

MONROE COUNTY PROSECUTOR'S OFFICE



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INSTRUCTIONS FOR RETURNED CHECKS

SEND THE ENCLOSED NOTICE (You may duplicate this form) BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, GIVING 10 DAYS FOR PERSON WRITING CHECK TO RESPOND AND PAY FUNDS DUE YOU. ALWAYS KEEP A COPY OF THE NOTICE FOR YOUR RECORDS

IF NO RESPONSE AFTER THE 10 DAYS AND YOU HAVE THE GREEN CARD THAT THE CERTIFIED LETTER WAS DELIVERED, WE NEED A COPY OF THE NOTICE SENT, RECEIPT OF CERTIFIED MAIL, GREEN CARD FROM CERTIFIED MAIL AND ORIGINAL CHECK OR COPY YOU RECEIVED FROM THE BANK.

IF THE CERTIFIED MAIL IS NOT DELIVERED AND RETURNED TO YOU, WE CAN STILL FILE THE CHARGES, IF THE REASON STATES THAT THE LETTER WAS "UNCLAIMED" OR "REFUSED".

IF THE CERTIFIED LETTER IS RETURNED TO YOU STATING "MOVED LEFT NO ADDRESS (MLNA)", "FORWARDING ORDER EXPIRED (FOE)", "INSUFFICIENT ADDRESS", OR ANY OTHER REASON NO CHARGES CAN BE FILED AS YOU DO NOT HAVE A VALID ADDRESS FOR SERVICE OF THE RETURNED CHECK ON THE INDIVIDUAL.

IF A CHECK IS RETURNED FROM YOUR BANK TO YOU AND STATES "ACCOUNT CLOSED", YOU ARE NOT REQUIRED TO SEND A NOTICE AND MAY BRING IT DIRECTLY TO MY OFFICE FOR PROSECUTION.

I STRONGLY URGE YOU TO OBTAIN SOME TYPE OF IDENTIFYING INFORMATION i.e. Social Security Number, Driver's License Number, etc., WHEN ACCEPTING A CHECK.

ONCE WE HAVE ALL THE NECESSARY INFORMATION, WE WILL PREPARE A CRIMINAL COMPLAINT AND FILE WITH THE MONROE COUNTY COURT. WE WILL HANDLE THE PROSECUTION OF THIS CASE AND LET YOU KNOW WHEN THE MONEY HAS BEEN COLLECTED OR IF WE NEED ANYTHING FURTHER FROM YOU.

JAMES L. PETERS
PROSECUTING ATTORNEY

NOTICE OF RETURNED CHECK

DATE:

NAME:

ADDRESS:

DEAR,

THE FOLLOWING DESCRIBED CHECK PURPORTEDLY WRITTEN AND SIGNED BY YOU HAS
BEEN RETURNED TO US UNPAID.

CHECK NO:

DATED:

AMOUNT:

PAYABLE TO:

BANK DRAWN ON:

CHECK SIGNED BY:

PLEASE ARRANGE TO MAKE PAYABLE ON OR BEFORE _____, 20____,
OR WE SHALL BE FORCED TO TAKE SUCH STEPS AS THE LAW PERMITS.

YOURS TRULY,
