

Dear Merchant:

The Prosecuting Attorney's Office seeks to help those of you who have received bad checks. However, not every bad check is criminal in nature, according to applicable law. Please use the attached form when making a bad check complaint to assist us in determining which cases we can prosecute as a crime, and in handling those cases to an efficient resolution.

By law, you are required to send a statutory certified mail notice to those who issue bad checks before we can accept a case. Below is an example of such a notice:

**Sample "Statutory Certified Notice"**

Date

Dear Check Writer:

You are hereby notified that a check numbered \_\_\_\_\_ in the face amount of \$\_\_\_\_\_, issued by you on \_\_\_\_\_ drawn upon \_\_\_\_\_ bank, and payable to \_\_\_\_\_, has been dishonored. Pursuant to Michigan law you have five days from receipt of this notice to tender payment of the full amount of such check plus a service charge of \$25, the total amount due being \$\_\_\_\_\_.

Unless this amount is paid in full within the time specified above, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the Prosecuting Attorney for criminal prosecution.

Closing,

Your name

Address

Please provide all necessary paperwork to the police officer with whom you are filing this complaint. As part of restitution, we normally ask the court to include reasonable service charges, which at present are \$25 per check. Due to available resources, we may decline to prosecute if the amount of the check is less than \$25.

If a case is turned down for criminal prosecution, you may pursue remedies through the civil courts.