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## PROCEDURES FOR DISHONORED CHECKS

The following steps must be taken prior to submitting dishonored 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 of date on check, and returned marked **Account Closed or Non-Sufficient Funds (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 signed, 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 must be 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 10-day requirements have been fulfilled, the check and all supporting documentation may be submitted to the Norwalk Law Director's Office for prosecution.

**Please note:** Accepting partial payments on the check will nullify the filing of any criminal charges.

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 receipts 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.

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