

# OFFICE OF THE DISTRICT ATTORNEY

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NINETEENTH CIRCUIT COURT DISTRICT  
JACKSON, GEORGE & GREENE COUNTIES



**ANTHONY N. LAWRENCE, III**  
DISTRICT ATTORNEY

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## **BAD CHECK UNIT COMPLAINT CHECKLIST**

The steps below are necessary because they are legally required. Following these steps will be vital aid in assuring restitution on your checks.

1. The transaction must have taken place in Jackson, George or Green County.
2. All bad checks must be stamped:
  - A. Insufficient Funds (NSF) or
  - B. Account Closed
3. **The Law** prohibits us from accepting the following types of checks:
  - A. Stop Payment
  - B. Uncollected Funds
  - C. Refer to maker
  - D. Irregular Signature
  - E. Stolen
  - F. Checks that have partial payments made
  - G. Postdated checks or checks that you agreed to hold before depositing.
  - H. Two party checks
  - I. Forgeries
4. The check writer must be eighteen (18) years of age on or before the check date.
5. If the check was ever stamped "NSF", a fifteen (15) day notice must be mailed by U.S. mail, and an Affidavit of Service of Mail must be completed when the check is presented to our office. The check writer must be given fifteen (15) days from receipt of your letter to make the bad check good. After the fifteen days, if restitution has not been made to you, a complaint may be filed with your D.A.'s Bad Check Unit.
6. If the letter or notice of bad check is returned as undeliverable, no waiting period is required and you may file a complaint at that time.
7. The letter must be sent to exact address as given on the check by its maker.

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