

IMPORTANT INFORMATION

Once forms are submitted to the Check Enforcement Program, it's suggested you no longer have contact with the check writer. If there is contact, refer the check writer to the Check Enforcement Program.

Once a check writer is directed by the Court or the Check Enforcement Program staff to pay restitution, payments will be made to the Check Enforcement Program. Payments will be processed and mailed to the victim. Recovery of debt may take time, particularly if it is based on a payment schedule.

Original checks will not be returned to the victim. The Maricopa County Attorney's Office retains the right to proceed with criminal prosecution against the check writer any time after the bad check has been submitted to the Check Enforcement Program.

If you have a new address and/or phone number, please call the Check Enforcement Program. Without current victim contact information, a mailed restitution check may be delayed or returned and rendered void.

Please wait at least 45 days before making an inquiry to the Check Enforcement Program regarding the status of your case.

CONTACT US

For additional information about the Check Enforcement Program or to request a speaker for your organization, please contact:

MARICOPA COUNTY ATTORNEY'S OFFICE CHECK ENFORCEMENT PROGRAM

11 W. Jefferson, 2nd Floor

Phoenix, AZ 85003

Phone: (602) 372-7300

Fax: (602) 372-0014

Please go to MaricopaCountyAttorney.org/CEP to view information and to download submittal forms from the Check Enforcement Guidebook.

PRINT YOUR OWN WARNING SIGN

Business Owners, you can print your own warning sign for display in your place of business by downloading at MaricopaCountyAttorney.org/CEP. The display of this sign may deter bad check writers.

BAD CHECK WRITERS

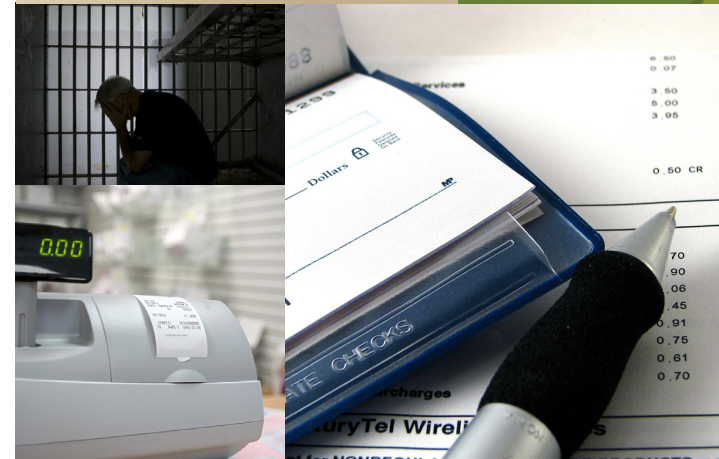
This merchant reports bad check violations to my office for criminal prosecution. State law provides punishment including: Six months jail, \$2,500 fine, and full restitution.

Bill Montgomery
Maricopa County Attorney

Check Enforcement Program



Maricopa County
Attorney's Office



Processing and Prosecuting
Bad Check Writers

THE CHECK ENFORCEMENT PROGRAM

The Maricopa County Attorney's Office Check Enforcement Program helps you receive full restitution on bad checks passed to you or your business. Fees are paid by the bad check writer — making this a FREE service to victims.

The Check Enforcement staff will process your submittal as a request for prosecution and attempt to contact the check writer. The check writer will be required to make payment in full, including fees, or they may face prosecution.

When a check writer does not make payment in full, a misdemeanor or felony complaint may be filed against the check writer for issuing a bad check. If convicted, the sentence could include fines and surcharges of \$2,500, and up to three years' probation. In severe cases, a judge can order a check writer to complete a jail term of up to six months for each bad check and pay full restitution for the check(s).

- The Check Enforcement Program has been in existence since the late 1980s.
- To date, the Check Enforcement Program has recovered over \$40 million in restitution.
- The Check Enforcement Program has roughly 140,000 bad check writer names in its database.

PROTECT YOURSELF FROM BAD CHECK WRITERS

Here's what you can do to protect yourself from bad check writers:

- Ask for a current driver license or other government ID and write the information on the face of the check. Do not have the check writer do this.
- Look at the check number. Be cautious of low check numbers or no printed check numbers. Bad checks are frequently drawn on accounts less than one year old.
- Check the date for accuracy. Do not accept post-dated checks.
- Compare the amounts written on the check. Make certain the numeric dollar amount matches the written dollar amount.
- Ensure the check is signed by the check writer.



IF IN DOUBT, DON'T ACCEPT!

PROCESSING BAD CHECK WRITERS

If you or your business is a recipient of a bad check, here is a summary of the process to be followed:

1. If possible, contact the check writer at the telephone number on the check. A courteous call may resolve the matter.
2. If the matter is unresolved, prepare a Demand for Payment Notice Letter (letter templates found online at website below) and send it to the check writer.
3. If the check writer contacts you, only accept full payment, not partial payment. Partial payments constitute a civil loan arrangement and cannot be prosecuted by our office.
4. If you do not receive FULL payment, and the check meets our submittal parameters, you may submit the check to the Check Enforcement Program.

Familiarize yourself with the complete submittal procedures found in the Check Enforcement Guidebook; you are required to follow them in order for us to help you.

The Check Enforcement Guidebook can be found at: MaricopaCountyAttorney.org/CEP