

# OFFICE OF THE DISTRICT ATTORNEY



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## REQUIREMENTS FOR SUBMITTING A WORTHLESS CHECK

1. The transaction must have taken place in Baldwin County.
2. We cannot accept payroll checks or checks that are stamped by the bank with:

STOP PAYMENT  
FROZEN FUNDS

IRREGULAR SIGNATURE  
THIRD PARTY CHECKS

FROZEN ACCOUNT  
FORGED

Checks that are stamped IRREGULAR SIGNATURE or FORGED should be reported as forgeries to your local police department or Baldwin County Sheriff's Department.

We accept checks that are stamped by the bank with:

NSF  
ACCOUNT CLOSED

ENDORSEMENT CANCELLED  
NO ACCOUNT FOUND

REFER TO MAKER

Criminal Action must be initiated within 12 months from the date of the check. We cannot accept checks that are over one-year old. We suggest you bring the worthless check to our office within 60 days, if possible.

3. Any and all information you can obtain about the check writer, specifically his/her Driver's License number, Social Security Number, date of Birth, Physical Address, etc., will be very helpful if this warrant has to be executed. **NOTE: THE SHERIFF'S DEPARTMENT WILL NOT ATTEMPT TO SERVE A WARRANT IF THERE IS NOT A STREET ADDRESS AND IDENTIFYING INFORMATION ON THE WARRANT FOR LIABILITY REASONS.**

1. The District Attorney's Office cannot accept any checks for criminal charges if you have previously tried to collect the check in a civil matter. Please do not try to turn over any checks to us that you have previously turned over to a **COLLECTION OR CREDIT AGENCY**.
  - We cannot accept a check if there has been **ANY** payments made on the check.
2. A certified letter- **return receipt requested**-must be sent to the **person who signed the check** at the address on the check or the last known address. This letter must be addressed to an individual. This letter is the statutory notice of the returned instrument and forms can be obtained from this office. This notice gives the check writer 10 business days in which to make the check good with you. The State of Alabama allows you to charge a service charge of **\$30.00** per check.
3. If the notice is returned to you unopened- **DO NOT OPEN IT**. You may immediately turn the check over to our office. If the letter is accepted by the check writer, you will receive a green card from the post office. You **MUST** give the check writer **10 banking days** from the date of the receipt on the card in which to pay the amount due to you. This **DOES NOT** include weekends. On the eleventh day, you should bring in the green card and the check to our office for collection/prosecution.
4. Once a warrant has been issued, payment on the check must be made by the check writer to the Worthless Check Unit. **UNDER NO CIRCUMSTANCES SHOULD YOU ACCEPT ANY FORM OF PAYMENT ON THE CHECK BE ADVISED IF YOU ACCEPT ANY TYPE OF PAYMENT ON THE CHECK YOU WILL HAVE TO WITHDRAW THE WARRANT AND IT WILL COST YOU \$30.00.**
5. Please allow 30 days for processing all cases before making inquiries. Distribution of all funds collected by this office is made on the 10<sup>th</sup> of the following month.

For more information please visit: [www.baldwincountydistrictattorney.com](http://www.baldwincountydistrictattorney.com)