

**\*\*\*Please Read First\*\*\***

**GENERAL INFORMATION ON OBTAINING  
CONFIDENTIAL CRIMINAL JUSTICE INFORMATION**

**The procedures for obtaining confidential criminal justice information vary depending on what you are seeking and your relationship to the case. Below are general guidelines on obtaining confidential criminal justice information. Note that all agencies will charge a fee for copies of requested information.**

- 1. INITIAL OFFENSE REPORTS.** Initial offense reports are generally open to the public. Initial offense reports contain information concerning the general nature of any charges, the location of the offense, as well as the name, age, and residence of the accused. Make your request at the specific agency holding the reports.
  
- 2. REPORTS GENERATED BY NON-CITY ENTITIES.** The City of Missoula cannot authorize release of confidential criminal justice information generated by entities other than City of Missoula agencies. Make your request for other reports at the specific agency involved. For example, seek Missoula County Sheriff reports at the Sheriff's Department or County Attorney's Office and 911 information from the County 911 Department.
  
- 3. COURT DOCUMENTS.** Documents filed in court are generally open to the public. Make your request at the specific court clerk's office.
  
- 4. CONFIDENTIAL CRIMINAL JUSTICE INFORMATION GENERATED BY THE CITY OF MISSOULA.** For confidential information generated by a city agency, please fill out the request form on the other side of this page and give it to the receptionist at the City Attorney's Office. We will review your request and get back to you as soon as possible.

*\*\*Please note you will be invoiced by our office for any requested items and required to submit payment before the items will be provided to you\*\**

**Fees for CCJI**

**Police Reports (involved party) \$7.00**  
**Police Reports (non-involved/3<sup>rd</sup> party) \$25**  
**Photo/DVD \$25.00**

**REQUEST FOR RELEASE OF CONFIDENTIAL CRIMINAL JUSTICE  
INFORMATION GENERATED BY THE CITY OF MISSOULA**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Defendant's name \_\_\_\_\_

Attorney's Name \_\_\_\_\_ Cause # \_\_\_\_\_

Your role: \_\_\_\_\_

- VICTIM IN A CRIMINAL CASE.** Victims may receive copies of confidential information at the discretion of the prosecutor. Leave this form with the specific prosecutor assigned to your case and he or she will contact you.
  
- LITIGANT IN PENDING CIVIL CASE.** If there is a pending civil case, you or your attorney will need to obtain a written order from the judge in that case prior to our office providing confidential criminal justice information. See § 44-5-303(6) MCA.
  
- OTHER.** Please explain in as much detail as possible what information you want and why you need it. Leave this request with the receptionist and we will contact you as soon as possible.

I am seeking the following reports/information:

Investigating Agency \_\_\_\_\_ Report # \_\_\_\_\_

Date/time of event \_\_\_\_\_ Officer \_\_\_\_\_

I need the information because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pending court case (please circle)    **yes**    **no**    Cause # \_\_\_\_\_

Type of case (personal injury, civil litigation, criminal trial, etc.) \_\_\_\_\_

Your Attorney's Name \_\_\_\_\_ Attorney Phone \_\_\_\_\_

I, \_\_\_\_\_, request the City Attorney's Office to authorize release of confidential criminal justice information. I affirm that the above information is correct and true. **I also understand that this information is confidential in nature** and, by accepting any confidential criminal justice information, **I agree not to further disclose it**, except as authorized by law (MCA 44-5-303(3)).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**