



CLEBURNE POLICE DEPARTMENT

Instructions on filing Unauthorized Use of a Motor Vehicle

If you wish to file a charge of Unauthorized Use of a Motor Vehicle against an individual, you **MUST** complete the following prior to acceptance of the charge.

You are required to write a letter to the person in possession of your property. The letter should include the following:

- 1) An accurate and complete description of the circumstances under which the property was obtained from you;
- 2) An accurate and complete description of the property which you own and desire to be returned;
- 3) An affirmative demand that either you be allowed to take possession of the property at the place where it is presently located, the property be returned or that you be compensated for the full present market value of the property; and
- 4) That if one of those demands is not satisfied within ten (10) days of receipt of the letter, the matter will be turned over to the District Attorney for whatever action he deems appropriate.

The letter must be sent certified mail with (green) return receipt requested. At the appropriate time, the following items will be needed in order to file Unauthorized Use of a Motor Vehicle:

- 1) A copy of the certified letter
- 2) The (green) return receipt from the post office; and
- 3) The unopened letter, should it be returned to you for any reason.

Once the appropriate actions have been made, please bring all information into our office so that a report may be filed at that time.