

Assistant Commissioner of Accounts

Duties and Responsibilities of Commissioner of Accounts.

Patricia A. Woodward currently serves as Assistant Commissioner of Accounts for Fauquier County, Virginia. The judges of each circuit appoint an attorney to serve as Commissioner of Accounts to provide “general supervision of all fiduciaries admitted to qualify in such court or before the clerk thereof and make all ex parte settlements of their accounts.” Virginia Code § 64.2-1200. Each Commissioner of Accounts maintains their own office, accounts, and records, and may charge fees for the services they perform. The circuit court appointing the Commissioner of Accounts sets the fees that may be charged. In many jurisdictions, the circuit court also appoints one or more Assistant Commissioners of Accounts. An Assistant Commissioner of Accounts acts only in such cases that the Commissioner of Accounts delegates to him/her. Each Assistant Commissioner of Accounts maintains his/her own office, which is separate from the Commissioner of Accounts.

The duties and responsibilities of the Commissioner of Accounts, and Assistant Commissioner of Accounts, include the following:

- Estate Inventories and Accounts filed with the Commissioner of Accounts in the jurisdiction where the personal representative [Executor, Administrator, etc.] qualifies. The Commissioner reviews and audits each Inventory or Account. The Commissioner approves the document if it is acceptable, or does not approve it if it is not acceptable. The Commissioner files a Report of his or her review with the Court.
- Foreclosure Accounts filed by a foreclosure Trustee with the Commissioner of Accounts in the jurisdiction where the property is located. The Commissioner reviews and audits the Account. The Commissioner approves the Account if it is acceptable, or does not approve the Account if it is not acceptable.
- The Commissioner reports delinquent fiduciaries to the Court, and initiates proceedings to enforce filing and settlement requirements.
- A Commissioner also performs the following duties:
 - Determines sufficiency of fiduciary bonds
 - Conducts hearings on creditors’ claims
 - Determines reasonable compensation for fiduciaries

Ms. Woodward is proud to serve as Assistant Commissioner of Accounts in Fauquier County. For further information regarding the Circuit Court of Fauquier County, visit its website: <http://www.fauquiercounty.gov/government/departments/circuitcourt/>