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LISA INGRAM
Hot Check Coordinator
870-972-8118

VICTIM WITNESS
COORDINATOR
870-972-9593

OFFICE OF THE PROSECUTING ATTORNEY
CRAIGHEAD COUNTY, ARKANSAS

Dear Merchant:

Re: Hot Check Affidavit

To prosecute a hot check offender, you need:

1: the original check documentation that was returned from the bank and a completed affidavit for warrant of arrest. A separate affidavit is needed for each check.

2: Affidavit information has to be for the person who signed the check with DOB and/or driver's license listed. Please include race, sex and DL # if you have it. (Helpful reminder – a warrant cannot be served on “the business name”, a building. Defendant is the Person who signed the check.)

3: Please make sure to include your phone number along with your contact information / business contact information.

4: For Audit purposes – Please Do not cover any defendant information when attaching the check. Do not cover any of the merchant/business contact information. (Your information). Please staple the check to the affidavit directly beneath the driver's license number line or send the check unattached and loose with the affidavit. This allows quickest, easiest viewing for the auditor.

5: Once a check has been turned over, you Cannot Accept Payment! A warrant may already be issued for the defendant, as well as, additional fees are accrued on the check that the defendant must pay. Please refer the matter to our office.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

LISA INGRAM
Hot Check / Case Coordinator

COMPLAINT NO: _____

AFFIDAVIT FOR WARRANT OF ARREST/SUMMONS
(Hot Checks)

Potential Defendant PERSON WHO SIGNED CHECK D/O/B-Race/Sex _____

Address ADDRESS OF PERSON – INCLUDE THE CITY Phone _____

Drivers License # DRIVER'S LICENSE NUMBER OF PERSON WHO SIGNED CHECK State _____

State of Arkansas
County of Craighead

I, person signing affidavit, do solemnly swear or affirm that person who signed check did, on or about the _____ day of _____, 20_____, commit the offense of violation of Arkansas Hot Check Law, and pray a warrant or summons from the Municipal Court of Craighead County to apprehend and bring said violator before said Court to be dealt with according to law.

ON THE DATE STATED ABOVE:

Person who signed check signed a check in the amount of \$ amount of check, payable to your/your business drawn on name of bank on check Bank, of City, Arkansas. The check numbered check number was accepted by person at your business who accepted the check on behalf of the payee, and such person can identify the above-named violator as having signed the check. **Upon the dishonor of the check, name of your bank, a financial institution, charged a fee to your business, the payee, in the amount of \$ fee amount. Your business has documentation to prove these bank charges and is asking to be reimbursed the amount of those fees.**

The check was given by the drawer in payment for goods and/or services, and was not given as payment of a pre-existing debt. The check was accepted with the express and implied understanding that it was good. The check was not post-dated, the payee was not asked and did not agree to hold the check until a later date, and the drawer did not state or imply that the check would not be honored at the bank. No part of the check has been paid. I understand that criminal charges will be filed as a result of my signing this Affidavit, and person who signed check will be arrested. If there is a trial, I will testify on behalf of the State of Arkansas. I understand that I may be required to pay the court costs if the provided information is inaccurate.

SIGN BEFORE NOTARY PUBLIC
(AFFIANT)

MERCHANT or BUSINESS NAME/MAILING ADDRESS/TELEPHONE NO.
Your business/store name, address & TELEPHONE NUMBER

Sworn to and subscribed before me this _____
day of _____, 20_____,

**PAYMENT OF CHECK CANNOT BE ACCEPTED BY MERCHANT
ONCE CHECK HAS BEEN TURNED OVER. PLEASE REFER MATTER
TO PROSECUTOR'S OFFICE.**

(Notary Public or Clerk of Court)

I hereby find this sworn affidavit demonstrates reasonable and probable cause for the issuance of a warrant of arrest/summons for the above-named individual for the above-stated offense(s).

(Prosecuting Attorney)

(Date)

(Judge)

(Date)