

OFFICE OF THE CITY ATTORNEY

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PRO SE DEFENDANTS AFTER A NOT GUILTY PLEA

After you enter a not guilty plea with the Court you may request discovery* related to your case from the Missoula City Attorney's Office (MCAO). These instructions explain how to proceed.

JUSTICEWEB

The MCAO provides discovery through JusticeWeb, a secure online portal. In order to receive discovery online, you must create a JusticeWeb account at no cost to you. To sign up:

1. Browse to: <https://jweb.ci.missoula.mt.us/justiceweb>;
2. Select **Account Request** in the upper right hand corner;
3. Select the involvement type **Defendant**;
4. Enter all requested information and submit;
5. You will receive a confirmation email your request was received by the JusticeWeb system;
6. Upon account approval you will receive an email that you are approved and you can logon (typically 2-4 days after receipt of confirmation);

Please Note: *Discovery is typically not available for at least two weeks after receipt of your request. Account approval does not mean discovery is ready.*

7. You will receive an email notification when discovery is available for download. Discovery is added to the file as it comes into the office but not all discovery comes in at the same time so you receive an email each time something is added to the file.

FEES

If you are not able to access the online portal JusticeWeb the MCAO can provide discovery for a fee. If you choose to pay a fee, you must complete the **PRO SE DEFENDANT REQUEST FOR DISCOVERY MATERIALS** form. An invoice will be generated and provided to you. After payment is received, discovery will be prepared for pick up at the MCAO.

- \$7.00/ flat fee for all reports associated with case;
- \$25.00 / per DVD with digital media and photos (this service is only provided to those living outside Missoula County).

VIEWING DIGITAL MEDIA

After receiving notice that digital media is available, an appointment to view the same in the MCAO may be made at least **24 hours in advance** of the viewing by calling **(406) 552-6020** or emailing **attorney@ci.missoula.mt.us**. The digital media file(s) may be copied to a flash drive if you bring one to your scheduled appointment.

APPOINTMENT TO MEET WITH THE PROSECUTOR

An appointment to meet with the prosecutor can be made **after you have reviewed the discovery made available to you**. To meet with the prosecutor you must submit the Information for Pro Se Defendants form (waiver). You may review, complete, and submit the waiver through the JusticeWeb site; or you may request a waiver by eMail or by coming into the MCAO to review and sign. Once your signed waiver is received, an appointment may be scheduled upon your request.

You may contact the MCAO by calling **(406) 552-6020** or emailing **attorney@ci.missoula.mt.us**.

**Discovery is the process of exchanging information between the parties about the witnesses and evidence to be presented at trial. The purpose of discovery is to make the parties aware of the evidence that may be presented at trial.