

# OFFICE OF THE CITY ATTORNEY

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## PRO SE FORM #1 AFTER A NOT GUILTY PLEA

After you enter a not guilty plea with the Court you may request discovery\*\* from the Missoula City Attorney's Office (MCAO). These instructions will assist you in proceeding.

### **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 business days after your request);

**Please Note:** *Discovery is typically not available for at least two weeks after receipt of your request. The MCAO reviews each case and requests evidence from law enforcement, criminal justice and private entities, and persons involved. Account approval does not signify discovery is available.*

7. You will receive an email notification when discovery is available for download. Discovery is added to the file as it is received and not all discovery comes in at the same time so you receive an email each time new evidence 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).

### **DIGITAL MEDIA**

During the period of limited access to City Hall due to COVID-19, discovery viewing and/or copying is suspended. If you are unable to download your discovery through JusticeWeb, please email [attorney@ci.missoula.mt.us](mailto:attorney@ci.missoula.mt.us) to make arrangements to provide a flash drive. Staff can advise what size of flash drive is required to fit all media.

### **APPOINTMENT TO MEET WITH THE PROSECUTOR**

An appointment to meet with the prosecutor assigned to your case may be made **after you have reviewed the discovery in your case**. 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 emailing [attorney@ci.missoula.mt.us](mailto:attorney@ci.missoula.mt.us). Once your signed waiver is received and you have reviewed the discovery, you may contact the prosecutor to schedule an appointment.

\*\*Discovery is the process of exchanging information between the parties about the facts of the case. The purpose of discovery is to make the parties aware of all witnesses and evidence to be presented at trial by either party.