

OFFICE OF PROSECUTING ATTORNEY

St. Louis County
Bad Check Division
County Courts Building
7900 Carondelet
Clayton, Missouri 63105

ROBERT P. McCULLOCH
Prosecuting Attorney

(314) 615-7522
FAX (314) 615-0488

INSTRUCTIONS FOR FILING **BAD CHECK COMPLAINTS**

- 1. ALL CHECKS MUST HAVE BEEN RECEIVED IN ST. LOUIS COUNTY, MISSOURI.**
- 2. RETURN THE FOLLOWING ITEMS TO OUR OFFICE TO START THE PROCESS FOR CRIMINAL PROSECUTION:**

THE **ORIGINAL (OR LEGAL COPY OF) BAD CHECK(S)** SHOWING THE REASON FOR DISHONOR BY THE BANK;

ONE COMPLETED COMPLAINT FORM FOR EACH BAD CHECK WRITER*; AND

TWO COPIES OF THE FRONT(S) OF THE CHECK(S)**
(COPY ON A 8 1/2 X 11 SHEET OF PAPER, **ONE CHECK PER PAGE**)

IF YOU DO NOT HAVE THE ORIGINAL CHECK OR LEGAL COPY, ASK THE BANK THAT IS HOLDING THE CHECK TO ISSUE YOU A LETTER WITH AN EXPLANATION AS TO WHY THAT CHECK IS UNAVAILABLE TO YOU. THE LETTER MUST ACCOMPANY THE COMPLAINT.

- 3. WE DO NOT ACCEPT FOR CRIMINAL PROSECUTION: 3RD PARTY CHECKS OR STOP PAYMENT CHECKS. WE ALSO DO NOT ACCEPT FOR CRIMINAL PROSECUTION CHECKS WHICH ARE BEYOND THE STATUTE OF LIMITATIONS: ONE (1) YEAR FOR CHECKS UNDER \$500.00 AND THREE (3) YEARS FOR CHECKS \$500.00 AND OVER.**

- 4. ONCE YOU HAVE SENT THE CHECK(S) TO OUR OFFICE FOR PROCESSING, PLEASE DO NOT ACCEPT DIRECT PAYMENT FROM THE ACCUSED. IF A DIRECT PAYMENT SHOULD BE TAKEN, PLEASE NOTIFY OUR OFFICE IN WRITING.**

YOU MAY PHOTOCOPY THE BLANK COMPLAINT FORM FOR FUTURE USE.

*** REGARDLESS OF THE NUMBER OF CHECKS FROM A SINGLE CHECK WRITER**

**** PUT MORE THAN ONE CHECK FROM THE SAME CHECK WRITER ON THE SAME PIECE OF PAPER**

