

**DISTRICT OF COLUMBIA FAMILY COURT  
CHILD SUPPORT ENFORCEMENT BRANCH  
PROCEDURES MANUAL**

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**BAD CHECK PROCEDURES**

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**Process:** To recover lost Court funds on dishonored checks made by the respondent and/or by a company check

**Objectives:** To ensure the Court is in compliance with Court orders and to make sure the maker of the dishonored checks are meeting their obligations

**Authority:** Chief Judge and/or the Clerk of the Court

**Procedures:** The following procedures will assist in collecting on the recovery of the bad checks.

- The child support payment is received in the Enforcement Branch and processed on the same day through the standard operating procedures.
- The Enforcement Branch receives notification from the bank that the check was dishonored.
- Obtain phone number off the check or from the CSED System.
- Contact the maker of the check by phone.
- Inform the maker that we received a returned check and we need payment immediately with the bad check fee of \$50.
- Maker must forward a cashier's check or money order to the Collections and Distribution Unit, Department A, 500 Indiana Ave, N.W., Room 4201, Washington, D.C. 20001, or may pay cash, money order or cashier's check at the Child Support window at the above address from 9:00 am – 4:00 p.m. Monday through Friday.
- A follow-up letter is sent to the maker of the check with a returned envelope.
- The Child Support System is updated to reflect an obligation for the bad check.
- Update the CSED System with case notes.
- Bad check is returned after the obligation is satisfied.

**Payment Received:**

- Payment is received at the cashier's window or in the mail.
- When payment is received in the cashier's window, the respondent/company instructs the cashier that this is a replacement payment for a bad check.
- The cashier must call the Reconciliation Clerk to inform her that the payment is at the counter.
- The cashier manually posts the payment in CSED system and the fee is posted in CFARs.
- The Reconciliation Clerk manually applies the replacement payment to the bad check obligation.
- Case notes are posted to state that funds were received to cover the bad check.
- The bad check is given to the maker.

**Payment Not Received:**

- Show Cause hearing date is obtained from the Operations Branch and the appropriate Show Cause Order is presented to the Presiding Judge of the Family Court or his designee.
- Upon its approval, the order will be mailed to the maker of the bad check.
- Cases will be scheduled on Fridays for Show Cause Orders.