



WHAT IS PROTECTED INFORMATION?

New Wisconsin Statute § 801.19 defines five specific numbers as “protected information.”

Beginning on July 1, 2016, these numbers should not be included in public documents that are filed with the Wisconsin courts. If the numbers are needed for the case or are required by law, they must be filed on a special protected information form.

What information is protected?

- **Social security numbers**
- **Employer and tax ID numbers**
- **Financial account numbers (such as banks and credit cards)**
- **Driver license numbers**
- **Passport numbers**

How do I redact protected information?

“Redact” means to obscure individual items of information within a document:

- **If you are preparing the document from scratch or completing a court form**, you should omit all protected numbers from the document.
- **If you are submitting an existing document, like a credit card statement or a tax form**, you should redact (blank out) all protected numbers from the copy you file with the court.

If the number is required by law or is needed for the case, you should submit it separately on a confidential disclosure of protected information form

(GF-241). If the court doesn’t need the number, you simply leave it out.

The redacted copy will go in the public case file. The court may ask you to produce the original unredacted document if necessary, but you do not need to submit it unless requested. If you need to remove protected information from a record filed before July 1, 2016, use form GF-242. For redaction of a transcript, use form GF-243.

What else do I need to know?

This statute applies to all court cases, even confidential cases like juvenile and guardianship. If you fail to redact protected information, the court may order you to submit new documents and pay any costs incurred by other parties. If you purposefully reveal the protected information of another person, you may be subject to sanctions such as attorney fees and costs. New statutes and forms are available for identifying other confidential records and for sealing court records.

Whether you are redacting on paper copies or electronic, you need to be sure that the underlying information cannot be viewed by others. See our website for redaction techniques.

Where do I go for more information?

Visit the court’s website at <https://www.wicourts.gov/services/attorney/redact/> to find the new statutes, forms, frequently asked questions, and more.

