

# OFFICE OF THE CITY ATTORNEY

---

435 Ryman • Missoula MT 59802  
(406) 552-6020 • Fax: (406) 327-2105  
[attorney@ci.missoula.mt.us](mailto:attorney@ci.missoula.mt.us)

To: Defense Counsel  
From: Kelleen M. Roseboom, Legal Services Administrator  
Re: Discovery - Digital media  
Date: January 29, 2021

---

## NOTICE OF CHANGE IN POLICY:

**AS OF MONDAY, FEBRUARY 8, 2021, DEFENSE COUNSEL WILL NEED TO SCHEDULE A TIME TO SELF-DOWNLOAD DIGITAL MEDIA IF THEY ARE UNABLE TO DOWNLOAD THROUGH JUSTICEWEB ON THEIR OFFICE NETWORK**

The City Attorney's Office (CAO) provides discovery, including digital media, through the JusticeWeb online portal. Starting in early 2020 as a result of the COVID-19 pandemic and an office remodel, support staff for the CAO commenced copying digital media to USB flash drives for defense counsel. The copying was offered to those offices identifying insufficient network strength to download digital media. **Beginning Monday, February 8, 2021, CAO support staff will no longer copy digital media for defense counsel.**

If a file fails to download on your network, you should request to self-download the file in the City Attorney's Office from your JusticeWeb account. You will need to provide your own flash drive or external hard drive for copying. Appointments are made by emailing [attorney@ci.missoula.mt.us](mailto:attorney@ci.missoula.mt.us) or calling the mainline at (406) 552-6020. Conference room hours are Monday through Friday from 9:00 a.m. to 12:00 p.m. and Monday through Thursday from 1:00 p.m. to 3:00 p.m.

Access to City Hall remains limited. You will need to check in at the security desk before coming up to the CAO. Face coverings that cover the nose and mouth are required.

If you have any questions, please email me at [roseboomk@ci.missoula.mt.us](mailto:roseboomk@ci.missoula.mt.us) or you may reach me by phone at (406) 552-6027.