

FRANKLIN MUNICIPAL COURT  
Franklin, Ohio

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**PROCEDURE FOR FILING BAD CHECKS CHARGES**  
**(Not Forgeries)**

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The filing of charges against individuals who have issued checks that were returned unpaid is a criminal proceeding. Therefore, in order to assure that proper procedures are followed, the following rules apply:

**A. CHECKS RETURNED FOR INSUFFICIENT FUNDS**

1. Send notice to the check issuer by certified mail, return receipt requested, identifying the check and amount, advising that the check was returned, and that payment must be made within ten (10) days.
2. If the certified mail receipt is returned signed, indicating the date it was served on the addressee, wait ten (10) days from date of receipt for payment.
3. If the certified mail is returned indicating that the certified notice was “unclaimed” or “refused”, reissue the notice by ordinary mail with a certificate of mailing from the post office, and wait ten (10) days for payment.
4. If the certified mail is returned for any other reason, proceed as follows.
5. If the check remains unpaid, see “C”, below.

**B. CHECKS RETURNED ON CLOSED ACCOUNT**

1. If the account was closed after the date the check was issued, follow the procedure above in “A” for checks returned for insufficient funds.
2. If the account was closed before the date the check was issued, see “C”, below.

**C. ALL CHECKS**

1. After you have followed the above procedure, take the check and all information regarding this matter to the law enforcement office which has jurisdiction over the place where the check was received.
2. Law enforcement should make a report, along with information which clearly identifies the issuer, to the Prosecuting Attorney for processing. **If you do not obtain sufficient information for law enforcement to properly identify the issuer, such as SSN, Driver’s License Number or State issued ID Number, charges may not be able to be filed.**
3. Bring all of the above information to the Clerk of Court for filing charges.

THE JUDGE WILL NOT PERMIT MORE THAN TWELVE (12) BAD CHECK  
CHARGES TO BE FILED BY ANY PERSON IN A MONTH.

**NOTICE OF DISHONOR**

Name and address of issuer

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A check numbered \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, issued by you to the undersigned was returned unpaid.

You have ten (10) days from the date of this notice to pay the check and a fee of \$ \_\_\_\_\_, for a total due of \$ \_\_\_\_\_. The check will be returned to you upon payment.

Failure to pay this check and fees as indicated will result in criminal charges being filed against you for "PASSING BAD CHECKS", which carries a maximum penalty of 180 days in jail and a fine of \$1,000.00.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Payee

\_\_\_\_\_  
Signature of Payee or Agent

\_\_\_\_\_  
Address

Tel. No. \_\_\_\_\_