

OFFICE OF THE CITY ATTORNEY

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PRO SE DEFENDANT AFTER A NOT GUILTY PLEA

After you enter a not guilty plea you need to sign up online for a **JusticeWeb** account to receive discovery¹ from the City Attorney's Office (CAO).

JUSTICEWEB

CAO provides discovery through JusticeWeb, a secure online portal. To create your JusticeWeb account:

1. Browse to: <https://jweb.ci.missoula.mt.us/justiceweb>;
2. Select **Account Request** located in the upper right-hand corner;
3. Select the involvement type **Defendant**;
4. Enter requested information and submit;
5. An automated email confirming receipt of the account request is sent;
6. A **second email** is sent when your account is approved and ready to logon to (generally 2-4 business days after submittal);
7. You can expect a minimum of **two weeks** after your account request for discovery to be available in your file; and
8. An automated notification email is sent when discovery is added to the file.

WAIVER REQUIRED TO MEET WITH ASSIGNED PROSECUTOR

An appointment to meet with the prosecutor assigned may be made **after you review the discovery**. Prior to requesting a meeting, you must submit the **PRO SE DEFENDANT WAIVER** through your JusticeWeb account. You can find the waiver under the **Work with this case** section.

PRIOR TO THE OMNIBUS HEARING

Please sign up for JusticeWeb as soon as you **enter a not guilty plea**. It is recommended when you receive account approval you review the waiver, and if you choose to submit, do so at that time. You receive notification of discovery, filings, as well as correspondence through your JusticeWeb account.

JusticeWeb account approval and prosecutor meetings generally cannot be accommodated the week of the Omnibus hearing. **Please allow sufficient time prior to your omnibus hearing to prepare.**

¹ 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.