



DEPARTMENT OF POLICE
2080 STATE ROUTE 303
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In order for you to sign a criminal complaint (Section 2913.11 of the Ohio Revised Code) on a bad check, you must:

1. Send a certified letter, obtaining the return postal receipts.
2. The letter should be specific as to date, bank drawn on, amount, why the check was refused payment, and that you will sign criminal charges if the check is not made good within ten (10) days.
3. Wait ten (10) days after delivery, or attempted delivery.
4. Bring a copy of the letter, original receipts and the original check to the police department. An officer will be assigned to your case.
5. Sign a criminal complaint and a summons or warrant will be issued to the person charged.

When accepting a check, it is important to obtain proper identification, preferable with a photograph to increase the chances of recovery on a bad check and lessen the possibility of signing charges against the wrong person.

Do not accept another check for the bad check and do not accept partial cash payment on the check, a partial payment indicates "good Faith: and the situation then will generally be considered a civil and not a criminal matter

If you have any other questions, contact the officer assigned to your case and refer to the case number.