



INSTRUCTIONS FOR “BAD CHECKS”

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Instructions on how to handle “Bad Checks” issued in the *jurisdiction of the Paris Police Department only*. Bad Checks are checks that were issued and returned due to “INSUFFICIENT FUNDS” or “ACCOUNT CLOSED”.

Please be sure that the following applies:

1. Check amount **EXCEEDS** One Hundred Dollars (\$100.00)
Multiple checks issued by the same person totaling \$100.00 or more can still be presented for prosecuted.
2. **NO PARTIAL RESTITUTION** has been made on the check.
3. You have presented the check at the bank within THIRTY (30) days of having received it.
4. For any check written against a closed account there is no minimum amount of value the check was written for.
5. The complaint has been made to the Paris Police Department within NINETY (90) days of you receiving the check.

The following examples do not apply:

Examples: Postdated, Predated Checks, Stop Payment and where no identification of the person that presented the check is known.

For these types of checks your recourse to attempt to recover your loss is through the following:

Small Claims Court - South Paris District Court-
26 Western Ave.,
South Paris ME 04281
207-743-8942

http://www.courts.maine.gov/maine_courts/small_claims/smallclaimsguide/index.html
http://www.courts.maine.gov/maine_courts/findacourt/southparis_district.shtml

If 1 through 5 above applies to your incident you will need to follow the below procedures:

1. Send the Paris Police Official Form PPD 114.01 to the person who issued the check.
NOTE: Letter has to be sent **CERTIFIED MAIL RETURN RECEIPT REQUESTED.**
2. Keep check(s) in a safe place and DO NOT return the check(s) to anyone unless FULL RESTITUTION has been made.
3. After five (5) Days, if the letter or receipt is returned and payment has NOT been made, call the Paris Police Department (207-743-7448) to schedule an appointment and bring with you the following:
 - A- The original check
 - B- Return receipt and or letter (if returned)
 - C- Signed copy of Notice to Persons Filing a Complaint Form (Form PPD 118.01)



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The Paris Police Department will not process the investigation in order to requests an issuance's of an arrest warrant for “Bad Checks” unless the following information is included:

1. Suspect's State ID number or Driver's License Number
2. Suspect's Date of Birth
3. Suspect's Race- (B- Black, W- White, H-Hispanic, A-Asian)
4. Suspect's Sex- Male or Female

This information is very important and should be written on the check. The receiver of the check should also make sure that the photo of the State ID /Driver's License matches the person presenting the check and that their current address is noted. If the victim is a business and there is video of the transaction ensure that the video is saved to DVD or some other type of media for play back purposes.

Any questions about the instructions or forms should be made to the Paris Police Department at 207-743-7448 or email detective@parismaine.org