



Date: 01/13/2012

JOHN SMITH  
123 MAIN STREET  
MEMPHIS, TN 38103

RE: Check Returned from your financial institution

Your check (#1234 ) made payable to the Shelby County Clerk's office for the amount of \$862.10 , has been returned to us from your financial institution.

You are responsible for the amount of the check \$862.10 plus an additional \$29.00 returned check fee. The total due is now \$891.10 .

You have 10 days from the date of this letter of notice to make payment in full by **cashier's check, money order, cash or credit/debit card**. **NO OTHER PERSONAL CHECKS** will be accepted as payment.

You can make your payment:

1. in person at any branch of the Shelby County Clerk's Office
2. by phone with a Credit/Debit card (Mastercard, Discover, or American Express)
3. online at <https://checks.shelbycountyttn.gov>

If you need any assistance or have questions, you may call 901-222-3120

Passing a bad check is a crime in the State of Tennessee. If you have not made payment in full within 10 days, a Complaint will be filed with the appropriate authorities to initiate prosecution by the Shelby County District Attorney's Office.

Furthermore, if you do not make payment in full within 10 days, in addition to the fees for the returned check, additional fines, court costs, attorney fees, and jail time may be incurred.

Reference Id: **112233445566** → Reference Number

A handwritten signature in black ink, appearing to read "Steve Bierbrodt", is written over a light grey background.

Steve Bierbrodt  
Investigative Services Manager  
Shelby County Clerk's Office  
150 Washington Ave.  
Memphis, TN 38103