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## PROCEDURES FOR BAD CHECKS

The following steps must be taken prior to submitting bad check complaints to the Law Director's Office for review for charges:

1. Check must be presented to drawer's bank for payment within 30 days, and returned marked **Account Closed or NSF**.
2. Drawer must be provided with Notice of Dishonor
  - You must provide drawer with actual notice of dishonor via **certified mail**, allowing drawer 10 days to satisfy check.
  - If the green card is returned sign, proper notice has been made and the 10-day period begins.

**If the check was returned for NSF, the following applies**

- If the green card is returned signed, proper notice has been made and the 10-day period begins.
  - If the Notice of Dishonor is returned with a forwarding address, notice must be sent to the new address by certified mail and the process begins again.
  - If the Notice of Dishonor is returned marked "Unclaimed" or "Refused", the notice is sent out by regular US mail with a certificate of mailing and the 10-day period begins.
  - If the Notice of Dishonor is returned for **any other reason**, such as "Undeliverable" or "Address Unknown", proper service cannot be made at that address and **we cannot accept the check for criminal prosecution**. You may attempt collection through civil means.
3. After the ten-day requirements in paragraph 2 have been fulfilled, the check and all supporting documentation may be submitted to the Norwalk Law Director's Office for prosecution.

The following documentation must be provided to the Law Director's Office:

**Original returned check**

Copy of Notice of Dishonor

Certified Mail Return (Green Card) or envelope and green card showing unclaimed

Post office receipt for mailings

Certificate of Mailing if applicable

You must provide a means of identifying the drawer. This includes date of birth, social security number, and/or driver's license number. Without this information, it may not be possible to file criminal charges.

Attached please find a copy of the Bad Check Information Form you will be required to complete for each bad check complaint you wish to pursue.

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