

## INFORMATION FOR FILING BAD / RETURNED CHECKS

THE CHECK MUST BE DEPOSITED WITHIN 30 DAYS FROM DATE OF ISSUANCE. IT MUST BE STAMPED OR FLAGGED BY THE BANK AS NOT GOOD FOR REASONS, (NSF, NOT ACCOUNT, OR ACCOUNT CLOSE.) WE CANNOT TAKE A POST DATED, STOP PAYMENT FUNDS HELD, BUT YOU MAY SUE IN CIVIL COURT.

\*\*SEND REGISTERED OR CERTIFIED LETTER, WITH RETURN RECEIPT REQUESTED, TO PERSON WHO SIGNED THE CHECK. THE LETTER MUST IDENTIFY THE CHECK, STATE WHY IT WAS RETURNED BY THE BANK, GIVE THE WRITER TEN (10) DAYS FROM THE DATE THEY RECEIVED THE LETTER TO PICK IT UP AND STATE THAT A CRIMINAL COMPLAINT WILL BE FILED IF NOT PAID. WAIT 15 DAYS FROM DATE OF MAILING LETTER OR TEN (10) DAYS FROM DATE WRITER SIGNED FOR LETTER TO FILE COMPLAINT. THE LAW ONLY REQUIRES LETTER BE MAILED, IF THEY REFUSE IT OR HAVE MOVED LEAVING NO FORWARDING ADDRESS, A COMPLAINT MAY BE FILED.

FILL OUT COMPLAINT FORM GIVING US ALL THE INFORMATION YOU HAVE. ALSO BRING THE GREEN CARD SIGNED BY THE DEFENDANT OR THE CERTIFIED LETTER RETURNED BY THE POST OFFICE. IF THE DEFENDANT MAKES RESITITUION TO YOU THE DEFENDANT SHOULD BE INSTRUCTED TO THEN COME TO COURT WHERE WE WILL RETURN THEIR ORIGINAL BAD CHECK TO THEM

James N. Baldwin  
Justice of the Peace, Pct. 1 Pl. 1  
Burleson County, Texas  
P.O. Box 136 / 6399 FM 111  
Deanville Texas 77852  
979-535-4761 fax 979-535-7344

CASE NUMBER: \_\_\_\_\_

AFFIDAVIT  
ISSUANCE OF BAD CHECK

**IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS:**

BEFORE ME, the undersigned authority, on the day personally appeared your affiant, who after being by me duly sworn on oath deposes and says:

That heretofore, to-wit: on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and before the making and filing of this Complaint, in the County of Burleson and the State of Texas, \_\_\_\_\_ (merchant) hereafter called the Defendant, did then and there issue and pass to \_\_\_\_\_ (merchant/person) his/her check for the sum of \$\_\_\_\_\_+\$\_\_\_\_\_ service charge, drawn on the \_\_\_\_\_ Bank; the said Defendant knowing at the time that he/she did not have sufficient funds on deposit with the bank on which said check was drawn for the payment of said check in full as well as all other checks and orders then outstanding.

**Against the peace and dignity of the State of Texas**

\_\_\_\_\_  
Complainant/ Merchant

SWORN TO AND SUBSCRIBED this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/ Court Clerk Pct.#1  
Burleson County, Texas