

## Bad Check Program Instructions

ELIGIBLE CHECKS	INELIGIBLE CHECKS
<ul style="list-style-type: none"> <li>• Amount is no more than \$1,999.00 (or multiple checks do not exceed this limit)</li> <li>• Check was received in Mesa County, deposited at a bank in exchange for goods or services, and was presumed “good” at the time of acceptance</li> <li>• Courtesy Notice must be sent to check writer via U.S. Certified mail including return receipt, allowing 15 days to make the check good.</li> <li>• Check is submitted to the program no earlier than 31 days, but within 90 days from the date of the check.</li> <li>• Photo I.D. number (driver’s license or state I.D.) was recorded at the time of transaction</li> </ul>	<ul style="list-style-type: none"> <li>• Post-dated</li> <li>• Both parties knew there were insufficient funds at the time of transaction</li> <li>• Two-party, stop payment, or payroll check</li> <li>• Identity of check writer is unknown</li> <li>• No amount, date or signature on the check</li> <li>• Numeric and written amounts on the check do not match</li> <li>• The check has not been processed by a bank</li> <li>• Check involves an “extension of credit” or was payment on an account</li> </ul>

If you have received a bad check, please complete the steps below:

1. Make personal contact with the check writer.
  - a. If you are unsuccessful, send a courtesy notice via U.S. Certified Mail including a return receipt. **\*Keep a copy of the courtesy notice and mailing receipts for your records.**
  - b. The check writer has 15 days to respond and remit payment.
2. If you do not hear from the check writer or receive payment, contact the Criminal Justice Services Department at [cjsd-pts@mesacounty.us](mailto:cjsd-pts@mesacounty.us) to file a complaint.
3. Fill out the crime report, keep copies and attach originals or legal copies of all checks (front and back), notification documents (such as a copy of Courtesy Notice, return receipts, undelivered letter), and bank notices and attach them to your crime report.
  - a. These can be scanned and emailed to [cjsd-pts@mesacounty.us](mailto:cjsd-pts@mesacounty.us) OR hardcopies can be mailed to:  
 ATTN: CJSD  
 P.O. Box 20,000  
 Grand Junction, CO 81502
4. After your crime report is filed:
  - a. **DO NOT accept direct payments from the check writers.** Should the check writer contact you to make payment, refer them to the Criminal Justice Services Department at [cjsd-pts@mesacounty.us](mailto:cjsd-pts@mesacounty.us).
  - b. Please allow a minimum of 90 days to pursue restitution.

- c. If the check writer does not comply with CJSD, the case may be reviewed for possible criminal prosecution.
- d. If we are unable to recover restitution and/or the check is not eligible for prosecution, you may request the check(s) be returned to pursue a civil remedy.