

## PRO SE DEFENDANTS JUSTICEWEB E-DISCOVERY INSTRUCTIONS

After you enter a not guilty plea with the Court you may request discovery\* related to your case from the Missoula County Attorney's Office (CAO). These instructions explain how to proceed.

### JUSTICEWEB

The CAO provides discovery through JusticeWeb, a secure online portal. To receive discovery online, you must create a JusticeWeb account at no cost to you. To sign up:

1. [Visit usticeweb.missoulacounty.us](http://usticeweb.missoulacounty.us)
2. Select **Account Request** in the upper right hand corner;
3. Select the involvement type **Pro Se**;
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 days after receipt of confirmation);  
**Please Note:** *Discovery is typically not available for at least two weeks after receipt of your request. Account approval does not mean discovery is ready.*
7. You will receive an email notification when discovery is available for download. Discovery is added to the file as it comes into the office but not all discovery comes in at the same time so you receive an email each time something is added to the file.

### VIEWING DIGITAL MEDIA

After receiving notice that digital media is available, an appointment to view the same in the CAO may be made at least **48 hours in advance** of the viewing by calling **(406) 258-4737** or emailing [countyattorney@missoulacounty.us](mailto:countyattorney@missoulacounty.us). The digital media file(s) may be copied to a flash drive. The flash drive must be **new and in its original packaging**. Please notify CAO staff whether you intent to copy digital media to a flash drive at the time of scheduling your appointment.

### APPOINTMENT TO MEET WITH THE PROSECUTOR

An appointment to meet with the prosecutor can be made **after you have reviewed the discovery made available to you**. To meet with the prosecutor you must submit the Information and Waiver for Pro Se Defendants form (Waiver). You may review, complete, and submit the Waiver form through the JusticeWeb site; or you may request a form by email or by coming into the CAO to review and sign. Once your signed Waiver is received, an appointment may be scheduled upon your request.

You may contact the CAO by calling **(406) 258-4737** or emailing [countyattorney@missoulacounty.us](mailto:countyattorney@missoulacounty.us).

**\*\*Discovery is the process of exchanging information between the parties about the witnesses and evidence to be presented at trial. The discovery you receive from the Missoula County Attorney's office is to be used in your defense case and shall not be provided to any third party who is not authorized to receive confidential criminal justice information. Misuse of confidential criminal justice information is a prosecutable offense per Mont. Code Ann. §45-7-601.**