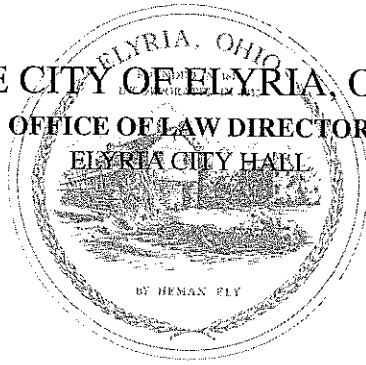


LAW DIRECTOR
TERRY S. SHILLING

THE CITY OF ELYRIA, OHIO

OFFICE OF LAW DIRECTOR
ELYRIA CITY HALL



ASST. PROSECUTORS

Cynthia M. Adams
Jay B. Grunda
Michelle D. Nedwick
Quentin J. Nolan
Linda M. Powers
Honey Rothschild
Michael E. Szekely

BAD CHECK PROCEDURES

NON-SUFFICIENT FUNDS AND ACCOUNT CLOSED CHECKS

1. It is required by Law for NSF checks and suggested for Account closed checks that you notify the suspect by certified mail, and send the same letter regular mail also. (Regular mail will sometimes give a new address if they have moved.)
2. The letter that is sent must state: **you have ten (10) days from date of receipt to make payment in full or you will be prosecuted to the fullest extent of the law.** (As required by Ohio Revised Code.)
3. If you receive the green card back from the post office, wait ten days from the date the person signed for the letter. If restitution is not made bring the following items to this office:
 - A. Copy of the green card;
 - B. Copy of the letter sent;
 - C. Citizen's complaint form - can be completed at this office;
 - D. Copy of check cashing card, if you have one;
 - E. Copy of the front and back of the check.
4. If you receive the envelope back from the post office marked "unclaimed", "refused", etc . . . you may come to the office without waiting the ten days, but please follow the instructions above. We will need a copy of the envelope. Note: If the check is \$500.00 or more, it is considered a felony and must be taken to the police department in the jurisdiction the crime occurred for further investigation.

A Stop Payment, Administrative Hold and/or Account Unknown Check is a civil matter and must be taken to small claims/civil court.

If a partial payment is made to you for the bad check before you file the complaint/charge, it becomes a civil matter and must be taken to small claims/civil court.

Also, the place of occurrence is where you received the check, whether in person or by mail.

NOTICE OF DISHONOR

This notice provided to you in compliance with
Ohio Revised Code, Section 2913.11 Passing Bad Checks

TO _____ FROM _____

DATE: _____

THIS NOTICE IS TO INFORM YOU THAT YOUR CHECK NO. _____ FOR THE
AMOUNT OF \$ _____ AND ISSUED TO US ON THE _____ DAY OF
_____, 20____ HAS BEEN RETURNED TO US MARKED
_____ NON-SUFFICIENT FUNDS, OR _____ ACCOUNT CLOSED.

A COPY OF THIS NOTICE HAS BEEN SENT TO THE PROSECUTOR'S OFFICE. **YOU
HAVE TEN (10) DAYS FROM DAY OF RECEIPT OF THIS NOTICE TO MAKE
PAYMENT IN FULL BEFORE LEGAL ACTION IS TAKEN.** ONCE CHARGES HAVE
BEEN FILED, THEY CANNOT BE DROPPED. YOUR APPEARANCE IN COURT WILL
BE REQUIRED.

THANK YOU,

Mailed _____

Certified No. _____

CITIZEN'S COMPLAINT FORM FOR PASSING BAD CHECK

City of Elyria Prosecutor's Office
(440)326-1464 FAX (440)326-1466

Complainant's Name	Business you represent	Your Business Title	
Address	City	State	Zip Code
Phone No.	Best time you can be contacted		

COMPLAINT AGAINST

Name	D.O.B	S.S.N.	Driver's License No.		
Address	City	State	Zip Code	Home Phone No.	
Height	Weight	Eyes	Hair	Race	Sex
Employer	Work Phone No.				

Exact location where the check was received?

Address	County	City/Township
Amount of Check: \$ _____	Check No.: _____	Date of Check: _____

Bank Drawn on _____ **Account No.** _____

Copy of Check attached (Front/Back) Yes No **Account closed** **Non-sufficient Funds**

Return Receipt from Certified Letter Sent Yes (Date signed) _____ No (Envelope returned)

Have you attempted or made telephone contact with the person that issued the Bad Check? Yes No

Was this check approved by another individual? Yes No

If so, their name and title: _____

