

OFFICE OF THE DISTRICT ATTORNEY

CHIEF INVESTIGATOR
SCOTT MCILRATH

VICTIM ASSISTANCE COORDINATOR
LASHONDA NETTLES

CHECK UNIT DIRECTOR
ANITA BOSARGE

PRETRIAL DIVERSION DIRECTOR
MELANI SEXTON

NINETEENTH CIRCUIT COURT DISTRICT
JACKSON, GEORGE & GREENE COUNTIES



ANTHONY N. LAWRENCE, III
DISTRICT ATTORNEY

CHIEF PROSECUTOR
ROBERT J. KNOCHEL

ASSISTANT DISTRICT ATTORNEYS
ANGEL MCILRATH
CHERIE R. WADE
JUSTIN M. LOVORN
NESHONDRIA D. ELLERBY
WILLIAM C. BARRETT
MICHAEL G. DYKES
GEORGE R. HUFFMAN
CAROLYN A. LEWIS

BAD CHECK UNIT COMPLAINT CHECKLIST

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

1. The transaction must have taken place in Jackson, George, or Greene 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 US 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.

JACKSON COUNTY OFFICE
2ND FLOOR COURTHOUSE
P. O. BOX 1756
PASCAGOULA, MS 39568-1756
TELEPHONE: 228-769-3045
FAX: 228-769-3345

GEORGE COUNTY OFFICE
2ND FLOOR COURTHOUSE
LUCEDALE, MS 39452
P. O. BOX 1756
PASCAGOULA, MS 39568-1756
TELEPHONE: 601-947-8801
FAX: 601-947-8935

GREENE COUNTY OFFICE
1ST FLOOR COURTHOUSE
LEAKESVILLE, MS 39451
P. O. BOX 1756
PASCAGOULA, MS 39568-1756
TELEPHONE: 601-394-4511
FAX: 601-394-5984

7. The Letter must be sent to the exact address as given on the check by its maker.
8. When presenting a complaint to the D.A.'s Bad Check Unit, you will need:
 - A. The original check or check image from your bank.
 - B. The completed complaint form.
 - C. The completed affidavit of service by mail.
9. All information requested on the complaint must be filled out completely as possible. You should include the following information about the check writer: sex; race; social security number; date of birth; residential address if the address on the check is a post office box; place of employment; name or initials of the person who accepted the check.
10. A bad check complaint form must be filled out for each check submitted to the D.A.'s Bad Check Unit.
11. Once a complaint is filed with our office, we will prepare an arrest warrant for the bad check writer if necessary. Your Signature will be needed on an affidavit prior to securing a judge's signature on the warrant, we will contact you if an affidavit is necessary.
12. Merchant restitution checks will be sent out monthly by the tenth day of the month.
13. If, after filing a complaint with the District Attorney, you wish to withdraw the complaint for good cause, Mississippi law requires that you pay a \$30.00 withdrawal fee to the District Attorney for processing the complaint.

If you have any questions, please call us at 228-769-3234 or come by our office located on the second floor of the Jackson County Courthouse on Magnolia Street in Pascagoula. Our mailing address is P.O. Box 1756, Pascagoula, MS 39568-1756.