

CHECKLIST FOR OBTAINING CHECK WARRANT

PLEASE NOTE: WHEN ACCEPTING A CHECK AND A DRIVER'S LICENSE OR A NON-DRIVER'S ID IS PRESENTED, PLEASE COMPARE THE PICTURE ON THE LICENSE OR ID WITH THE PERSON ACTUALLY PASSING THE CHECK!!!

1. The transaction must have taken place in Shelby County, Alabama.
2. All paper checks must be dated less than ONE YEAR prior to obtaining warrant. (If possible, we request that you obtain a warrant within 30 days of the date of the check.) Electronic Drafts can now be prosecuted also.
3. All worthless checks must be stamped: Type your text
 - A. Insufficient Funds
 - B. Account Closed
4. The check writer must be 18 years of age on or before the check date.
5. Stop Payment checks will not be accepted in the Worthless Check Unit because these are civil matters and need to be handled through Small Claims Court.
6. No warrants will be issued on:
 - A. Checks where partial payments have been accepted.
 - B. Checks that are two-party checks.
 - C. Frozen or Blocked Account
7. A ten (10) day notice must be sent to the check writer by CERTIFIED MAIL, RETURN RECEIPT REQUESTED. The check writer must be given ten (10) full days from RECEIPT of the notice to make the check good. After 10 days, you may obtain a warrant. If the letter is unclaimed or undelivered, there is no waiting period. Only one certified letter is required, should the individual have numerous checks.
8. You must bring the following when obtaining a warrant:
 - A. The legal copy of the check (front and back of check).
 - B. Return Receipt Request Card (green card) or unclaimed letter.
 - C. Copy of Blank Check, Signature Card or Electronic Draft Agreement.
9. Any of the following information will be most helpful in order to process the check: Driver's License Number, Date of Birth, the best address available and telephone number of the person who passed the check.
10. After the warrant is signed, restitution payment should not be accepted by the merchant (or individual) unless discussed with the Worthless Check Unit. We recommend establishing a policy of returning the check if paid to you in order to avoid any confusion.
11. As shown in our Check Form Letter a merchant (or individual) is allowed to charge a service fee of \$30.00 for each check.

Thanks very much for your business and should you have any questions, please feel free to call us!

WORTHLESS CHECK UNIT
P. O. Box 706
Columbiana, Alabama 35051
205 670-9800

Shirell Shaw - Coordinator
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