

OFFICE OF DISTRICT ATTORNEY
STEPHEN HOWE, DISTRICT ATTORNEY
Shelley J. Diehl, Assistant District Attorney

Dear Business:

As part of our continued efforts to prosecute the bad checks presented to our local businesses, we are requesting additional evidence when you submit your case. Please provide, at time of submission, any video surveillance or still photos you have available for the transaction. This evidence will help us to identify the check writer and should expedite the criminal process. Also, please continue to provide our office copies of checks, all potential witnesses who can identify the check writer and any other information you identify as relevant to the prosecution of the case.

Please continue to always require photo identification (making note of the date of birth and state issued identification number or driver's license number) at the time the check is written to assist us in the prosecution of the case. Please make sure to note the state as well as the identification or driver's license number. In certain cases, your business may be contacted by an investigator with our office in order to ask additional questions pertaining to the transaction.

Finally, please submit your prosecution packets to our office in a timely manner. The earlier we receive the case the sooner the process of obtaining your money can begin.

Thank you for your cooperation and we look forward to working with you to collect restitution for your business.

Sincerely,

Bad Check Division
Johnson County District Attorney's Office
(913) 715 -3083

OFFICE OF THE DISTRICT ATTORNEY

Johnson County, Kansas

GUIDELINES FOR SUBMITTING BAD CHECKS

Not all “bad” checks fall under the jurisdiction of the criminal courts.

1. JURISDICTION – The check(s) must have been passed in Johnson County, Kansas.
2. IDENTIFICATION – Must be able to identify check passer. (photo line-up, video surveillance)
3. STOP PAYMENT – Often times these checks are matters for civil court and are not criminally prosecutable.

FOR CHECKS WHICH CAN BE PROSECUTED:

1. JURISDICTION – The check(s) must have been passed in Johnson County, Kansas.
2. IDENTIFICATION – A driver’s license number and date of birth of the check writer must be obtained at the time the check is accepted. You may also wish to note other pertinent information on the driver’s license for identification purposes. Look at the license to make sure the information matches the individual passing the check, and if possible make a photo copy of the driver’s license. Please provide, at the time of submission, any video surveillance or still photos you have available for the transaction. In certain cases, your business may be contacted by an investigator with our office in order to ask additional questions pertaining to the transaction.
Note: Bad check writers and forgers know which merchants do not require identification and will frequent those businesses.
3. To file a criminal complaint, complete the Offense Report. In a timely manner, submit it to our office along with the original bank copy of the check. (Many banks do not keep the original check, but will provide you with a certified copy.)

If you have questions, please contact the Bad Check Division at (913) 715-3065 or 715-3083. Documents may be mailed to: The Office of the District Attorney, Bad Check Division, P.O. Box 728, Olathe, Kansas 66051, or you may bring your completed form and check(s) to our office located on the fourth floor of the Johnson County Courthouse.

PLEASE DO NOT HAVE ANY CONTACT WITH, OR ACCEPT PAYMENT FROM THE BAD CHECK WRITER AFTER YOU HAVE SUBMITTED THE COMPLAINT TO OUR OFFICE.

Johnson County Kansas District Attorney's Office
Worthless Checks – Offense Report
Office Number: (913)715-3083

PLEASE ANSWER THE FOLLOWING QUESTIONS • PRINT ALL INFORMATION IN DARK INK • SIGN BELOW

1. Was check post-dated at time of acceptance? Yes No
2. Does this matter involve a two-party check? Yes No
3. Were you asked to hold the check? Yes No

Name of business and address where the check was passed _____

Contact name and address (please print) _____

Your name and address if different from above _____

Business Phone # _____

Date(s) check(s) were passed _____

Name & contact information of the person(s) who accepted the check(s) _____

Phone Number _____ Address _____

Can you identify the person who signed the check? _____ Yes _____ No

Was the person who passed the check the same person who signed the check? _____ Yes _____ No

Was the check signed in your presence? _____ Yes _____ No

Was the check made out before you saw it? _____ Yes _____ No

Name any witnesses to the passing of the check _____

Name of the bad check writer _____

Male _____ Female _____ White _____ Black _____ Other _____

Date of Birth _____ Driver's License Number & State _____

Height _____ Weight _____ Hair _____ Eyes _____

Peculiar marks or traits _____

Any further information concerning the passer of the check _____

What property/service was obtained with check(s)? _____

If video surveillance is available, please include with packet.
Please include details of the transaction, if available.

THE UNDERSIGNED STATES HE/SHE HAS ACTUAL KNOWLEDGE OF THE FACTS SET OUT ABOVE AND WILL, IF NECESSARY, BE A WITNESS IN COURT TO THE SAME.

Signature

Address

Phone #

Date