

**District Attorney's Office
Special Services Division for
Clarke, Choctaw & Washington Counties**

Checklist for Worthless Checks

1. The transaction must have taken place in Clarke, Choctaw or Washington Counties.
2. All checks must be dated less than one year prior to obtaining a warrant. Please turn checks into the Worthless Check Unit as soon as possible.
3. All Worthless Checks must be stamped:
 - Insufficient Funds
 - NSF
 - Account Closed
4. The check writer must be 18 years of age on or before the date the check was written.
5. No checks will be accepted that are stamped:
 - Stop Payment
 - Post Dated
 - Hold
 - Two Party
 - Uncollected Funds
6. No checks will be accepted that have had a partial payment made on them.
7. A ten (10) day notice must be mailed Certified Mail Return Receipt Requested on all insufficient fund checks. A return receipt card (green card) must be turned in with all checks except "Closed Account" checks. You are not required to send a certified letter on closed account checks you can bring them into our office immediately. The check writer must be given ten (10) days from the date the green card is signed to make restitution in full. After the ten (10) days, you may bring the check and green card into the check unit for prosecution.
8. If the certified letter is returned "Unclaimed" there is no waiting period.
9. The certified letter must be addressed to the check writer himself/herself and to the full and correct address on the check.
10. You must bring the following when turning a check in for prosecution:
 - Original check
 - Green Card and mail receipt
 - Unclaimed letter
11. Always get a physical address and identification (drivers license or SSN) from the person writing the check. We cannot process your checks without some form of identification.
12. Once charges are filed against the check writer, they will **NOT** be dismissed unless approved by the Unit Supervisor and the \$30.00 withdraw fee is paid. Alabama law requires that the business or individual withdrawing the check pay the \$30.00 fee for each check that is being withdrawn.
13. If a victim accepts payment after a check is turned into this office for prosecution the check must be withdrawn and the \$30.00 fee paid.

LAST AND MOST IMPORTANT. YOU ARE NOT BRINGING THIS CRIMINAL CHARGE TO COLLECT A CIVIL DEBT AND YOU FULLY UNDERSTAND THAT THESE CHARGES ARE BEING BROUGHT IN THE INTEREST OF JUSTICE.