

**Platte County and Prosecuting Attorney**  
**718 9<sup>th</sup> Street**  
**PO Box 877**  
**Wheatland, WY 82201**

RE: Receipt of a Bad Check

\*Blank Notice of Insufficient Funds Check (as prescribed by the WY Supreme Court) can be picked up at the Sheriff's Office and a list of things that must be done **BEFORE** you can turn this matter over to the county attorney for prosecution.

1. Fill in your name as the Plaintiff
2. Fill in the name of the person who gave you the bad check as the Defendant
3. Date the Notice of Insufficient Funds Check on the day you intend to mail/serve the Notice on the Defendant.
4. In the blank spaces entitled "To:", put the Defendant's name, address, city, state and zip. (If you intend to serve by mail, you may use a P.O. Box. However, if you intend to have the Sheriff serve the Notice, you will need the Defendant's physical address.)
5. Fill in the check number, the date of the bad check, the amount of the check, payable to you, and the bank upon which the check was written.
6. On the reverse side of the Notice, fill in the amount of the check, the charge your bank charged you for the returned check, and EITHER the Sheriff's Service Fee of \$35.00 (which you must prepay to the Sheriff) or the cost of serving the Notice by Certified Mail, Return Receipt. Add the extra charges to the amount of the bad check and enter that amount in the "TOTAL DUE WITHIN FIVE DAYS" blank.
7. Sign the Notice and make yourself a copy, mail it and a copy of the original check, or take it to the Sheriff for service. (Platte County Sheriff, 850 Maple, Wheatland, WY 82201)
8. You will receive proof of service of the Notice on the Defendant either: 1) by receiving the green certified mail, return receipt card back from the post office showing the date the Defendant signed for the letter; or 2) the Sheriff will have filled out the Certificate of Service on the bottom of page two of the Notice.
9. From the date of service of the Notice, the Defendant has five days to pay you the total amount due (amount of the check, returned check charges, and either sheriff's fee or certified mail fee). If the Defendant pays you the total amount due either in cash or certified funds, you then deliver the bad check to the Defendant for his disposal.
10. If after five days of the service of the Notice, the Defendant has not paid the total amount due, you then bring the bad check, the Notice and your proof of service to the county attorney for the filing of criminal charges against the Defendant.

Please feel free to call the County Attorney's office at 322-2045 with any questions.



**“§6-3-703(b) Proof the drawer opened an account with the drawee on a certain date shall be considered evidence of the drawer’s knowledge of the account balance on that date.”**

**Signed:** \_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_, do hereby certify that I served the foregoing Notice of Insufficient Funds Check on \_\_\_\_\_ by one of the following two methods:

mailing a true and correct copy hereof to \_\_\_\_\_ by Certified Mail, Return Receipt Requested, Deliver to Addressee Only, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Plaintiff or  Other Adult Witness

delivering a true and correct copy hereof to \_\_\_\_\_ in person on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Sheriff/Deputy of \_\_\_\_\_ County, WY

By: \_\_\_\_\_