

## **FILING INSTRUCTIONS FOR ISSUANCE OF A BAD CHECK**

Filing a Criminal charge for checks returned "NSF" or "Account Closed" issued in Precinct 2-San Jacinto County, Texas.

### **Instructions:**

#### **SEND TO THE COURT ONLY THE FOLLOWING:**

- ORIGINAL CHECK (please make a copy of check for your records)
- AFFIDAVIT- (see downloadable form)
  - Type or Print neatly. Complete entire form, leave no blanks, including the bottom portion "Information on Defendant"
  - Affidavit **MUST** have original signature (Be sure to include your complete address and phone number)
- COPY OF GREEN CERTIFIED CARD AND LETTERS MAILED TO DEFENDANT

IF MAILING TO US, AFFIDAVITS MUST BE NOTARIZED.

You must send a 10-day demand letter, certified, return receipt requested BEFORE filing checks. The letter MUST include the following statement:

*"This is a demand for payment in full for a check or order not paid because of lack of funds or insufficient funds. If you fail to make payment in full within 10 days after the date of receipt of this notice, the failure to pay creates a presumption for committing an offense, and this matter may be referred for criminal prosecution."*