

OFFICE OF THE DISTRICT ATTORNEY

SEVENTH JUDICIAL DISTRICT
CATAHOULA AND CONCORDIA PARISHES

WORTHLESS CHECK SECTION
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DA INFORMATION SHEET AND AFFIDAVIT ON WORTHLESS CHECKS

MERCHANT/COMPLAINANT

Name: (Firm name, if business): _____
Address: _____
Telephone: () _____

PERSON ISSUING CHECK

Name: _____
Address: _____
Telephone: _____
Driver License No. _____ Driver License State _____
Social Security No. _____

Other information to identify person issuing checks

I hereby request that the District Attorney's Office initiate action to collect the checks listed in this document and further state that I will prosecute the person who issued the checks, if in the sole discretion of the District Attorney such criminal proceedings become necessary.

I understand that once a check has been filed with the District Attorney's Office, payment cannot be accepted by me or the firm from the person issuing the check.

Complainant's Signature: _____

Date: _____

Item that must be attached to this sheet:

1. The original check or checks.
2. Copy of letter sent by certified mail.
3. Signed green card or returned letter (unopened) marked unclaimed or refused.

Must Complete back of sheet

CHECK INFORMATION

DA HOT CHECK PROGRAM

CHECK DATE	CHECK AMOUNT	CHECK NUMBER	HOLD CHECK YES/NO	POST DATED YES/NO	ID YES/NO	NAME/ADDRESS/PHONE NUMBER OR PERSON ACCEPTING CHECK

CHECKS TO AVOID

Under Louisiana Law the District Attorney's Office will not file a criminal complaint for the following type checks:

1. Checks where ten(10) day notice was not given by certified or registered mail.
2. Post dated, or "Hold" checks. (These type checks constitute promissory notes)
3. Stop Payment Checks. (If fraud is suspected, contact the local law enforcement agency).
4. Checks for which partial restitution has been received.
5. Checks for payment of a personal loan.
6. Checks which have already been given to a private collection agency for collection.
7. A check given in exchange for a returned check.
8. Checks not tendered in Catahoula or Concordia Parish.

PROCEDURES

1. The check must have been exchanged for something of value (cash, merchandise, services, etc.) or tendered for payment in whole or in part, on installment contracts or open accounts.
2. The check must have been processed through the banking system and subsequently stamped. NSF, ACCOUNT CLOSED, NO ACCOUNT, or ACCOUNT NOT FOUND (In some cases "No Account" checks can be handled without a 10 day notice)
Note: (Contact our office for more information.)
3. You must send a 10 day demand letter via certified U.S. Mail. The letter must be sent certified, return receipt requested and must give the writer 10 days from the signed receipt or when the receipt is marked refused or unclaimed.
4. Merchant must fill out this information sheet for each individual check-writer. Multiple checks by the same writer may be listed on the same form. (Incomplete or unsigned forms will be returned and will cause a delay in processing the case)
5. The following checks should be brought to the local law enforcement agency: Forged checks, fictitious checks, suspected fraud concerning "Stop Payment Checks."
6. Two Party Checks. You must file against the person that signed the check.
(It is best to avoid this type check, prosecution is difficult and will require proof concerning the reason the check was issued to the passer).