

**STEPS FOR FILING A WORTHLESS CHECK THAT WAS
ACCEPTED IN THE SECOND JUDICIAL CIRCUIT OF
FLORIDA**

**(COUNTIES INCLUDE: FRANKLIN, GADSDEN, JEFFERSON,
LEON, LIBERTY AND WAKULLA)**

1. SEND WRITTEN NOTICE BY CERTIFIED OR REGISTERED MAIL TO THE PERSON WHO SIGNED THE CHECK, THAT SUCH CHECK WAS NOT HONORED (SEE FORM LETTER).
2. WAIT FIFTEEN (15) DAYS FROM THE DATE THE LETTER WAS SENT FOR A RESPONSE.
3. IF NO RESPONSE, THEN EITHER MAIL OR DELIVER IN PERSON THE FOLLOWING ITEMS TO THE STATE ATTORNEY'S OFFICE IN THE COUNTY IN WHICH THE CHECK WAS WRITTEN:
 - A. THE ORIGINAL CHECK
 - B. THE CERTIFIED OR REGISTERED MAIL RETURN RECEIPT
 - C. THE SWORN COMPLAINT FORM WHICH CAN BE OBTAINED FROM OUR OFFICE OR OUR WEB SITE. THE SWORN COMPLAINT FORM MUST BE AS COMPLETE AS POSSIBLE.