

CONFIDENTIAL CRIMINAL JUSTICE INFORMATION

Information regarding on-going investigations, pending cases, and closed cases is confidential by law. Disclosure of confidential information almost always requires a court order. The procedures for obtaining criminal justice information (CCJI) can vary depending on what type of information you are seeking and your relationship to the case. Below are some general guidelines on obtaining criminal justice information.

- If you are requesting information for multiple incidents, please submit an application for **each request**.
- If you are a **victim** in a case, the prosecutor assigned to your case can decide whether you can have confidential information. Leave this completed form with the receptionist and it will be provided to the prosecutor assigned.
- We only review requests for release of CCJI held by **Missoula County agencies** (Sheriff and 911). If your request is for information held by non-Missoula County agencies (Police Department/Highway Patrol) **please make your request directly to that agency**.
- Our office only has access to **completed reports**. If the report you are requesting has not been completed by the law enforcement agency, we will not be able to obtain the report for the attorney's review until the report is completed.
- If you are seeking **911 records**, please be aware that if approved, 911 will assess a minimum fee of \$35. This fee increases depending on the amount of time it takes to locate the record. In addition, any record provided on CD will cost an additional \$10.
- If you are currently a **Defendant** in a case being prosecuted by our office, requests for any items considered discovery will be denied. This information will be provided to your attorney (or to you, if you are not represented by counsel) by our office through the discovery process.
- Any information provided must remain **confidential**. **If your request is approved, the documents provided to you are for your information only**. You cannot provide it to anyone else in accordance with Montana Code Annotated. If you are requesting the information to provide to a court, an attorney, insurance agency, etc., you will need to obtain a court order.
- You must **wait for your application to be reviewed** and then **pay** for any records released. Once your request is received it will be processed and reviewed by an attorney. If your request is approved, there will be a \$.25 per page charge and \$10 per video. **Cash and exact change are required**. We will notify you of the approval/denial once review is complete.

Official Use Only

CCJI JW No.: _____ Criminal JW No. (if any) _____

- _____ The application is approved and we are providing you with the requested information.
- _____ Copies are attached and have not been redacted.
- _____ Copies are attached but have been redacted. We must redact social security numbers, birthdates, financial account numbers, minors' full names and other private identifying information.
- _____ **We are unable to grant the application.**
 - _____ Court order needed
 - _____ See another agency. _____
 - _____ Other: _____
- _____ Reviewed and documents produced pursuant to Court Order.

Reason: _____

Attorney Reviewing Request _____ Date: _____

Method Notified: _____ Date: _____

No. of Pages: _____ No. of CDs _____ Total Cost _____

APPLICATION FOR CRIMINAL JUSTICE INFORMATION

PROVIDE AS MUCH DETAILED INFORMATION AS POSSIBLE (bolded items required).

Please one application per incident. For multiple incidents please submit multiple applications.

Your Name: _____

Phone: home/cell/work: _____

home/cell/work: _____

E-mail: _____

Address: _____

Your role: VICTIM/SUSPECT/OTHER* (circle)

Explain Your Role: _____

Cause No. (if there is a court case): _____

If you are an attorney requesting for your client, please list your client(s) name:

Investigating Agency: _____

Report No. (if known): _____

Are you requesting 911 records (please circle one): Yes/No

If yes, are you requesting 911 audio in addition to any reports? (please circle one): Yes/No

Date/time of event: _____

Type of Incident: _____

Location of Incident _____

People Involved (please list full names): _____

Involved Officer(s): _____

Other information that would help us locate the report: _____

Please list everything that you are requesting: _____

Please describe in detail why you need this information:

I, _____, request the Missoula County 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)(2013)).

Signature

Date