

PUEBLO MUNICIPAL COURT DISCOVERY REQUEST

REQUEST: This form will allow you to request discovery for your Municipal Court Case. Please **file** this form with the **Pueblo Municipal Court** within **14 days** of your **arraignment** or **trial setting** to ensure that your request can be processed and your materials ready in time for your court proceeding. You may only request discovery if you are the defendant, the defendant's parent/legal guardian, or the attorney of record in a matter. Please be prepared to show **photo identification** to the clerk at the time that you submit your request.

RELEASE: It takes approximately 14 days for your discovery request to be processed. Your requested materials will be ready for **pick-up** from the **Pueblo Police Department** 14 days after the filing of this form. The total cost for your request will be provided to you and is due at the time it is released. The City of Pueblo Police Department accepts cash, money orders, and all major credit cards. Both the Pueblo Municipal Court and Pueblo Police Department are located at 200 S. Main Street.

Pursuant to C.M.C.R.P. 216, the Defendant hereby requests the following discovery:

Incident	Defendant's Name: _____ Date of Birth: _____ Incident Date & Time: _____ Citation Number: _____ Date of Next Court Proceeding: _____
Requestor	Name of Attorney or Pro Se Defendant: _____ Bar Card No. _____ Law Firm Name: _____ <input type="checkbox"/> Court Appointed Address: _____ City/State/Zip: _____ Phone: _____ E-mail Address: _____

A charge for providing copies of records is authorized by state law and has been established by the City governing body in Resolution No. 12975. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. Requestable items and corresponding charges for which Requestors are responsible are as follows:

	Item (All items requested must be material, relevant, and reasonable in scope)	Hard Copy (\$0.25 per B&W copy and \$0.50 per color copy)	Digital Item (\$5.00 per flash drive)	All Digital (\$5.00 per flash drive)
Materials and Charges	<input type="checkbox"/> Citation / Affidavit of Probable Cause •	<input type="checkbox"/> Black and White	<input type="checkbox"/>	<input type="checkbox"/> Please check here if you would like all requested items on flash drive(s)
	<input type="checkbox"/> Police Report • (includes supplements and statements)	<input type="checkbox"/> Black and White	<input type="checkbox"/>	
	<input type="checkbox"/> Photographs •	<input type="checkbox"/> Black and White	<input type="checkbox"/>	
		<input type="checkbox"/> Color	<input type="checkbox"/>	
	<input type="checkbox"/> Body Worn Camera Video • <input type="checkbox"/> Ticketing Officer OR <input type="checkbox"/> All Responding Officers		<input type="checkbox"/>	
	<input type="checkbox"/> Other Recordings (i.e. 911 Phone Calls, Radio Traffic, Surveillance Video or Dash Camera) • _____ (Please note, if type of recording is not specified, this item request cannot be fulfilled)		<input type="checkbox"/>	
	<input type="checkbox"/> Other • _____ (Please note that if the item type is not specified, this item request cannot be fulfilled)	<input type="checkbox"/> Black and White <input type="checkbox"/> Color	<input type="checkbox"/>	
<input type="checkbox"/> Any and all • As detailed in C.M.C.R.P. 216, this includes all evidence that is under the Prosecutor's control and possession, reasonable in scope and material to your defense. This includes all of the documents and media listed above if collected in your case.	Photos <input type="checkbox"/> Black and White <input type="checkbox"/> Color	<input type="checkbox"/>		
	Documents <input type="checkbox"/> Black and White			
	Audio/Visual Recordings	<input type="checkbox"/>		

Disputes regarding discovery requests may be addressed by motion made with the Court. C.M.C.R.P. 216.

Fee Waiver	Our goal is to make discovery as accessible to you as is possible. If you feel you cannot afford the fee, a copy of your Pueblo Municipal Court Order declaring indigency is required for waiver of discovery fees.
Prosecutor	Municipal Prosecutor's Office Review: Discovery Request Reviewed by: _____ Date: _____ <input type="checkbox"/> Opposed <input type="checkbox"/> Not Opposed If opposed, list reason(s): _____

Authorization to Mail	<p>A \$10.00 fee will be charged for mailing. Prepayment for all discovery materials and mailing fees is required. Prepayment may be made at the Pueblo Police Department by cash, money order, or credit card. Materials will be mailed via U.S.P.S. first class mail, certified, return receipt requested. Please ensure that someone will be available to sign for the packet at the time of delivery.</p> <p>By signing below, you agree to the following:</p> <ol style="list-style-type: none"> I hereby consent to have all materials requested mailed to the address listed in the "REQUESTOR" section on the front page of this form and will pay the \$10.00 mailing fee. Your request will be carefully reviewed and prepared to ensure accuracy and completeness. Within the mailed packet will be a "RELEASE OF PUEBLO MUNICIPAL COURT DISCOVERY" form that details the specific items released. I agree to notify the City Attorney's Office in writing at CityAttorney@pueblo.us or 562-3889 (fax) within 72 hours of delivery if any materials are missing. Failure to do so is an acknowledgement that all materials listed in the "MATERIALS RELEASED" section were received. Pursuant to C.R.S. 24-72-201 & -301 <i>et. seq.</i>, personal identifying information such as the names of victims of certain crimes, birthdates, social security numbers, taxpayer identification numbers, driver's license numbers, account numbers of active financial accounts, and home addresses and personal telephone numbers of victims and witnesses may be protected from disclosure and redacted in discovery materials. If unredacted materials are provided, I state and agree that I will not share with or disclose to any third parties any personal information (name, address, phone number, SSN, date of birth, etc.) of any victim or witness contained in the reports and agree that these materials will be used only for the purposes and actions necessary for me to prepare and present a defense to the charged offense. I agree to provide reciprocal discovery to the City Attorney's Office of any of the following that I intend to present at trial: any witness for testimony (please provide full name, address, and phone number); all reports or statements (including scientific or medical); other documents and papers; photographs; audio and/or video files or recordings; tangible objects; or any other item or material. Such disclosure shall be made at least 7 days prior to trial and hand-delivered or mailed to: Pueblo Municipal Court Discovery, 200 S. Main St., Pueblo, CO 81003. Materials may also be emailed to: CityAttorney@pueblo.us. Any continuance required because of defendant's failure to comply shall be chargeable to the Defendant for speedy trial purposes. <p>Attorney/Defendant Signature: _____ Date: _____</p>
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Court Use	<p>If you prefer not to have to return to PPD Records or call in to prepay for your request, please include your credit card information below. Your signature indicates your consent to the credit card being charged for all discovery costs and mailing fees requested on this form.</p> <p>Credit Card #: _____ Expiration: ____ / ____ CVV: _____</p> <p>Name on Card: _____ Billing Zip Code: _____ <small>(please print name exactly as it appears, cardholder must be the same person as the requestor)</small></p> <p>Type: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> OTHER: _____</p> <p>Signature: _____ Date: _____</p>
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Court Use	<p>My signature certifies that I am the Defendant or I am the attorney retained by the Defendant (of record) to represent them in Pueblo Municipal Court. My signature further acknowledges that I will pay all fees associated with this request.</p> <p>Attorney/Defendant Signature: _____ Date: _____</p> <p>Request Received By: _____ Date: _____</p> <p>I.D. Verification: _____ (DL# & State) <small>(identification information must be from the requestor)</small></p>
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