

Memorandum



CITY OF DALLAS

DATE: January 13, 2006

TO: Honorable Mayor and Members of the City Council

SUBJECT: Follow-up report of the August 6, 2004, *Performance Audit of the Judicial Order Process of the Municipal Court*

We conducted this follow-up under the authority of Chapter IX of the City Charter, and according to applicable government auditing standards. We included tests of records and reviews of program guidelines and procedures that we considered necessary in the circumstances. Our objective was to determine whether management had implemented the original audit's recommendations or had taken other acceptable actions to remedy the control weaknesses identified in the original audit report.

The original audit contained one finding with a recommendation. Management implemented that recommendation.

Management has not developed written procedures to ensure systematic processing of procedural orders.

We recommended that the Municipal Administrative Judge develop policies and procedures for all Judiciary functions, including processing of procedural orders and codify them in an operating manual.

We found that the Administrative Judge maintains a notebook containing all judicial orders with explanations for the reasons and justifications of each; as well as his normal process for creating them, and procedures for implementing them (Implemented).

Paul T. Garner
Assistant City Auditor

c: Jay Robinson, Municipal Administrative Judge