

Check List

(Things you will need to file a Check with the District Attorney's Office)

- The "Legal Copy" of the check (obtain from the bank)
- Copy of the Demand Letter sent
- Receipt showing the demand letter was sent via Certified Mail or a notarized affidavit stating that the demand letter was sent via first class mail
- Invoice documentation (Not always required but will help to support your case)
- A completed Theft By Check Complaint Form

In the event of filing multiple checks against one person, please fill out one complaint form **per check**.

When completed, you may mail everything to the address below. You will first have the Theft By Check Complaint Form **notarized**

District Attorney's Office – Check Division

133 N Riverfront Blvd LB-19

Dallas TX 75207

Or bring all of the specified documents & a valid ID to the Frank Crowley Court Building, the District Attorney's Office on the 11th floor - Check Division and we will notarize the document for you. If you have any questions, or need assistance please call us at 214-653-3672.