)	-46.37%	62,732.86	66,892.19	4,159.33	6.63%	Taxation
	DISTRICT	1,210,312.31	1,139,405.42	(70,906.89)	-5.86%	209,535.06	235,112.73	25,577.67	12.21%	
	JUVENILE	40,887.63	43,986.99	3,099.36	7.58%	19,120.27	14,615.32	(4,504.95)	-23.56%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
WASHINGTON	CIRCUIT	673,235.99	176,135.09	(497,100.90)	-73.84%	152,607.55	90,709.16	(61,898.39)	-40.56%	In-House Program
	DISTRICT	2,286,110.24	2,357,432.23	71,321.99	3.12%	237,086.76	154,898.68	(82,188.08)	-34.67%	
	JUVENILE	34,937.60	29,759.76	(5,177.84)	-14.82%	10,721.94	4,315.76	(6,406.18)	-59.75%	
	COMBINED	-	-	-		-	-	-		
WESTMORELAND	CIRCUIT	147,319.18	69,963.99	(77,355.19)	-52.51%	36,300.09	50,977.96	14,677.87	40.43%	Taxation
	DISTRICT	369,971.26	349,241.73	(20,729.53)	-5.60%	55,109.51	57,540.43	2,430.92	4.41%	
	JUVENILE	17,056.15	13,913.51	(3,142.64)	-18.43%	6,133.74	6,492.30	358.56	5.85%	
	COMBINED	-	-	-		-	-	-		
WISE	CIRCUIT	385,954.26	181,785.82	(204,168.44)	-52.90%	75,952.77	68,396.42	(7,556.35)	-9.95%	Fines Management
	DISTRICT	980,970.27	866,637.31	(114,332.96)	-11.66%	165,541.44	138,048.13	(27,493.31)	-16.61%	
	JUVENILE	32,307.00	26,032.52	(6,274.48)	-19.42%	5,180.86	5,700.00	519.14	10.02%	
	COMBINED	-	-	-		-	-	-		
WYTHE	CIRCUIT	1,506,954.48	211,513.66	(1,295,440.82)	-85.96%	44,841.14	41,502.92	(3,338.22)	-7.44%	Taxation
	DISTRICT	3,298,413.78	3,029,276.75	(269,137.03)	-8.16%	235,511.96	215,794.28	(19,717.68)	-8.37%	
	JUVENILE	29,584.91	35,469.41	5,884.50	19.89%	21,231.64	13,182.06	(8,049.58)	-37.91%	
	COMBINED	-	-	-		-	-	-		
YORK / POQUOSON	CIRCUIT	569,152.20	253,864.22	(315,287.98)	-55.40%	56,137.95	135,817.14	79,679.19	141.93%	Taxation
	DISTRICT	1,629,903.87	1,269,641.53	(360,262.34)	-22.10%	91,706.72	237,486.19	145,779.47	158.96%	
	JUVENILE	47,042.64	40,501.15	(6,541.49)	-13.91%	7,403.81	22,918.54	15,514.73	209.55%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
ALEXANDRIA	CIRCUIT	1,362,974.15	417,589.25	(945,384.90)	-69.36%	179,255.58	183,201.26	3,945.68	2.20%	Taxation
	DISTRICT	2,943,549.09	2,587,519.33	(356,029.76)	-12.10%	356,480.06	348,457.19	(8,022.87)	-2.25%	
	JUVENILE	28,698.39	17,674.61	(11,023.78)	-38.41%	14,359.24	15,287.67	928.43	6.47%	
	COMBINED	-	-	-		-	-	-		
BRISTOL	CIRCUIT	374,307.63	149,851.66	(224,455.97)	-59.97%	88,526.43	101,473.50	12,947.07	14.63%	Taxation
	DISTRICT	887,293.46	871,302.83	(15,990.63)	-1.80%	133,748.10	157,224.65	23,476.55	17.55%	
	JUVENILE	18,843.11	14,788.92	(4,054.19)	-21.52%	8,851.65	9,146.89	295.24	3.34%	
	COMBINED	-	-	-		-	-	-		
BUENA VISTA	CIRCUIT	109,611.28	36,985.76	(72,625.52)	-66.26%	22,224.51	18,794.81	(3,429.70)	-15.43%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	230,024.84	205,479.30	(24,545.54)	-10.67%	32,527.55	28,003.02	(4,524.53)	-13.91%	
CHARLOTTESVILLE	CIRCUIT	364,197.41	121,765.85	(242,431.56)	-66.57%	108,027.82	127,745.44	19,717.62	18.25%	Taxation
	DISTRICT	997,675.12	780,535.32	(217,139.80)	-21.76%	120,824.85	127,187.54	6,362.69	5.27%	
	JUVENILE	15,346.20	13,705.95	(1,640.25)	-10.69%	16,950.06	11,683.66	(5,266.40)	-31.07%	
	COMBINED	-	-	-		-	-	-		
CHESAPEAKE	CIRCUIT	1,421,651.46	547,220.01	(874,431.45)	-61.51%	540,703.80	556,167.35	15,463.55	2.86%	Poole & Mahoney
	DISTRICT	5,811,433.53	5,495,032.87	(316,400.66)	-5.44%	908,492.24	913,040.31	4,548.07	0.50%	
	JUVENILE	139,865.09	144,639.57	4,774.48	3.41%	58,587.01	54,065.66	(4,521.35)	-7.72%	
	COMBINED	-	-	-		-	-	-		
COLONIAL HEIGHTS	CIRCUIT	664,289.63	129,655.22	(534,634.41)	-80.48%	148,594.02	138,281.07	(10,312.95)	-6.94%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	1,121,261.35	1,110,156.40	(11,104.95)	-0.99%	285,198.88	292,329.22	7,130.34	2.50%	

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
DANVILLE	CIRCUIT	35,518.50	32,906.00	(2,612.50)	-7.36%	276,856.58	302,382.39	25,525.81	9.22%	In-House Program
	DISTRICT	1,183,276.81	1,047,742.43	(135,534.38)	-11.45%	191,370.53	197,535.38	6,164.85	3.22%	
	JUVENILE	34,823.14	34,859.47	36.33	0.10%	15,119.63	14,982.25	(137.38)	-0.91%	
	COMBINED	-	-	-		-	-	-		
EMPORIA	CIRCUIT	-	-	-		-	-	-		Newsome
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	2,048,935.96	1,985,434.96	(63,501.00)	-3.10%	139,895.62	149,403.52	9,507.90	6.80%	
FAIRFAX CITY	CIRCUIT	-	-	-		-	-	-	0.00%	Taxation
	DISTRICT	1,483,701.01	1,381,498.58	(102,202.43)	-6.89%	108,087.43	107,360.25	(727.18)	-0.67%	
	JUVENILE	-	-	-		-	-	-		
	COMBINED	-	-	-		-	-	-		
FALLS CHURCH	CIRCUIT	-	-	-		-	-	-	0.00%	Arlington County Treasurer
	DISTRICT	-	-	-		-	-	-	0.00%	
	JUVENILE	-	-	-		-	-	-	0.00%	
	COMBINED	876,929.61	719,364.49	(157,565.12)	-17.97%	75,262.78	72,471.64	(2,791.14)	-3.71%	
FRANKLIN CITY	CIRCUIT	-	-	-		-	-	-		Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	245,108.82	187,309.96	(57,798.86)	-23.58%	46,775.08	53,888.38	7,113.30	15.21%	
FREDERICKSBURG	CIRCUIT	451,108.44	152,468.61	(298,639.83)	-66.20%	164,806.75	210,493.02	45,686.27	27.72%	Taxation
	DISTRICT	1,663,234.09	1,645,675.86	(17,558.23)	-1.06%	176,088.06	201,051.43	24,963.37	14.18%	
	JUVENILE	27,825.99	22,680.82	(5,145.17)	-18.49%	16,665.81	18,745.15	2,079.34	12.48%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
GALAX	CIRCUIT	-	-	-		-	-	-		Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	268,971.21	283,123.74	14,152.53	5.26%	55,754.46	60,038.63	4,284.17	7.68%	
HAMPTON	CIRCUIT	1,826,361.99	382,359.73	(1,444,002.26)	-79.06%	172,824.77	179,031.86	6,207.09	3.59%	City Attorney
	DISTRICT	4,973,614.84	4,666,198.48	(307,416.36)	-6.18%	659,115.54	654,654.55	(4,460.99)	-0.68%	
	JUVENILE	100,801.59	103,520.94	2,719.35	2.70%	32,980.70	35,342.55	2,361.85	7.16%	
	COMBINED	-	-	-		-	-	-		
HOPEWELL	CIRCUIT	1,948,651.70	126,276.18	(1,822,375.52)	-93.52%	96,340.83	86,342.60	(9,998.23)	-10.38%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	2,943,748.14	2,576,074.53	(367,673.61)	-12.49%	229,540.55	208,500.05	(21,040.50)	-9.17%	
LYNCHBURG	CIRCUIT	477,439.98	215,799.34	(261,640.64)	-54.80%	161,683.90	121,418.81	(40,265.09)	-24.90%	In-House Program
	DISTRICT	1,802,284.36	1,835,757.50	33,473.14	1.86%	305,401.57	202,638.17	(102,763.40)	-33.65%	
	JUVENILE	35,540.72	41,672.84	6,132.12	17.25%	29,689.58	18,527.77	(11,161.81)	-37.60%	
	COMBINED	-	-	-		-	-	-		
MARTINSVILLE	CIRCUIT	154,115.29	69,735.10	(84,380.19)	-54.75%	91,589.67	101,969.06	10,379.39	11.33%	Taxation
	DISTRICT	363,411.18	365,213.43	1,802.25	0.50%	86,163.81	87,847.15	1,683.34	1.95%	
	JUVENILE	13,218.70	13,190.25	(28.45)	-0.22%	9,140.49	11,009.95	1,869.46	20.45%	
	COMBINED	-	-	-		-	-	-		
NEWPORT NEWS	CIRCUIT	1,975,889.98	417,743.84	(1,558,146.14)	-78.86%	686,365.57	812,550.81	126,185.24	18.38%	Taxation
	DISTRICT	5,184,156.13	5,500,840.54	316,684.41	6.11%	912,760.74	966,927.62	54,166.88	5.93%	Quadros
	JUVENILE	108,751.92	92,813.48	(15,938.44)	-14.66%	71,771.22	78,067.50	6,296.28	8.77%	Taxation
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
NORFOLK	CIRCUIT	1,826,270.74	726,150.91	(1,100,119.83)	-60.24%	612,945.89	572,318.96	(40,626.93)	-6.63%	Poole & Mahoney
	DISTRICT	6,067,891.48	5,662,276.80	(405,614.68)	-6.68%	1,334,259.36	1,223,931.27	(110,328.09)	-8.27%	
	JUVENILE	92,562.21	78,918.61	(13,643.60)	-14.74%	63,274.75	59,010.05	(4,264.70)	-6.74%	
	COMBINED	-	-	-		-	-	-		
PETERSBURG	CIRCUIT	778,982.34	100,563.41	(678,418.93)	-87.09%	107,673.94	118,460.96	10,787.02	10.02%	Taxation
	DISTRICT	1,898,047.53	1,639,055.91	(258,991.62)	-13.65%	308,349.63	313,728.47	5,378.84	1.74%	
	JUVENILE	18,872.27	16,267.00	(2,605.27)	-13.80%	24,606.37	22,405.60	(2,200.77)	-8.94%	
	COMBINED	-	-	-		-	-	-		
PORTSMOUTH	CIRCUIT	197,413.52	205,999.27	8,585.75	4.35%	365,112.95	348,866.54	(16,246.41)	-4.45%	Roland W. Dodson
	DISTRICT	2,546,526.87	2,211,222.87	(335,304.00)	-13.17%	488,216.34	476,242.44	(11,973.90)	-2.45%	
	JUVENILE	35,261.38	26,923.92	(8,337.46)	-23.64%	36,818.70	28,355.23	(8,463.47)	-22.99%	
	COMBINED	-	-	-		-	-	-		
RADFORD	CIRCUIT	326,624.98	79,207.03	(247,417.95)	-75.75%	66,120.87	65,372.99	(747.88)	-1.13%	Taxation
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	575,891.78	554,144.78	(21,747.00)	-3.78%	92,315.28	100,926.24	8,610.96	9.33%	
RICHMOND CITY	CIRCUIT	529,967.50	414,402.29	(115,565.21)	-21.81%	511,839.14	625,531.00	113,691.86	22.21%	Parish & Lebar
	DISTRICT	7,034,271.59	6,282,840.08	(751,431.51)	-10.68%	1,431,112.82	1,389,828.00	(41,284.82)	-2.88%	
	JUVENILE	55,020.74	52,603.09	(2,417.65)	-4.39%	56,297.88	51,616.00	(4,681.88)	-8.32%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
ROANOKE CITY	CIRCUIT	362,030.67	365,712.14	3,681.47	1.02%	109,699.29	121,465.65	11,766.36	10.73%	In-House Program
	DISTRICT	2,982,477.31	2,719,605.89	(262,871.42)	-8.81%	329,259.16	347,720.53	18,461.37	5.61%	
	JUVENILE	47,513.95	41,938.68	(5,575.27)	-11.73%	20,044.04	24,313.60	4,269.56	21.30%	
	COMBINED	-	-	-		-	-	-		
SALEM	CIRCUIT	151,037.61	160,278.43	9,240.82	6.12%	60,306.55	54,670.62	(5,635.93)	-9.35%	In-House Program
	DISTRICT	-	-	-		-	-	-		
	JUVENILE	-	-	-		-	-	-		
	COMBINED	818,373.87	770,889.29	(47,484.58)	-5.80%	70,323.70	76,056.65	5,732.95	8.15%	
STAUNTON	CIRCUIT	113,133.69	57,576.79	(55,556.90)	-49.11%	90,965.70	96,049.06	5,083.36	5.59%	Taxation
	DISTRICT	581,989.98	445,165.64	(136,824.34)	-23.51%	124,435.35	129,412.81	4,977.46	4.00%	
	JUVENILE	17,293.09	13,101.63	(4,191.46)	-24.24%	15,985.55	22,320.36	6,334.81	39.63%	
	COMBINED	-	-	-		-	-	-		
SUFFOLK	CIRCUIT	982,806.33	205,850.14	(776,956.19)	-79.05%	302,790.24	306,207.55	3,417.31	1.13%	Taxation
	DISTRICT	2,031,595.28	1,724,079.25	(307,516.03)	-15.14%	307,223.57	276,339.07	(30,884.50)	-10.05%	
	JUVENILE	46,930.82	41,737.88	(5,192.94)	-11.07%	20,796.28	24,473.38	3,677.10	17.68%	
	COMBINED	-	-	-		-	-	-		

Part B – Comparison of FY12 and FY13 Collections

LOCALITY	COURT	Court Clerks				Commonwealth's Attorneys				
		FY12 Collections	FY13 Collections	Variance FY12 to FY13	Percent Variance	FY12 Net Collections	FY13 Net Collections	Variance FY12 to FY13	Percent Variance	Collection Method
VIRGINIA BEACH	CIRCUIT	4,959,086.66	1,386,953.13	(3,572,133.53)	-72.03%	733,726.52	790,394.71	56,668.19	7.72%	Poole & Mahoney
	DISTRICT	12,085,990.88	11,598,114.98	(487,875.90)	-4.04%	1,910,583.34	1,983,993.49	73,410.15	3.84%	Kaufman & Canoles
	JUVENILE	358,180.18	381,637.24	23,457.06	6.55%	167,287.35	180,848.34	13,560.99	8.11%	Poole & Mahoney
	COMBINED	-	-	-		-	-	-		
WAYNESBORO	CIRCUIT	43,363.03	40,224.30	(3,138.73)	-7.24%	81,500.92	80,440.13	(1,060.79)	-1.30%	Taxation
	DISTRICT	448,660.26	411,737.21	(36,923.05)	-8.23%	98,043.65	90,709.62	(7,334.03)	-7.48%	
	JUVENILE	25,489.43	21,441.89	(4,047.54)	-15.88%	14,041.25	15,085.20	1,043.95	7.43%	
	COMBINED	-	-	-		-	-	-		
WINCHESTER	CIRCUIT	421,160.58	179,954.42	(241,206.16)	-57.27%	121,440.91	138,820.03	17,379.12	14.31%	Taxation
	DISTRICT	1,279,762.35	1,048,493.21	(231,269.14)	-18.07%	162,772.66	169,657.71	6,885.05	4.23%	
	JUVENILE	40,721.10	40,785.16	64.06	0.16%	19,747.06	19,040.00	(707.06)	-3.58%	
	COMBINED	-	-	-		-	-	-		
TOTAL		\$331,908,856.04	\$263,927,274.48	-\$67,981,581.56	-20.48%	46,634,092.06	48,360,011.60	1,725,919.54	3.70%	

footnote 1

Courts Fines and Fees Data - Assessment and collection data for courts is provided by the Supreme Court of Virginia in the Financial Management System's Final FY13 BR22 Report (excluding Fairfax County, which reports assessment and collection information)

footnote 2

Delinquent Fines and Fees Data - A collection agent for each locality provides assessment and collection data for delinquent fines and fees. Such data is certified by the Commonwealth's Attorney and reported to the Compensation Board for annual reporting.

FY13 FINES & FEES REPORT

APPENDICES

Appendix 1

FY13 Collection Form for Fines and Fees

Appendix 2

Supreme Court Guidelines and Model Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors, January 14, 1999

Appendix 3

Supreme Court Master Guidelines and Model Contract Governing Collection of Unpaid Delinquent Court-Ordered Fines and Costs, July 9, 2013

Appendix 4

FY14 Policy Statement for Fines and Fees: Commonwealth's Attorney

Appendix 5

FY14 Policy Statement for Fines and Fees: Clerk of the Circuit Court

Appendix 6

FY14 Election for the Collection Method of Fines and Fees: Commonwealth's Attorney

Appendix 7

Code of Virginia sections on the collection of fines and fees, including the full text of § 19.2-349.

Appendix 1: FY13 Collection of Fines and Fees Form

Pursuant to § 19.2-349, Code of Virginia, Commonwealth's Attorney's Report to the Compensation Board for July 1, 2012 through June 30, 2013

Commonwealth's Attorney for: _____ city/county Locality Code: _____

	Column A Total Assessments of delinquent fines, costs, forfeitures, and penalties (DO NOT include restitution)	Column B Deleted or removed accounts	Column C PAID accounts as reported by Department of Taxation's Debt Set-Off Program	Column D Net Assessments (A – B – C = D)	Column E Gross Collections of delinquent fines, costs, forfeitures, and penalties collected and deposited in this period (DO NOT include restitution)	Column F Collection Fee	Column G Net Collections (E - F = G)
COURT							
Circuit	\$	\$	\$	\$	\$	\$	\$
General District	\$	\$	\$	\$	\$	\$	\$
J & DR	\$	\$	\$	\$	\$	\$	\$
Combined	\$	\$	\$	\$	\$	\$	\$
Totals	\$	\$	\$	\$	\$	\$	\$

COURT	FY13 Collection Agent Name*	IN-HOUSE Collections ONLY		<p><i>Based on information provided to me by the courts and my collection program, I certify that this report is a true and accurate statement of the total fines and costs collected and deposited by me or on my behalf for the period stated above.</i></p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Signature: _____</p> <p>*FY13 Collection Agent: (fill in at bottom-left of form)</p> <p> <input type="checkbox"/> DEPARTMENT OF TAXATION <input type="checkbox"/> IN-HOUSE PROGRAM <input type="checkbox"/> CITY / COUNTY TREASURER <input type="checkbox"/> PRIVATE ATTORNEY (provide name) <input type="checkbox"/> PRIVATE COLLECTION AGENT (provide name) </p>	
Circuit		Total from Column F above	\$		
General District		Less: Expenses for collection efforts	\$		
J & DR		Surplus (deficit)	\$		
Combined		Locality / State Split of Surplus	\$		

FY13 Collection of Fines and Fees Form

Pursuant to § 19.2-349, Code of Virginia, Commonwealth's Attorney's Report to the Compensation Board for July 1, 2012 through June 30, 2013

Please TYPE information on form. Fill out one form per locality (do not combine data for separate localities).

The Commonwealth's Attorney has discretion to delegate preparation of the fines and fees collection form to the collection agent or an employee of the office, but ultimately the Commonwealth's Attorney is responsible for the content of the form. The Auditor of Public Accounts reviews these forms on an annual basis; therefore, all information used to prepare the form should be kept available.

For General District Court reporting, please combine separate divisions into one general district amount and submit one form.

Column A: Enter the total amount of **assessments** for delinquent fines, costs, forfeitures, and penalties during this reporting period (as taken from the Supreme Court's Financial Management System BR022 spreadsheet, "Receivable Balances, Total Sent to Collections, and Collections Ratios", June 2013 report). **DO NOT INCLUDE RESTITUTION ON THIS FORM.**

Column B: Enter the amount of **accounts manually removed** by the Clerk of the Court. The Commonwealth's Attorney should approve amounts manually removed. Supporting documentation, including the reason for the removal, should be maintained for auditing purposes.

Column C: Enter the amount of **accounts reported as "paid"** by the Department of Taxation's Debt Set-Off program (provided by the Clerk of the Court).

Column D: Enter the Subtotal. This subtotal represents **net assessments**. Column A minus Column B minus Column C ($A - B - C = D$).

Column E: Enter the total amount of **gross collections** of delinquent fines, costs, forfeitures, and penalties collected and deposited by your office in the reporting period (as provided by the Department of Taxation, your In-House program, Treasurer, private attorney or private collection agent). **DO NOT INCLUDE RESTITUTION ON THIS FORM.**

Column F: Enter the **fee for collection services**. If your office is charged a flat fee for collecting fines and fees, enter that amount in this column.

Column G: Enter the **net collections** that were deposited to the court. Column E minus Column F ($E - F = G$). Reconcile to the Clerk of the Court's records.

**Collection agent to fill out form completely and accurately. Commonwealth's Attorney to print name and provide the date and signature.
Fax to the attention of Bill Fussell, Compensation Board (804) 371-0235, not later than Monday, August 12, 2013.**

Appendix 2: Supreme Court Guidelines and Model Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors, January 14, 1999

<p>EXECUTIVE SECRETARY ROBERT N. BALDWIN</p> <p>ASST. EXECUTIVE SECRETARY FREDERICK A. HOONHEIT, JR.</p>	<p>SUPREME COURT OF VIRGINIA</p> <p>ADMINISTRATIVE OFFICE</p> <p>THIRD FLOOR</p> <p>100 NORTH NINTH STREET</p> <p>RICHMOND, VIRGINIA 23219</p> <p>(804) 786-5455</p>	<p>DIRECTOR, DISPUTE RESOLUTION SERVICES BARBARA L. HUBBART</p> <p>DIRECTOR, EDUCATIONAL SERVICES THOMAS N. LANGMORNE, III</p> <p>DIRECTOR, FISCAL SERVICES CHARLES P. WOOD, JR.</p> <p>DIRECTOR, JUDICIAL PLANNING KATHY L. WAYS</p> <p>DIRECTOR, LEGAL RESEARCH STEVEN L. DAILE WURA</p> <p>DIRECTOR, MGMT. INFORMATION SYSTEMS KEITH L. WITTENDORFF</p> <p>DIRECTOR, PERSONNEL CATHERINE F. AGEE</p> <p>DIRECTOR, TECHNICAL ASSISTANCE DONALD R. WOOD</p>
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MEMORANDUM

TO: Circuit and District Court Judges
Commonwealth's Attorneys
Circuit and District Court Clerks

FROM: Robert N. Baldwin *RNB*
Executive Secretary of the Supreme Court of Virginia

DATE: January 14, 1999

RE: Guidelines and Model Form Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and penalties by Private Contractors

As directed by the 1998 Appropriations Act, a workgroup composed of representatives of the Department of Accounts, the Commonwealth Competition Council, the Commonwealth Attorney Services Council, the Auditor of Public Accounts, the State Compensation Board, the Department of Taxation, the Office of the Attorney General, the Supreme Court of Virginia, a private collection attorney, and court personnel, was established to develop procedures and guidelines and a model contract for the collection of delinquent court ordered fines, costs, forfeitures, and penalties by private collection attorneys or the Department of Taxation.

The enclosed GUIDELINES PROMULGATED PURSUANT TO VIRGINIA CODE §19.2-349 and the FORM FOR CONTRACTS CREATED PURSUANT TO VIRGINIA CODE §19.2-349 have been approved by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board.

The new language in the guidelines and form for contracts were developed to allow debtors to have the option of paying their debt at either the appropriate court or to the private collection contractor. If the debtor makes payments directly to the court, the compensation due to a private contractor for the collection of that account will be calculated at a rate three percentage points less than the amount agreed to in the contract by the Commonwealth's Attorney and the private contractor. It is the responsibility of the private contractor to notify the Director of Management Information Systems for the Office of the Executive Secretary of the Supreme Court of Virginia in writing of the percentage rate agreed to by the Commonwealth Attorney and the contractor within five business days of the effective date of the contract.

Pursuant to subsection E of item 22 of Chapter 1 of the 1998 Special Session of the General Assembly, the Office of the Executive Secretary of the Supreme Court (OES) has enhanced the automated financial management system (FMS) to accept payments made directly to the court by debtors. Additionally, procedures have been established for the clerks of all district and circuit courts to accept the remittance of unpaid delinquent court-ordered fines, costs, forfeitures, and penalties. Court clerks shall transmit to the private collection contractor on a weekly basis a record of all payments received during that period by the court directly from the debtor. The clerk will also include a check drawn on the court's account made payable to the private contractor which reflects all commissions due the contractor for payments received by the court during that period on accounts of the contractor and any necessary adjustments for items such as dishonored checks and disputed credit card payments. The commission check will be transmitted with the court's weekly report of payments received.

Once a contract has been executed by a Commonwealth Attorney and a private collection contractor or the Department of Taxation, the Commonwealth Attorney should promptly notify the Clerk of the appropriate court as to the effective date of the contract.

Should you have any questions regarding the guidelines or model form contract please contact the Department of Technical Assistance for the Office of the Executive Secretary of the Supreme Court of Virginia at (804) 786-6455.

Attachments

GUIDELINES PROMULGATED PURSUANT TO
VIRGINIA CODE § 19.2-349
October 1, 1998

PURPOSE OF GUIDELINES

The primary purposes of these guidelines are to provide the framework for Commonwealth's Attorneys to contract with a private contractor (a private attorney or a private collection agency) or the Department of Taxation for collecting unpaid fines, costs, forfeitures and penalties and, thereby to assist the Commonwealth's Attorneys in meeting their statutory duties under Virginia Code § 19.2-349 to make inquiry as to why such amounts are unpaid and, if they can be satisfied, to institute collection procedures. The guidelines are also designed to provide for an effective coordination of efforts among the courts, Commonwealth's Attorneys, and the contractors. This coordination includes fiscal accountability and proper reporting to ensure proper and timely crediting of payments.

These guidelines are authorized by Virginia Code § 19.2-349, which requires that all contracts must comply with guidelines promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board.

CONTRACT GUIDELINES

1. The contract made pursuant to Virginia Code § 19.2-349 is made between a contractor, either an attorney in private practice who is a member in good standing with the Virginia State Bar, a private collection agency or the Department of Taxation, and the Commonwealth's Attorney for the local jurisdiction. The contractor is an independent contractor and not an agent of the Commonwealth's Attorney. The contract contemplates that the contractor shall make reasonable and diligent efforts by lawful means to collect unpaid fines, costs, forfeitures or penalties in cases referred to a contractor by the Commonwealth's Attorney. Court-ordered restitution in a criminal case is not a debt contemplated under the contract. [See Form Contract Paragraphs 1, 2].

2. The contracting attorney may not subcontract to any other individual or agency unless co-counsel is required in those instances when the debtor is located in another state. Any such subcontract must be approved in writing by the Commonwealth's Attorney. This provision does not prohibit the use of other lawyers in the same firm or professional corporation. A contracting collection agency may not refer the account to another collection agency or to an attorney. [See Form Contract Paragraph 3].

3. The period of the contract will be twelve months. It may be renewed for no more than four additional twelve-month periods, provided such renewals are pursuant to prevailing terms and conditions as promulgated and amended by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation and the Compensation Board. The contractor will be compensated in an amount negotiated between the Commonwealth's Attorney and the contractor. Typically, this amount will not exceed 30 percent of all monies actually collected through the contractor's efforts. It is the responsibility of the contractor to notify the Office of the Executive Secretary of the Supreme Court of the compensation percentage rate agreed to by the Commonwealth's Attorney and the contractor. Such notification shall occur within five business days of the effective date of the commencement, renewal, or amendment of this contract. If the debtor makes payments directly to the court, the compensation due to a private contractor for the collection of that account shall be calculated at a rate which is three percentage points less than the amount agreed to by the Commonwealth's Attorney and the private contractor. [See Form Contract Paragraphs 4, 8].

4. Each account shall be transferred to the contractor at the time the contract is effective until the account is collected in full or until termination, whichever occurs first, subject to the provisions of Virginia Code § 19.2-341. The compensation due the contractor shall be calculated by the terms of the contract in effect at the time the payment is collected, even if the contractor had undertaken collection efforts on the account under a predecessor contract prior to the effective date of the current contract. [See Form Contract Paragraphs 8, 9].

5. Should the contract terminate for any reason whatsoever, the contractor shall return all accounts to the Commonwealth's Attorney together with a report containing the account status, address and employment information concerning the debtor, to the extent permitted by law. In addition, the contractor shall provide a schedule of all accounts which have been docketed in any circuit court. A copy of this report shall also be sent to the appropriate court. The contractor shall also file a final report in compliance with paragraphs 9 and 10 of the guidelines. After the contract has terminated, the contractor may not accept direct payments from the debtor and the contractor will not be compensated for any payments made to the court. The contractor may not begin collection efforts on any new accounts after the contract period has terminated. [See Form Contract Paragraphs 4, 7].

6. The contract is subject to amendment at any time by the provisions approved by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. However, should any such required amendment be unacceptable to any party, that party may terminate the contract. The parties are bound to adhere to current guidelines as they are promulgated and/or amended by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. Amendments to the guidelines will be sent to the contractor within five business days after receipt by the Commonwealth's Attorney. In general, either party may terminate the contract for any reason upon ninety days notice. If the contract is terminated, the contractor must return all unused forms which have been provided by the court for his use in his duties pursuant to the contract. [See Form Contract Paragraphs 5, 6, 7].

7. The clerk of the appropriate court will provide to the Commonwealth's Attorney a list of cases having unpaid fines, costs, forfeitures and penalties, hereafter called "accounts," which will be in the form of a list of judgments resulting from such cases. This list will be provided to the contractor by the Commonwealth's Attorney. The contractor will not be provided the file or copies of the files on a routine basis. However, the clerk will provide reasonable access to such files on a mutually convenient schedule with the contractor. [See Form Contract Paragraph 9].

8. The contractor has no authority whatsoever to compromise or settle a claim for less than the amount due, including interest. The contractor shall be responsible for calculating and collecting ongoing interest using interest tables provided by the appropriate court. [See Form Contract Paragraph 10].

9. (a) A private contractor shall make reports and disbursements to the clerk of the appropriate court no less frequently than on a monthly basis. A copy of these reports must be provided to the Commonwealth's Attorney for information purposes. The contractor may choose to make reports and disbursements more frequently than on a monthly basis. Each report, however, must be accompanied by a disbursement check to cover the monies collected by the private contractor since the last report filed. [See Form Contract Paragraphs 11, 12].

(b) Pursuant to subsection E of item 22 of Chapter 1 of the 1998 Special Session of the General Assembly, the Office of the Executive Secretary of the Supreme Court (OES) has established the following procedures for the clerks of all district and circuit courts to accept the remittance of unpaid delinquent court-ordered fines, costs, forfeitures and penalties:

On a weekly basis, the clerk of the appropriate court shall transmit to the private contractor a record of all payments received during that period by the court directly from the debtor. On a weekly basis, the clerk will draw a check on the court's account made payable to the private contractor which reflects all commissions due the contractor for payments receipted by the court during that period on accounts of the contractor and any necessary adjustments for items such as dishonored checks and disputed credit card payments. This check will be transmitted with the court's weekly report of payments received.

10. A private contractor may wait for a period of no longer than one monthly reporting period after receipt of a debtor's check to ensure payment on the debtor's check before report and disbursement of these monies to the clerk. No refunds will be made by the clerk to the contractor

for non-payment on a debtor's check. [See Form Contract Paragraphs 11, 12].

11. A private contractor must use forms which are approved by the OES. The contractor must use any new forms created by the OES, any forms as amended by the OES, and cease using forms withdrawn by the OES as such changes are implemented, without further amendment of the contract. Notification of formal changes shall be sent to the contractor within five business days after receipt by the Commonwealth's Attorney. [See Form Contract Paragraph 13].

12. The contractor shall not engage in any unethical or illegal actions in the collection of these accounts. A private contractor must agree to bear the liability for any errors, damages, or injuries that occur during the course of his contract and as a result of his contract work. The Commonwealth of Virginia and the Commonwealth's Attorney must be held harmless for any such damages. The contractor must also agree to retain all records for a period of at least five years and make the records available for inspection at any time by the Auditor of Public Accounts and/or by the Commonwealth's Attorney. [See Form Contract Paragraphs 14, 15].

13. At no additional cost to the Commonwealth of Virginia (including its courts and its Commonwealth's Attorneys), the contractor will bond or otherwise insure through insurers the faithful performance of all personnel in his office who may collect and disburse funds collected on unpaid fines, costs, forfeitures and penalties for at least \$10,000.00 each, or such higher sum as will provide coverage for collections, and shall provide documentary proof of such coverage to the Commonwealth's Attorney. The bond applicable to the Department of Taxation pursuant to Virginia Code § 58.1-201 shall satisfy this requirement. [See Form Contract Paragraph 16].

GUIDELINES FOR PARTIES TO THE CONTRACT

A. Only one contractor shall be under contract at any time to collect any unpaid fines, costs, forfeitures and penalties imposed by a particular court.

B. In selecting a contractor, the Commonwealth's Attorney should take into account the expertise of each potential contractor together with the fee for which he is willing to perform services. There are a variety of ways in which such services can be obtained on a competitive basis, such as a Request for Proposal or competitive negotiations with several qualified potential contractors at the same time. Selection of a contractor on a competitive basis shall be made in accordance with the applicable provisions of the Virginia Public Procurement Act, Virginia Code §§ 11-35 through 11-80.

C. Commonwealth's Attorneys who serve on a part-time basis may not contract with themselves in their private capacity to make collections for the various courts.

D. Parties to the contract should be aware that it may be a violation of the Virginia Code of Professional Responsibility for a contractor who is an attorney to represent defendants in criminal cases in the same jurisdiction in which the Commonwealth's Attorney prosecutes criminal cases.

E. The Commonwealth's Attorney shall provide to the clerk of the appropriate court a list of all accounts which have been referred to the contractor for collection by use of an appropriately marked copy of the list. A copy of any contract entered into by the Commonwealth's Attorney pursuant to Virginia Code § 19.2-349 shall be promptly filed after execution with the clerk of the court for which money is to be collected.

F. The contractor should be advised that the Commonwealth's Attorney has access to certain information from the Department of Motor Vehicles and/or the Virginia Employment Commission which could facilitate the collection process. The Commonwealth's Attorney should provide this information to the contractor when requested in a manner acceptable to the Commonwealth's Attorney. The contractor may use this information only in furtherance of collection efforts under the terms of the contract.

G. The contractor must take appropriate steps to ensure that judgments are docketed in each jurisdiction wherein the debtor is known to own an interest in realty. The contractor should notify the clerk in writing when a judgment has been docketed in a jurisdiction other than that in which the fines, costs, forfeitures and penalties were originally imposed. The contractor must release any judgment obtained while under contract upon full payment at any time while the contractor retains the authority to do so under the terms of the contract. [See Form Contract Paragraph 7]

H. In entering into contracts under these Guidelines, Commonwealth's Attorneys should note that, because the Department of Taxation is a state agency, it may not be subject to all the provisions of the Model Contract which has been developed pursuant to the Guidelines. For example, the Department of Taxation is prohibited from disclosing information obtained from the United States Internal Revenue Service.

FORM FOR CONTRACTS CREATED PURSUANT TO
VIRGINIA CODE § 19.2-349
October 1, 1998

The Commonwealth's Attorney for the City/County of _____ (hereinafter referred to as "the Commonwealth's Attorney") and _____ (hereinafter referred to as "the Contractor") hereby agree as follows:

1. PURPOSE: The purpose of this contract is to obtain the services of the contractor to cause, on behalf of the Commonwealth, proper proceedings to be instituted for the collection and satisfaction of such fines, costs, forfeitures, and penalties and interest thereon as may be referred to him for collection and satisfaction by the Commonwealth. The parties expressly agree that the contractor is an independent contractor and not an agent of the Commonwealth's Attorney. Court-ordered payment of restitution to the victims of crimes is excluded from the terms of this contract. [See Contract Guidelines 1,2].

2. EFFORTS: The contractor shall make reasonable and diligent efforts by lawful means to collect all unpaid fines, costs, forfeitures or penalties and interest thereon in cases referred to him by the Commonwealth's Attorney. The contractor's failure to make such reasonable and diligent efforts may result in termination of the contract without prior notice. [See Contract Guideline 1].

3. ASSIGNMENT OF CONTRACT: This contract shall not be assignable by the contractor, in whole or in part. However, legal counsel may be retained, if the contractor is an attorney, for the assistance of collection efforts on individual cases if the debtor is located in a jurisdiction outside the Commonwealth of Virginia. Such a subcontract must be approved writing by the Commonwealth's Attorney. Any legal counsel retained in such a case must be located in the state in which the debtor is found. This provision does not prohibit the use of other lawyers in the same firm or professional corporation. [See Contract Guideline 2].

4. CONTRACT PERIOD: Subject to the following provisions, this contract is for the twelve-month period beginning _____ and ending _____.

a. The contract is renewable at the end of twelve months upon agreement of the parties and subject to terms and conditions promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board, as they may exist at the time of renewal. After the initial term of the contract, the contract may not be renewed for more than four additional twelve-month periods.

b. In the event the contract terminates, either due to non-renewal or through the exercise of the right to termination by either or both parties, the contractor must relinquish all accounts to the Commonwealth's Attorney. After the contract has terminated, the contractor may not continue collection efforts on cases begun prior to the termination.

c. After the contract has terminated, a contractor may not accept payment from any debtor and the contractor will not be compensated for any payments made to the court for an account which had been referred to the contractor. [See Contract Guidelines 3, 5].

5. AMENDMENTS: This contract is subject to amendment at any time by provisions approved by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board upon reasonable notice. If any such amendment is unacceptable to either party, that party may terminate the contract as provided in paragraph No.7 of this contract [See Contract Guideline 6].

6. ADHERENCE: The parties covenant and agree that they will at all times abide by current guidelines then in force and effect as they are promulgated and/or amended by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. [See Contract Guideline 6].

7. TERMINATION: Either party has the right to terminate this contract upon ninety days notice for any reason whatsoever. Upon termination, whether pursuant to this paragraph or to a failure to renew this contract in accordance with subparagraph 4(a), the contractor must return to the Clerk of the _____ Court of _____ City/County all unused forms provided to him by the said Court for use in the performance of the contractor's duties under this contract. The contractor shall also return all accounts to the Commonwealth's Attorney with a report containing the account status, address and employment information

concerning the debtor, to the extent permitted by law. In addition, the contractor shall provide a schedule of all accounts which have been docketed in any circuit court. A copy of this report shall also be sent to the appropriate court. [See Contract Guidelines 5, 6, G].

8. COMPENSATION:

(a) The contractor shall be compensated in the amount of _____ percent of all monies collected and paid directly to the contractor. It is the responsibility of the contractor to notify the Office of the Executive Secretary of the Supreme Court of the rate of compensation agreed to by the Commonwealth's Attorney and the contractor. Such notification shall occur within five business days of the effective / date of the commencement, renewal or amendment of this contract. The compensation due the contractor shall be calculated by the terms of the contract in effect at the time the payment is collected, even if the contractor had undertaken collection efforts on the account under a predecessor contract prior to the effective date of the current contract.

(b) For those payments made directly to the court on the contractor's accounts, the contractor shall be compensated at a rate which is three percentage points less than the rate agreed to by the Commonwealth's Attorney and the contractor. (This subparagraph applies only to contracts with private contractors.) [See Contract Guidelines 3, 4].

9. FORM OF REFERRAL: By statute (Va. Code §§ 19.2-340 and 19.2-341), unpaid fines, costs, forfeitures and penalties constitute a judgment in favor of the Commonwealth for which "execution may issue thereupon in the same manner as upon any other monetary judgment." Therefore, the clerk of the appropriate court will provide to the Commonwealth's Attorney a list of unpaid fines, costs, forfeitures and penalties. This list will contain the following:

- (1) The debtor's name;
- (2) The debtor's address according to the court's record;
- (3) If known, the debtor's social security number or driver's license number;
- (4) The principal amount due; and
- (5) The date from which interest is calculated.

This list will be provided to the contractor by the Commonwealth's Attorney. The contractor will not be provided the case files or copies of the files on a routine basis. Subject to the provisions of Virginia Code § 19.2-341, each

account shall be transferred to the contractor until the account is collected in full or until termination of the contract, whichever occurs first. [See Contract Guidelines 4, 7].

10. SETTLEMENT OF CLAIMS: The parties to this contract expressly covenant and agree that the contractor has no authority whatsoever to compromise or otherwise settle any case for less than the amount of the judgment plus any accrued interest. [See Contract Guideline 8].

11. REPORTING REQUIREMENTS: The contractor will make a monthly report of collections on approved forms to the clerk of the appropriate court covering each calendar month. The monthly report shall be filed with the clerk on or before the fifteenth calendar day of the next following month. An informational copy of the monthly report also shall be sent to the *Commonwealth's* Attorney. (This paragraph applies only to contracts with private contractors.) [See Contract Guidelines 9, 10].

12. DISBURSEMENT OF COLLECTIONS: A private contractor shall make monthly disbursements of monies collected for each calendar month. The disbursement must be made by check drawn on an account of the contractor, which is to be made payable to the clerk of the appropriate court. The disbursement check is to be filed simultaneously with the monthly report on or before the fifteenth calendar day of the next following month. (This paragraph applies only to contracts with private contractors.) [See Contract Guidelines 9, 10].

13. MANDATORY USE OF STATE FORMS: Because of the Commonwealth's need for uniform accounting and reporting procedures within its courts, the contractor:

(1) Will use forms approved by the Office of the Executive Secretary for handling and reporting the collection transactions in accordance with the instructions for using such forms provided through the clerk; and

(2) Will use all new forms and the latest version of existing forms as they are promulgated in accordance with the instructions for using such forms and cease using any form the use of which has been officially terminated.

As used in this contract:

"Accounts" means all individual listings of unpaid fines, costs, penalties, forfeitures and interest provided by the court.

"Forms" means official forms approved by the Office of the Executive Secretary of the Supreme Court of

"Instructions" means the printed official directions for completing and distributing official forms. These instructions will be printed by the Office of the Executive Secretary of the Supreme Court of Virginia and distributed through the Clerk.

"Clerk" means the Clerk of the Court whose fines, costs, forfeitures, and penalties are being collected by the contractor.

[See Contract Guideline 11].

14. INSPECTION AND RETENTION OF RECORDS: The contractor expressly agrees to allow inspection and audit at any time by the Auditor of Public Accounts and/or the Commonwealth's Attorney of all records and files pertaining to accounts referred under this contract. The contractor further expressly agrees to retain the records of transactions under this contract for a period of no less than five years. [See Contract Guideline 12].

15. CIVIL LIABILITY:

- (a) The contractor shall not engage in any unethical or illegal actions in the collection of these accounts.
- (b) The contractor agrees to be responsible for the work, to indemnify, to defend and to hold harmless the Commonwealth's Attorney, the Commonwealth of Virginia, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property or monetary damage that may happen to occur in connection with and during the performance of the contract including but not limited to claims under the Workers' Compensation Act. The contractor agrees that he will, at all times, after completion of the work, be responsible for the work, indemnify, defend and hold blameless the Commonwealth's Attorney, the Commonwealth of Virginia, its officers, agents, and employees from all liabilities resulting from bodily or mental injury or property or monetary damage directly or indirectly arising out of the performance or non-performance of the contract (This subparagraph applies only to contracts with private contractors.) [See Contract Guideline 12].

16. PERFORMANCE BOND: The contractor, at no additional cost to the Commonwealth of Virginia (including its courts and its Commonwealth's Attorneys), will bond or otherwise insure through third party insurers

licensed to do business in Virginia the faithful performance of the contractor and each person employed by him who may collect and disburse any unpaid fines, costs and other sums which the contractor was employed to collect. Each such person shall be individually bonded or insured for at least \$10,000.00 or such higher sum as will provide coverage for collections, with the Commonwealth of Virginia listed as an additional insured. The contractor shall provide documentary proof of such coverage to the Commonwealth's Attorney. The bond applicable to the Department of Taxation pursuant to Virginia Code § 58.1-201 shall satisfy this requirement. [See Contract Guideline 13].

17. ETHICS IN PUBLIC CONTRACTING: By entering into this contract, the contractor certifies that the contract is made without collusion or fraud and that he has not offered or received any kickbacks or inducements from any other potential contractor in connection with the award of this contract, and the contractor further certifies that he has not conferred on any public employee having official responsibility for making the award of this contract, any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

18. APPLICABLE LAW AND COURTS: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation will respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.

19. DEBARMENT STATUS: By entering into this contract, the contractor certifies that he is not currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia, nor is he an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia.

20. MEMBERSHIP IN VIRGINIA STATE BAR: By entering into this contract, the contractor certifies that he is a member in good standing of the Virginia State Bar. (This provision applies only if the contractor is an attorney.)

IN WITNESS THEREOF the parties have caused the agreement to be executed by the following duly-authorized officials:

_____ Commonwealth's Attorney

for _____ City/County on

Compensation Board

_____ (Date)

_____ Contractor's Name and Title

or Corporate Affiliation on _____ (Date)

Appendix 3: Supreme Court Master Guidelines Governing Collection of Unpaid Delinquent Court-Ordered Fines and Costs, July 9, 2013

MASTER GUIDELINES GOVERNING COLLECTION OF UNPAID DELINQUENT COURT-ORDERED FINES AND COSTS PURSUANT TO VIRGINIA CODE § 19.2-349

July 9, 2013

1. PURPOSE

These guidelines (also referred to as the “Master Guidelines”) establish the terms upon which Commonwealth’s Attorneys may enter into an agreement with (i) private attorneys in good standing with the Virginia State Bar or private collection agencies, (ii) a local governing body, (iii) the county or city treasurer, or (iv) the Department of Taxation for the collection of unpaid fines, court costs, forfeitures, penalties, statutory interest,¹ restitution, and restitution interest. These guidelines are also designed to establish the roles of the courts, Commonwealth’s Attorneys, the contractors, or other collection agents (collectively referred to as “contractors”) to ensure fiscal accountability through timely and accurate reporting and crediting of payments.

2. APPLICATION AND SCOPE

These Master Guidelines are mandatory and apply to all contracts for the collection of all fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest entered into by the attorneys for the Commonwealth and contractors, local governing bodies, county or city treasurers, or the Department of Taxation. These Master Guidelines are authorized by Virginia Code § 19.2-349, which requires that all contracts must comply with guidelines promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. A Form for Contracts incorporating the guideline requirements is provided and shall be utilized. All contracts must, at a minimum, include the requirements contained in the Form for Contracts without limitation or

¹ As used in these guidelines, “statutory interest” is that interest imposed pursuant to Virginia Code § 19.2-353.5 and does not include interest accruing on restitution.

exception. All contracts must include a provision rendering void and unenforceable any provision of the contract or any amendment thereof that conflicts with any provision of the Master Guidelines or Form for Contracts, as the same may be amended from time to time. The final form of contract entered into by a Commonwealth's Attorney shall include any additional provisions required by law and may include any additional provisions which do not conflict with these Master Guidelines and are deemed by the Commonwealth's Attorney to be advantageous and appropriate to the collection services to be procured.

3. TERMS TO BE INCLUDED IN CONTRACT

A. Parties. A contract made pursuant to Virginia Code § 19.2-349 is made between a contractor, either an attorney in private practice who is a member in good standing with the Virginia State Bar, a private collection agency, the Department of Taxation, a local governing body, or the county or city treasurer and the Commonwealth's Attorney for the local jurisdiction. The contractor shall be an independent contractor and not an agent of the Commonwealth's Attorney. The contractor shall make reasonable and diligent efforts by lawful means to collect unpaid fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest in cases referred to the contractor by the Commonwealth's Attorney.

B. Subcontracts. The contract is not assignable by the contractor, in whole or in part, to any subcontractor or other third party, except where (i) the debtor or the debtor's assets are located outside the Commonwealth of Virginia and (ii) the assignment or subcontract is approved in writing by the Commonwealth's Attorney. This provision does not prohibit the use of other attorneys and employees in the same business entity.

C. Term of the Contract. The period of the contract will be twelve months. It may be renewed, for no more than four additional twelve-month periods, provided such renewals are subject to the guidelines in effect at the time of renewal as promulgated and amended by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation and the Compensation Board.

D. Compensation. The contractor will be compensated in an amount negotiated between the Commonwealth's Attorney and the contractor. This amount shall not exceed 35 percent of all monies owed and actually collected through the contractor's efforts for unpaid fines, court costs, forfeitures, statutory interest, and penalties. The amounts owed for outstanding fines, court costs, forfeitures, penalties, and restitution, which become delinquent and are initially sent to collection on or after July 1, 2013, shall be increased up to a maximum of 17 percent ("the increase rate"), as specified in the contract. The increase rate shall not be applied to statutory interest or restitution interest. The amount of the increase rate collected for fines, court costs, forfeitures, and penalties shall not be part of the compensation due the contractor and shall not be considered when the compensation due the contractor is calculated. The compensation due the contractor for the collection of restitution and restitution interest shall be limited solely to the increase rate applied to the restitution collected. (See Attachment A for examples of compensation calculation.)

It is the responsibility of the Commonwealth's Attorney to notify the Office of the Executive Secretary of the Supreme Court of the compensation percentage rate specified in the contract. Such notification shall occur within five business days of the effective date of the commencement, renewal, or amendment of the contract. If the debtor makes payment directly to the court, the compensation due to a private contractor shall be calculated at a rate which is three percentage points less than the amount agreed to by the Commonwealth's Attorney and the private contractor.

E. Clerk's responsibilities. (i) The clerk of the appropriate court will provide to the Commonwealth's Attorney a list of cases having unpaid fines, court costs, forfeitures, penalties, statutory interest, restitution, or restitution interest, hereafter called "accounts," which will be in the form of a list of judgments resulting from such cases. This list will be provided to the contractor by the Commonwealth's Attorney. The contractor will not be provided the file or copies of the files on a routine basis. However, the clerk will provide reasonable access to such files on a mutually convenient schedule with the contractor.

(ii) The Office of the Executive Secretary of the Supreme Court has established the following procedures for the clerks of all district and circuit courts to accept the remittance of unpaid delinquent court-ordered fines, court costs, forfeitures, statutory interest, penalties, restitution, and restitution interest:

On a weekly basis, the clerk of the appropriate court shall transmit to the contractor a record of all payments received during that period by the court directly from the debtor. On a weekly basis, the clerk will draw a check on the court's account made payable to the contractor which reflects all commissions due the contractor for payments received by the court or received by the collection agent and transmitted to the court during that period on accounts of the contractor and any necessary adjustments for items such as dishonored checks and disputed credit card payments. This check will be transmitted with the court's weekly report of payments received.

F. Contractor responsibilities. (i) The contractor has no authority whatsoever to compromise or settle a claim for less than the amount due, including any increase rate amounts assessed and any accrued interest. The contractor shall be responsible for calculating and collecting ongoing interest using interest tables provided by the appropriate court.

(ii) A contractor shall send reports with disbursements of all monies collected to the clerk of the appropriate court no less frequently than on a weekly basis. Each report, however, must be accompanied by a disbursement check to cover the monies collected by the contractor since the last report filed. A copy of these reports must be provided to the Commonwealth's Attorney for information purposes. The contractor is not authorized under any circumstances to withhold any monies, including the amounts owed to the contractor pursuant to the contract. The monies owed to the contractor shall be transmitted to the contractor by the clerk of the court as indicated in (3)(E)(ii) of these guidelines.

(iii) A contractor may wait for a period of no longer than two weekly reporting periods after receipt of a debtor's check to ensure payment on the debtor's check before reporting and

disbursing these monies to the clerk. No refunds will be made by the clerk to the contractor for non-payment on a debtor's check.

(iv) A contractor must use forms which are approved by the Office of the Executive Secretary. The contractor must use the latest version of forms created by the Office of the Executive Secretary and cease using forms withdrawn by the Office of the Executive Secretary as such changes are implemented. A change in forms does not require amending the contract. Notification of form changes shall be sent to the contractor within five business days after receipt by the Commonwealth's Attorney.

(v) The contractor shall not engage in any unethical or illegal actions in the collection of these accounts. The contractor must also agree to retain all records for a period of at least five years and make the records available for inspection at any time by representatives of the Auditor of Public Accounts and/or the Commonwealth's Attorney.

G. Transfer of Accounts. Each account shall be transferred to the contractor at the time the contract is effective until the account is collected in full or until termination of the collection contract, whichever occurs first, subject to the provisions of Virginia Code § 19.2-341. The compensation due the contractor shall be calculated by the terms of the contract in effect at the time the payment is collected, even if the contractor had undertaken collection efforts on the account under a predecessor contract prior to the effective date of the current contract.

H. Responsibilities upon termination. Upon termination of the contract, within five days, the contractor shall promptly return all accounts to the Commonwealth's Attorney together with a report containing the account status, address, and employment information concerning each debtor, to the extent permitted by law. A copy of this report shall also be sent to the appropriate court. In addition, the contractor shall provide a schedule of all accounts which have been docketed in any circuit court. The contractor shall also file a final report in compliance with subparagraphs (3) (F) (ii) and (iii) of these guidelines. After the contract has terminated, the contractor may not accept payments from any debtor, and the contractor will not be compensated for any payments made to the court. Upon termination of the contract, the contractor may not

begin collection efforts on any new accounts. Monies held by the contractor at the time of contract termination shall be forwarded in full to the clerk of the court within two weeks of termination.

I. Amendment of the contract. The contract may be amended at any time by written agreement signed by the Commonwealth's Attorney and the contractor; however any contract, as amended, shall contain a provision making the contract subject to the terms and provisions of the Master Guidelines, as such Master Guidelines may be amended from time to time with the approval of the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. The contract shall contain a provision that expressly provides that (i) the contract is deemed to conform to the Master Guidelines and (ii) any provision of the contract that conflicts with any provision of the Master Guidelines and Form for Contracts shall be void and unenforceable. However, should any such amendment required by or resulting from a change in the Master Guidelines be unacceptable to any party, that party may terminate the contract as provided herein. Amendments to the Master Guidelines will be sent to the contractor within five business days after receipt by the Commonwealth's Attorney. Either party may terminate the contract for any reason upon ninety days written notice. If the contract is terminated, the contractor must return all unused forms which have been provided to the contractor by the court for use pursuant to the contract.

J. Liability and bond. A private contractor must agree to bear the liability for any errors, damages, or injuries that occur during the course of the contract and as a result of the contractor's work. The Commonwealth of Virginia and the Commonwealth's Attorney must be held harmless for any such damages. At no additional cost to the Commonwealth of Virginia (including its courts and its Commonwealth's Attorneys), the contractor will bond or otherwise insure through licensed insurers or authorized government entities the faithful performance of all personnel in the contractor's office who may collect and disburse funds collected on unpaid fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest for at least \$10,000 each, or such higher sum as will provide coverage for collections, and shall provide documentary proof of such coverage to the Commonwealth's Attorney. The bond

applicable to the Department of Taxation pursuant to Virginia Code § 58.1-201 shall satisfy this requirement.

K. Department of Taxation. In entering into contracts under these Guidelines, Commonwealth's Attorneys should note that, because the Department of Taxation is a state agency, it may not be subject to all the provisions of the Form for Contracts which has been developed pursuant to the Guidelines. For example, the Department of Taxation is prohibited from disclosing information obtained from the United States Internal Revenue Service.

4. CONTRACTOR SELECTION

A. Only one contractor shall be under contract with a particular Commonwealth's Attorney at any time to collect any unpaid fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest imposed by a particular court.

B. In selecting a contractor, the Commonwealth's Attorney should take into account the expertise of each potential contractor together with the fee for which each potential contractor is willing to perform services. There are a variety of ways in which such services can be obtained on a competitive basis, such as a Request for Proposal or competitive negotiations with several qualified potential contractors at the same time. All selections of contractors on a competitive basis shall be made in accordance with the applicable provisions of Chapter 43 of Title 2.2 of the Code of Virginia, § 2.2-4300 et seq., the Virginia Public Procurement Act.

C. Commonwealth's Attorneys who serve on a part-time basis may not contract with themselves in their private capacity to make collections for the various courts.

D. Parties to the contract should be aware that it may be a violation of the Virginia Rules of Professional Conduct for a contractor who is an attorney to represent defendants in criminal cases in the same jurisdiction in which the Commonwealth's Attorney prosecutes criminal cases.

5. IMPLEMENTATION OF COLLECTION PROCEDURES

A. The Commonwealth's Attorney shall provide to the clerk of the appropriate court a list of all accounts which have been referred to the contractor for collection by use of an appropriately marked copy of the list. A copy of any contract entered into by the Commonwealth's Attorney pursuant to Virginia Code § 19.2-349 shall be promptly filed after execution with the clerk of the court for which money is to be collected.

B. The contractor should be advised that the Commonwealth's Attorney has access to information from the Department of Motor Vehicles and/or the Virginia Employment Commission which could facilitate the collection process. The Commonwealth's Attorney should provide this information to the contractor when requested in a manner acceptable to the Commonwealth's Attorney. The contractor may use this information only in furtherance of collection efforts under the terms of the contract and shall otherwise keep the information confidential.

C. The contractor must take appropriate steps to ensure that judgments are docketed in each jurisdiction wherein the debtor is known to own an interest in realty. The contractor should notify the clerk in writing when a judgment has been docketed in a jurisdiction other than that in which the fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest were originally imposed. The contractor must release any judgment obtained while under contract upon full payment at any time while the contractor retains the authority to do so under the terms of the contract.

6. PERFORMANCE MEASURES

Annually, at the beginning of each Fiscal Year, the contractor responsible for the collection of fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution

interest shall file with the Commonwealth's Attorney a report describing the collection efforts employed during the prior Fiscal Year. Within 15 days of receipt of such report, the Commonwealth's Attorney shall file the report with the Compensation Board and each court included in the report. The Compensation Board shall make this information available to the Executive Secretary of the Supreme Court and all Commonwealth's Attorneys for their evaluation and renegotiation of collection contracts pursuant to Virginia Code Section 19.2-349.

FORM FOR CONTRACTS GOVERNING COLLECTION OF UNPAID DELINQUENT COURT-
ORDERED FINES AND COSTS PURSUANT TO
VIRGINIA CODE § 19.2-349
July 9, 2013

* * *

Contract for Collection Services Pursuant to Va. Code §19.2-349

The Commonwealth's Attorney for the City/County of _____ (hereafter referred to as "the Commonwealth's Attorney") and _____ (hereafter referred to as "the Contractor") agree to the following terms and conditions (collectively referred to as "the contract"):

1. PURPOSE: The purpose of this contract is to effect the Commonwealth's Attorney's interest in obtaining and the Contractor's interest in providing the collection services and expertise of the Contractor to collect such fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest as may be referred to the Contractor for collection and satisfaction. The Commonwealth's Attorney and the Contractor (collectively referred to as "the parties") agree that the Contractor is an independent contractor and not an employee or an agent of the Commonwealth's Attorney.

2. EFFORTS: The Contractor agrees to initiate proper proceedings for the collection and satisfaction of such fines, court costs, forfeitures, penalties, statutory interest, restitution, and restitution interest thereon as may be referred to the Contractor for collection and satisfaction. The Contractor agrees to make reasonable and diligent efforts by lawful means to collect all unpaid fines, court costs, forfeitures, penalties, interest pursuant to Virginia Code § 19.2-353.5 (hereafter "statutory interest"), restitution, and restitution interest in cases referred to the Contractor by the Commonwealth's Attorney. The Contractor's failure to make reasonable and diligent efforts may result in termination of the contract without prior notice.

3. ASSIGNMENT OF CONTRACT AND USE OF SUBCONTRACTORS: This contract is not assignable by the Contractor, in whole or in part, to any subcontractor or other third party, except where (i) the debtor or the debtor's assets are located outside the Commonwealth of Virginia and (ii) the assignment or subcontract is approved in writing by the Commonwealth's Attorney. This provision does not prohibit the use of other attorneys and employees in the same firm or professional corporation.

4. CONTRACT PERIOD: Subject to the following provisions, this contract is for the twelve-month period beginning _____ and ending _____.

- a. The contract is renewable at the end of twelve months upon written agreement of the parties and subject to the Master Guidelines Governing Collection of Unpaid Delinquent Court-Ordered Fines and Costs Pursuant to Virginia Code § 19.2-349 (hereafter “Master Guidelines”) promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board, in effect at the time of renewal. After the initial term of the contract, the contract may not be renewed for more than four additional twelve-month periods.
- b. In the event the contract terminates, either due to non-renewal or termination by either or both parties pursuant to paragraph 2 or 7 of the contract, the Contractor must relinquish all accounts to the Commonwealth’s Attorney. After the contract has terminated, the Contractor may not continue collection efforts on cases begun prior to the termination.
- c. After the contract has terminated, a Contractor may not accept payment from any debtor and the Contractor will not be compensated for any payments made to the court for an account which had been referred to the Contractor. Monies held by the Contractor at the time of contract termination shall be forwarded in full to the clerk of the court within two weeks of termination.

5. CONFORMITY WITH MASTER GUIDELINES; AMENDMENTS: This contract may be amended at any time by written agreement signed by the Commonwealth’s Attorney and the Contractor; however, any contract, as amended, shall be subject to the terms and provisions of the Master Guidelines then in effect as approved by the Office of the Attorney General, the Office of the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board. The contract and any amendment thereof shall be deemed to conform to the Master Guidelines, as such Master Guidelines may be amended from time to time, and any provision of the contract that conflicts with any provision of the Master Guidelines, as such Master Guidelines may be amended from time to time, shall be void and unenforceable. However, should any such amendment effected by or resulting from a change in the Master Guidelines be unacceptable to any party, that party may terminate the contract as provided herein. Amendments to the Master Guidelines will be sent to the Contractor within five business days after

receipt by the Commonwealth's Attorney. If any such amendment is unacceptable to either party, that party may terminate the contract as provided in paragraph 7 of this contract.

6. ADHERENCE: The parties covenant and agree that they will at all times abide by the Master Guidelines, as such Master Guidelines may be amended from time to time with the approval of the Office of the Attorney General, the Executive Secretary of the Supreme Court, the Department of Taxation, and the Compensation Board.

7. TERMINATION: Either party has the right to terminate this contract upon ninety days written notice either for cause or for the convenience of either party. Upon termination, whether pursuant to this paragraph or to a failure to renew this contract in accordance with subparagraph 4(a), the contractor must return to the Clerk of the _____ Court of _____ City/County all unused forms provided to the contractor by such Court for use in the performance of the Contractor's duties under this contract. The Contractor shall also return all accounts to the Commonwealth's Attorney with a report containing the account status, address, and employment information concerning each debtor, to the extent permitted by law. In addition, the Contractor shall provide a schedule of all accounts which have been docketed in any circuit court. A copy of this report shall also be sent to the appropriate court(s).

8. COMPENSATION:

- (a) The Contractor shall be compensated in the amount of _____ percent of all monies owed and actually collected through the Contractor's efforts for unpaid fines, court costs, forfeitures, statutory interest, and penalties. The amounts owed for outstanding fines, court costs, forfeitures, penalties, and restitution, which become delinquent and are initially sent to collection on or after July 1, 2013, shall be increased up to a maximum of ____ percent ("the increase rate"). The amount of the increase rate collected for fines, court costs, forfeitures, and penalties shall not be part of the compensation due the Contractor and shall not be considered when the compensation due the Contractor is calculated. The compensation due the Contractor for the collection of restitution and restitution interest shall be limited solely to the increase rate applied to the restitution.

It is the responsibility of the Contractor to notify the Office of the Executive Secretary of the Supreme Court of the rate of compensation specified in the contract. Such notification shall occur within five business days of the effective date of the commencement, renewal,

or amendment of this contract. The compensation due the Contractor shall be calculated by the terms of the contract in effect at the time the payment is collected, even if the Contractor had undertaken collection efforts on the account under a predecessor contract prior to the effective date of the current contract.

- (b) For those payments made directly to the court on the Contractor's accounts, the Contractor shall be compensated at a rate which is three percentage points less than the rate agreed to by the Commonwealth's Attorney and the Contractor. (This subparagraph applies only to contracts with private contractors.)

9. FORM OF REFERRAL: The clerk of the appropriate court will provide to the Commonwealth's Attorney a list of unpaid fines, court costs, forfeitures, penalties, statutory interest, restitution and restitution interest. This list will contain the following:

- (1) the debtor's name;
- (2) the debtor's address according to the court's record;
- (3) if known, the debtor's social security number or driver's license number;
- (4) the principal amount due; and
- (5) the date(s) from which any interest is calculated.

This information shall be used solely for collection activities and shall be otherwise kept confidential. This list will be provided to the Contractor by the Commonwealth's Attorney. The Contractor will not be provided the case files or copies of the files on a routine basis. Subject to the provisions of Virginia Code § 19.2-341, each account shall be transferred to the Contractor until the account is collected in full or until termination of the contract, whichever occurs first.

10. SETTLEMENT OF CLAIMS: The parties to this contract expressly covenant and agree that the Contractor has no authority whatsoever to compromise or otherwise settle any case for less than the amount of the judgment plus any accrued interest and any increase rate assessed.

11. REPORTING REQUIREMENTS: The Contractor shall make a weekly report of collections on approved forms to the clerk of the appropriate court. A copy of the weekly report also shall be sent to the Commonwealth's Attorney for information purposes.

12. DISBURSEMENT OF COLLECTIONS: The Contractor shall make weekly disbursements to the clerk of all the monies collected for each calendar week. The disbursement must be made by check drawn on an account of the Contractor, which is to be made payable to the clerk of the appropriate court. The disbursement check is to be filed simultaneously with the weekly report. The Contractor is not authorized under any circumstances to withhold any monies, including the amounts owed to the contractor pursuant to the contract. The clerk of the court shall deduct the compensation due the Contractor from the monies received from the Contractor or collected directly from debtors, and disburse the compensation due the Contractor on a weekly basis.

13. MANDATORY USE OF STATE FORMS AND DEFINITION OF TERMS: Because of the Commonwealth's need for uniform accounting and reporting procedures within its courts, the Contractor shall:

- (1) use forms approved by the Office of the Executive Secretary for handling and reporting the amounts collected in accordance with the instructions for using such forms provided through the clerk; and
- (2) use all new forms and the latest version of existing forms as they are promulgated in accordance with the instructions for using such forms, and cease using any form the use of which has been discontinued by the Office of the Executive Secretary.

As used in this contract:

- “Accounts” means all individual listings of unpaid fines, penalties, court costs, forfeitures, statutory interest, restitution, and restitution interest provided by the court.
- “Forms” means official forms approved by the Office of the Executive Secretary of the Supreme Court of Virginia;
- “Instructions” means the printed official directions for completing and distributing official forms. These instructions will be printed by the Office of the Executive Secretary of the Supreme Court of Virginia and distributed through the Clerk.

- “Clerk” means the Clerk of the Court for which the accounts are being collected by the Contractor.

14. INSPECTION AND RETENTION OF RECORDS: The Contractor expressly agrees to allow inspection and audit at any time by the Auditor of Public Accounts and/or the Commonwealth’s Attorney of all records and files pertaining to accounts referred under this contract. The Contractor further expressly agrees to retain the records of collection efforts and transactions under this contract for a period of no less than five years.

15. CIVIL LIABILITY:

- (a) The Contractor agrees not to engage in any unethical or illegal actions in the collection of these accounts.
- (b) The Contractor agrees to be responsible for the work, to indemnify, to defend, and to hold harmless the Commonwealth’s Attorney, the Commonwealth of Virginia, its officers, agents, and employees from the payment of all sums of money (including attorney fees and court costs) by reason of any claim against them arising out of any and all occurrences resulting in damages, including but not limited to, claims for bodily or mental injury or property or monetary loss, and claims asserted under the Workers’ Compensation Act that may occur in connection with and as a result of the Contractor’s performance of the contract. The Contractor agrees, at all times, after completion of the work, to continue to be responsible for the work, and to indemnify, defend, and hold harmless the Commonwealth’s Attorney, the Commonwealth of Virginia, its officers, agents, and employees from all liabilities (including attorney fees and court costs) resulting from bodily or mental injury or property or monetary damage directly or indirectly arising out of the performance or non-performance of the contract. (This subparagraph applies only to contracts with private contractors.)

16. PERFORMANCE BOND: The Contractor, at no additional cost to the Commonwealth of Virginia (including its courts and its Commonwealth’s Attorneys) will bond or otherwise insure through

third party insurers licensed to do business in Virginia the faithful performance of the Contractor and each person the Contractor employs, including all subcontractors and assignees, to collect and disburse any unpaid fines, court costs, and other sums which the Contractor was employed to collect. Each such person or entity shall be individually bonded or insured for at least \$10,000.00 or such higher sum as will provide coverage for collections, with the Commonwealth of Virginia listed as an additional insured. The Contractor shall provide documentary proof of such coverage to the Commonwealth's Attorney. The bond applicable to the Department of Taxation pursuant to Virginia Code § 58.1-201 shall satisfy this requirement.

17. ETHICS IN PUBLIC CONTRACTING: By entering into this contract, the Contractor certifies that the contract is made without collusion or fraud and that the Contractor has not offered or received any benefits or inducements (or "kickbacks") from anyone, including any other potential contractor in connection with the award of this contract, and the Contractor further certifies that the Contractor has not conferred upon, or promised to, any public employee having responsibility for making the award of this contract, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value.

18. APPLICABLE LAW AND COURTS: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The parties agree to comply with any applicable federal, state, and local laws and regulations.

19. DEBARMENT STATUS: By entering into this contract, the Contractor certifies that the Contractor is not currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia, nor is the Contractor an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia.

20. MEMBERSHIP IN VIRGINIA STATE BAR: By entering into this contract, the Contractor certifies that the Contractor is a member in good standing of the Virginia State Bar. (This provision applies only if the Contractor is an attorney.)

21. CONTRACTUAL CLAIMS: The Contractor shall submit any contractual claims, whether for money or other relief, to the Commonwealth's Attorney in writing no later than sixty days after final

payment. Written notice of the Contractor's intention to file a claim shall be given to the Commonwealth's Attorney at the time of the occurrence or beginning of the work upon which the claim is based. The Commonwealth's Attorney shall issue a final decision in writing within thirty days after receipt of the written claim, and any failure to do so shall be deemed a final decision denying the claim. The above decision or deemed decision shall be final and conclusive unless the Contractor appeals within six months of the date of the decision by instituting legal action as provided in Virginia Code § 2.2 4364.

22. EMPLOYER IDENTIFICATION NUMBER: The Contractor shall provide the Commonwealth's Attorney with Contractor's federal employer identification number (unless Contractor is an individual, in which case Contractor shall provide his or her social security number in accordance with applicable federal tax laws).

23. PAYMENT OF SUBCONTRACTORS: Within seven days after receiving payment under this contract for work performed by a subcontractor, the Contractor shall either pay the subcontractor for the portion of the payment attributable to work performed by the subcontractor, or notify the Commonwealth's Attorney and subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. The Contractor shall pay interest to the subcontractor on all amounts owed by Contractor that remain unpaid after the above period, except for amounts withheld as allowed in the previous sentence. Unless otherwise provided under the terms of this contract, such interest shall accrue at the rate of one percent per month. Contractor shall include in each subcontract under this contract a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor under this contract.

24. NONDISCRIMINATION: If this contract is for a sum in excess of \$10,000, during the performance of this contract, the Contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in

accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. The Contractor will include the provisions of the foregoing sentences in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

25. IMMIGRATION COMPLIANCE: The Contractor does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

26. AUTHORITY TO TRANSACT BUSINESS: If the Contractor is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, the Contractor shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Virginia Code or other law.

27. DRUG-FREE WORKPLACE: If this contract is for a sum in excess of \$10,000, during the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this contract, where the employees of the Contractor are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

28. NONDISCRIMINATION STATEMENT BY THE COMMONWEALTH'S ATTORNEY:
"The Commonwealth's Attorney does not discriminate against faith-based organizations."

IN WITNESS THEREOF the parties have caused the agreement to be executed by the following duly-authorized officials:

Commonwealth's Attorney for
City/County of _____

(Date) _____

Contractor's Name and Title
or Corporate Affiliation

(Date) _____

Appendix 4: FY14 Policy Statement for Fines and Fees: Commonwealth's Attorney

Locality Code: _____

Policy and Procedure

Code of Virginia	<p>Pursuant to § 19.2-349, <u>Code of Virginia</u>, a Commonwealth's Attorney is required to cause proper proceedings to be instituted for the collection and satisfaction of all fines, costs, forfeitures, penalties and restitution. The Commonwealth's Attorney must follow collection guidelines promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court in association with the Department of Taxation and Compensation Board.</p> <p>If the Commonwealth's Attorney does not undertake collection, he shall contract with (i) private attorneys or private collection agencies, (ii) enter into an agreement with a local governing body, (iii) enter into an agreement with the county or city treasurer, or (iv) use the services of the Department of Taxation. The Commonwealth's Attorney pays fees to an outside collection agent on a contingency fee basis out the proceeds of the amounts collected.</p> <p>The Department of Taxation and the Compensation Board shall establish procedures to be followed by court clerks, Commonwealth's Attorneys, other state agencies and any private attorneys or collection agents. The Department of Taxation and the Compensation Board shall report annually to the Governor and the General Assembly the total fines, costs, forfeitures and penalties assessed, collected, and unpaid and those which remain unsatisfied by each circuit or district court.</p> <p>Pursuant to Chapter 806, 2013 Acts of Assembly, beginning in FY14, delinquent amounts owed shall have added to them an increase rate fee, up to a maximum of seventeen percent, to reflect the costs associated with employing or contracting with agencies or individuals for collections. Commonwealth's Attorneys are also authorized to increase the amount up to twenty-five percent if the amount owed is more than 180 days delinquent. The increase rate fees are also paid on a contingency basis out of the proceeds of the amounts collected.</p>
Policy	<p>Prompt payment of fines and fees are ordered by the Court as a form of punishment for an offense committed, as well as a legitimate source of revenue for the locality and the Commonwealth. A Commonwealth's Attorney must take all measures under law to ensure that all fines, costs, penalties, forfeitures, and restitution as ordered by the Court are paid in full.</p>
Procedure	<p>A Commonwealth's Attorney must:</p> <ul style="list-style-type: none">• Annually choose a collection method by completing and signing an <i>Election for Collection Method of Fines and Fees: Commonwealth's Attorney</i> and return by fax to the Compensation Board; and• Annually receive assessment and collection totals from his collection agent and file a report with the Compensation Board using the <i>Collection of Fines and Fees Form</i>.
Effective Date	<p>This policy was effective July 1, 2003 and amended on July 18, 2007 and July 1, 2013. Unless otherwise noted, it shall remain in effect until further amended. Any recommended amendments to this policy shall be communicated to and are subject to review by the Compensation Board.</p>

Certification

I am in compliance with the requirements of § 19.2-349, Code of Virginia, and the Supreme Court Guidelines and Model Form for Contracts for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Contractors, dated July 9, 2013.

Printed Name of Commonwealth's Attorney

Locality

Signature of Commonwealth's Attorney

Date

Appendix 5: FY14 Policy Statement for Fines and Fees: Clerk of the Circuit Court

Locality Code: _____

Policy and Procedure

Code of Virginia

Pursuant to § 19.2-349A, Code of Virginia, the clerk of the circuit court and district court of every county and city shall submit to the judge of his court, the Department of Taxation, the State Compensation Board and the attorney for the Commonwealth of his county or city a monthly report of all fines, costs, forfeitures and penalties which are delinquent more than 30 days, including court-ordered restitution of a sum certain, imposed in his court for a violation of state law or a local ordinance which remain unsatisfied, including those which are delinquent in installment payments. The monthly report shall include the social security number or driver's license number of the defendant, if known, and such other information as the Department of Taxation and the Compensation Board deem appropriate. The Executive Secretary of the Supreme Court shall make the report required by this subsection on behalf of those clerks who participate in the Supreme Court's automated information system.

Policy

Prompt payment of fines and fees are ordered by the Court as a form of punishment for an offense committed, as well as a legitimate source of revenue for the locality and the Commonwealth. A Circuit Court Clerk must take all measures under the law to ensure that all fines, costs, penalties, forfeitures, and restitution as ordered by the Court are paid in full.

Procedure

Circuit Court Clerks must follow these procedures to ensure the collection of fines and fees:

- All costs and fines assessed by the Court are due and payable in full at the time the Court pronounces judgment unless the Judge directs otherwise;
- Payment is made in full at the time of sentencing or a deferred payment date or an installment plan is established; and
- If the debtor is unable to pay the total amount due, the court follows an established procedure to ensure that the debtor understands the total dollar amount owed, the mechanics of making payments and the consequences of failing to pay as agreed.

Actions if the debtor fails to pay as agreed:

- Unpaid costs and fines constitute a judgment against the debtor in favor of the Commonwealth and are docketed as such;
- If the debtor fails either to pay in full by the agreed upon due date or to meet the obligations of the installment payment plan, the Clerk will file an abstract with the Department of Motor Vehicles to effect a suspension of the debtor's drivers license and the registration certificate and license plates of any automobile registered solely in the name of the debtor;
- At any point past the final judgment date and the exhaustion of appeals, the outstanding debt should be forwarded to the Commonwealth's Attorney or his/her designee; and
- No less frequently than annually, all outstanding debts are to be referred to the Department of Taxation's Debt Set-off program.

Effective Date

This policy was effective July 1, 1997 and amended on July 18, 2007. Unless otherwise noted, it shall remain in effect until further amended. Any recommended amendments to this policy shall be communicated to and are subject to review by the Compensation Board.

Certification

I am in compliance with the requirements of § 19.2-349, Code of Virginia, and the Supreme Court Guidelines and Model Form for Contracts for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Contractors, dated July 9, 2013.

Printed Name of Clerk

Locality

Signature of Clerk

Date

**Appendix 6: FY14 Election for the Collection Method of Fines and Fees:
Commonwealth's Attorney**

Locality Code: _____

In compliance with § 19.2-349, Code of Virginia, I elect the following as the collection method for delinquent fines, costs, penalties, and forfeitures and restitution for each court in my locality:

- Column A Indicate if the Department of Taxation, In-House program, city/county Treasurer, private attorney, or private collection agent collects delinquent fines and fees for each of your courts; list contact information.
- Column B For all collection methods (except the In-House program) please provide month and year of contract or Memorandum of Understanding.
- Column C For all collection methods please provide the collection fee percentage (excludes restitution).
- Column D For all collection methods please provide the increase rate up to a maximum of 17% of the amount owed for outstanding fines. Please note this is not considered compensation due the contractor except for restitution.

FY14				
Court	Collection Method	Contract or MOU		
	<p>A: CHOOSE ONLY ONE PER COURT:</p> <ul style="list-style-type: none"> • Department of Taxation • In-House Program • Private Attorney (provide name/contact) • Private Collection Agent (provide name/contact) • City / County Treasurer <p>Provide Name and Contact Information:</p>	<p>B:</p> <p>Contract Date</p> <p>Month & Year:</p>	<p>C:</p> <p>Fee for Collection Services (Collection Commission Rate)</p> <p>Percentage:</p>	<p>D:</p> <p>Increase Rate Fee applied to delinquent amounts (Increase Rate)</p> <p>Percentage:</p>
SAMPLE	<p><i>County Treasurer - Jane G. Doe</i> 804-555-1234; jane.doe@treasurer.gov</p>	<i>Jul 2013</i>	<i>21%</i>	<i>17%</i>
Circuit				
General District				
Juvenile & Domestic Relations				
Combined				

Printed Name of Commonwealth's Attorney

Locality

Signature of Commonwealth's Attorney

Date

Appendix 7: Code of Virginia sections on the collection of fines and fees

§ 17.1-275.1-4, 7-8	Fee collected by clerks of circuit courts; generally. Fixed felony fee. Fixed fee felony reduced to misdemeanor. Fixed felony revocation fee. Fixed misdemeanor reduced from felony revocation fee. Amounts to be added; judgment in favor of the Commonwealth. Fees collected from court report fund. Fixed misdemeanor fee. Fixed drug misdemeanor fee. Fixed misdemeanor revocation fee. Additional fee. Additional fee assessed for conviction of certain offenses.
§ 19.2-305.1	Restitution for property damage or loss; community service.
§ 19.2-305.2	Amount of restitution; enforcement.
§ 19.2-340	Fines; how recovered; in what name.
§ 19.2-341	Penalties other than fines; how recovered; in what name; limitation of actions.
§ 19.2-349	Responsibility for collections; clerks to report unsatisfied fines, etc; duty of Attorneys for Commonwealth; duties of Department of Taxation.
§ 19.2-353	Certain fines paid into Literary Fund.
§ 19.2-353.3	Acceptance of checks and credit cards in lieu of money; additional fee.
§ 19.2-353.5	Interest on fines and costs.
§ 19.2-354	Authority of court to order payment of fines, costs, forfeitures, penalty or restitution in installments or upon other terms and conditions; community work in lieu of payment.
§ 19.2-356	Payment of fines or costs as condition of probation or suspension of sentence.
§ 19.2-357	Requiring that defendant be of peace and good behavior until fine and costs are paid.
§ 19.2-358	Procedure on default in deferred payment or installment payment of fines, costs, forfeiture, restitution or penalty.
§ 19.2-359	Official receipts to be given for fines.
§ 46.2-395	Suspension of license for failure or refusal to pay fines or costs.
§ 53.1-60	Extending limits of confinement of state prisoners for work and educational programs; disposition of wages; support of certain dependents; penalties for violations.
§ 53.1-131	Provision for release of prisoners from confinement for employment, educational or other rehabilitative programs; escape; penalty; disposition or earnings.
§ 53.1-131.1-2	Provision for sentencing for persons to nonconsecutive days in jail; payment to defray costs; penalty. Assignment to home/electronic incarceration program; payment to defray costs; escape; penalty.
§ 53.1-150	Contributions of persons on parole, probation, and work release.

§ 19.2-349.

Responsibility for collections; clerks to report unsatisfied fines, etc.; duty of attorneys for Commonwealth; duties of Department of Taxation.

A. The clerk of the circuit court and district court of every county and city shall submit to the judge of his court, the Department of Taxation, the State Compensation Board and the attorney for the Commonwealth of his county or city a monthly report of all fines, costs, forfeitures and penalties which are delinquent more than 30 days, including court-ordered restitution of a sum certain, imposed in his court for a violation of state law or a local ordinance which remain unsatisfied, including those which are delinquent in installment payments. The monthly report shall include the social security number or driver's license number of the defendant, if known, and such other information as the Department of Taxation and the Compensation Board deem appropriate. The Executive Secretary shall make the report required by this subsection on behalf of those clerks who participate in the Supreme Court's automated information system.

B. It shall be the duty of the attorney for the Commonwealth to cause proper proceedings to be instituted for the collection and satisfaction of all fines, costs, forfeitures, penalties and restitution. The attorney for the Commonwealth shall determine whether it would be impractical or uneconomical for such service to be rendered by the office of the attorney for the Commonwealth. If the defendant does not enter into an installment payment agreement under § [19.2-354](#), the attorney for the Commonwealth and the clerk may agree to a process by which collection activity may be commenced 30 days after judgment.

If the attorney for the Commonwealth does not undertake collection, he shall contract with (i) private attorneys or private collection agencies, (ii) enter into an agreement with a local governing body, (iii) enter into an agreement with the county or city treasurer, or (iv) use the services of the Department of Taxation, upon such terms and conditions as may be established by guidelines promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court with the Department of Taxation and the Compensation Board. If the attorney for the Commonwealth undertakes collection, he shall follow the procedures established by the Department of Taxation and the Compensation Board. Such guidelines shall not supersede contracts between attorneys for the Commonwealth and private attorneys and collection agencies when active collection efforts are being undertaken. As part of such contract, private attorneys or collection agencies shall be given access to the social security number of the defendant in order to assist in the collection effort. Any such private attorney shall be subject to the penalties and provisions of § [18.2-186.3](#).

The fees of any private attorneys or collection agencies shall be paid on a contingency fee basis out of the proceeds of the amounts collected. However, in no event shall such attorney or collection agency receive a fee for amounts collected by the Department of Taxation under the Setoff Debt Collection Act (§ [58.1-520](#) et seq.). A local treasurer undertaking collection pursuant to an agreement with the attorney for the Commonwealth may collect the administrative fee authorized by § [58.1-3958](#).

C. The Department of Taxation and the State Compensation Board shall be responsible for the collection of any judgment which remains unsatisfied or does not meet the conditions of § [19.2-354](#). Persons owing such unsatisfied judgments or failing to comply with installment payment agreements under § [19.2-354](#) shall be subject to the delinquent tax collection provisions of Title 58.1. The Department of Taxation and the State Compensation Board shall establish procedures to be followed by clerks of courts, attorneys for the Commonwealth, other state agencies and any private attorneys or collection agents and may employ private attorneys or collection agencies, or engage other state agencies to collect the judgment. The Department of Taxation and the Commonwealth shall be entitled to deduct a fee for services from amounts collected for violations of local ordinances. The Department of Taxation and the State Compensation Board shall 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 report shall include the procedures established by the Department of Taxation and the State Compensation Board pursuant to this section and a plan for increasing the collection of unpaid fines, costs, forfeitures and penalties. The Auditor of Public Accounts shall annually report to the Governor, the Executive Secretary of the Supreme Court and the General Assembly as to the adherence of clerks of courts, attorneys for the Commonwealth and other state agencies to the procedures established by the Department of Taxation and the State Compensation Board.

(Code 1950, § 19.1-341.2; 1960, c. 366; 1975, c. 495; 1979, c. 469; 1983, cc. 415, 499; 1988, cc. 742, 750, 770, 852; 1991, c. 202; 1992, c. 623; 1993, c. 269; 1994, cc. [841](#), [945](#); 2001, c. [414](#); 2003, c. [262](#); 2006, c. [359](#); 2007, c. [551](#); 2012, c. [615](#).)
