Enter the name of the county in which this case is filed.	**STATE OF WISCONSIN, CIRCUIT COURT,**

STATE OF WISCONSIN, CIRCUIT COURT, _____ **COUNTY**

Petitioner/Plaintiff:

_____
First name   Middle name   Last name

Respondent/Defendant:

_____
First name   Middle name   Last name

Motion to Seal or Redact a Transcript

Case No. _____

Instructions (left column):

Enter the name of the county in which this case is filed.

Enter the Petitioner/Plaintiff's full name.

Enter the Respondent/Defendant's full name.

Enter the case number.

This form is used for all case types. Some information may not apply to your case.

In #1, enter the section of the transcript that you wish to have sealed.

Use GF-243A to request redaction of Social Security, driver license, financial accounts, and other protected numbers to the court.

In #2, describe the type of info you wish to have redacted. For example, "Petitioner's home address", date of the proceeding, and exact location of the information.
Note every place where the information appears. The court is not responsible for finding the information in other places.

Do NOT put the actual information to be redacted on this form.
Use form GF-245 to provide the information to the court.

In #4, if the court needs to consider certain facts to decide this motion, you should include a declaration setting out the information.

Most circuit court records are open to the public. The court will not seal or redact records without a legal basis for the decision. You must cite statutes and case law that support your request.

In #5, if you are not a party or the attorney for a party, describe your relationship to this case.

Sign and print your name and date the document.

☐ 1. I request that the following document(s) be **sealed**:

Date of Proceeding	Sections of the Transcript	Page and Line Number

☐ 2. I request that the following type of information be **redacted** from the transcript:

Type of Information to be **Redacted**	Date of Proceeding	Page and Line Number

3. I am filing form GF-245 to provide the sealed or redacted information to the court.

4. I am making this request based on the following law and facts: _____
_____

☐ 5. I am not an attorney or a party to this case. I am interested because: _____
_____

▶ _____
Signature

_____
Print or Type Name

_____
Relationship to Case

_____
Date

DISTRIBUTION:
1. Court
2. Parties
3. Petitioner, if not a party
4. Court Reporter

GF-247A, 09/24 Motion to Seal or Redact a Transcript   §801.21, Wisconsin Statutes
This form shall not be modified. It may be supplemented with additional material.
Page 1 of 1