

Please Read First

GENERAL INFORMATION ON OBTAINING CONFIDENTIAL CRIMINAL JUSTICE INFORMATION

The procedures for obtaining confidential criminal justice information vary depending on what you are seeking and your relationship to the case. Below are general guidelines on obtaining confidential criminal justice information. Note that all agencies will charge a fee for copies of requested information.

- 1. INITIAL OFFENSE REPORTS.** Initial offense reports are generally open to the public. Initial offense reports contain information concerning the general nature of any charges, the location of the offense, as well as the name, age, and residence of the accused. **Make your request at the specific agency** holding the reports.
- 2. REPORTS GENERATED BY NON-CITY ENTITIES.** The City of Missoula cannot authorize release of confidential criminal justice information generated by entities other than City of Missoula agencies. **Make your request for other reports at the specific agency involved.** For example, seek Missoula County Sheriff reports at the Sheriff's Department or County Attorney's Office and 911 information from the County 911 Department.
- 3. COURT DOCUMENTS.** Documents filed in court are generally open to the public. **Make your request at the clerk of court's office for the specific court holding the records you seek.**
- 4. CONFIDENTIAL CRIMINAL JUSTICE INFORMATION GENERATED BY THE CITY OF MISSOULA.** For confidential information generated by city law enforcement, please fill out the request form on the other side of this page and return it to:

Civil Attorney's Office
435 Ryman St Missoula, MT 59802

-or-

civilattorney@ci.missoula.mt.us

We will review your request and get back to you as soon as possible.

Please note you will be invoiced by our office for any requested items and required to submit payment before the items will be provided to you

Fees for CCJI

Police Reports (involved party) \$7.00
Police Reports (non-involved/3rd party) \$26.00
Photo/Videos \$26.00

**REQUEST FOR RELEASE OF CONFIDENTIAL CRIMINAL JUSTICE
INFORMATION GENERATED BY THE CITY OF MISSOULA**

Name _____ Phone _____ Cell _____
Address _____ E-mail _____

DOB _____
Attorney's Name _____ Cause # _____
Your role: _____
Defendant's name _____

- ☐ **VICTIM IN A CRIMINAL CASE.** Victims may receive copies of confidential information at the discretion of the prosecutor. Please explain in as much detail as possible what information you want and why you need it. Return this request to the Civil Attorney's Office and we will contact you as soon as possible.
- ☐ **LITIGANT IN PENDING CIVIL CASE.** If there is a pending civil case, you or your attorney will need to obtain a written order from the judge in that case prior to our office providing confidential criminal justice information. See § 44-5-303(6) MCA.
- ☐ **OTHER.** Please explain in as much detail as possible what information you want and why you need it. Return this request to the Civil Attorney's Office and we will contact you as soon as possible.

I am seeking the following reports/information:

Investigating Agency _____ Report # _____
Date/time of event _____ Officer _____

I need the information because _____

Pending court case (please circle) **yes** **no** Cause # _____

Type of case (personal injury, civil litigation, criminal trial, etc.) _____

Your Attorney's Name _____ Attorney Phone _____

I, _____, request the Civil 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 (§ 44-5-303(3)) MCA.

Signature

Today's Date