



CLARK COUNTY DISTRICT ATTORNEY

Bad Check Diversion Unit

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https://www.clarkcountynv.gov/government/departments/district_attorney/divisions/bad_check_unit/

Checklist for Submitting Complaints to the Bad Check Unit (BCU) of the District Attorney's Office - Nevada

As we work toward creating a paperless environment at the Bad Check Unit, your assistance in submitting your complaint packet electronically will help streamline our process. Please follow the steps outlined below to ensure that your submission is complete and can be processed without delay. We kindly request that you submit all documents in **ONE PDF FILE**. This will allow us to scan and store the documents under the appropriate case file name, ensuring that everything is organized efficiently. **Submitting multiple PDFs will create unnecessary delays**, as each document would have to be printed individually. **Please follow these steps to submit your complaint packet: (These steps are also applicable to casino markers)**

- ☐ **CHECK (FRONT & BACK):**
Combine the front and back of the check into one sheet of paper (both sides on a single page). Ensure that the check is legible and that the initial deposit marker is visible.
- ☐ **FOREIGN BANK LETTER (APPLICABLE TO CASINO MARKER ONLY):**
Include the foreign bank letter if the check was issued from a foreign bank. The letter should clearly show the marker number related to the check.
- ☐ **COMPLAINT FORM:**
Complete **one complaint form per marker**. Ensure all fields on the form are filled out accurately and completely. For bad marker cases, if a partial payment was made directly to the casino property, deduct that amount from the total marker before submitting the form (see sample form).
- ☐ **CREDIT APPLICATION (APPLICABLE TO CASINO MARKER ONLY):**
Include the credit application filled out by the individual submitting the complaint. Ensure the application is signed and dated.
- ☐ **LETTER AND CERTIFIED MAILING:**
Attach a copy of the letter you sent to the individual who issued the bad check, as well as proof of certified mailing. Ensure the letter and certified mailing receipt are clear and legible.
- ☐ **NOTES (IF ANY):**
Include any additional notes related to the case that may provide helpful information. This could include any communication with the check writer or other relevant details.
- ☐ **PROOF OF PURCHASE OR PROPERTY USE (IF APPLICABLE)**
If your business sells merchandise, include copy of invoices or receipts showing what was purchased. If the check was issued for services, rent, lease, or property use, include a copy of the rental or lease agreement or other documentation showing the terms.
- ☐ **PHOTO IDENTIFICATION:**
Provide a copy of your government-issued photo ID (driver's license, state ID, etc.). Ensure the ID is clear and readable.

HOW TO SUBMIT YOUR PACKET:

- ☐ **SCAN ALL THE ABOVE DOCUMENTS:**
Ensure all pages are legible and in the correct order.
- ☐ **COMBINE ALL DOCUMENTS INTO ONE PDF FILE:**
There are various online tools available for combining files if needed.
- ☐ **EMAIL THE SINGLE PDF FILE:**
Email to BCUlegalsecretary@clarkcountydandv.gov with the subject line: "BCU Complaint Submission"

IMPORTANT NOTES:

- ☐ Ensure that all documents are clear and legible. Include any identifiers such as weight/hair/eye color, etc. Any unclear or illegible documents may result in delays in processing.
- ☐ If you are unable to submit the documents as a single PDF file, please contact us for assistance before submitting.
- ☐ We are attaching a complete sample set of the required documents for your reference. Please review it carefully to ensure that your submission is complete.

Thank you for your cooperation as we transition to a more efficient, paperless process. If you have any questions or need assistance, feel free to reach out to us at: BCUlegalsecretary@clarkcountydandv.gov