

FORM SUMMARY

Name of Form: Motion to Seal or Redact Information in the Court Record

Form Number GF-246A

Statutory Reference: § 801.21, Wisconsin Statutes

Benchbook Reference:

Purpose of Form: To request that the Court seal or redact specific documents or information in the court record.

Who Completes It: The moving party.

Distribution of Form: Original to Court. Copies to Parties and Petitioner, if not a party.

Accompanying Forms: Use form GF-245, Confidential Disclosure of Information to be Sealed or Redacted, to provide the information to the court. DO NOT put the actual information to be redacted on this form.

New Form/Modification: Modification; last update 10/25.

Modifications: Changed form's name to Motion to Seal or Redact Information in the Court Record; increased options for the information to be sealed or redacted under items #1 and #2.

Comments: Use this form to request that the court seal or redact specific information in the court record and restrict the information from public access. Note every place where the information appears. The court is not responsible for finding the information in other places.

Do not use this form to request redaction of social security, employer and tax identification, financial account (banks and credit cards), driver license, and passport numbers. Use form GF-242A, Motion to Redact Protected Information in Court Record, or form GF-243A, Motion to Redact Protected Information in Transcript.

Do not use this form to request sealing of information that is already protected by statute. See form GF-244, Cover Sheet for Confidential Records, and instructions.

If you request so, the information provided will be placed under temporary seal until the court decides this motion. If the motion is denied, the information will not be restricted from public access.

About this Form: This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.