

FORM SUMMARY

Name of Form: Cover Sheet for Confidential Records

Form Number: GF-244

Statutory Reference: §801.20, Wisconsin Statutes

Purpose of Form: To identify confidential records when they are filed.

Who Completes It: The party filing the confidential records.

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

Accompanying Forms:

New Form/Modification: Modified; last update 05/16.

Modifications: Added a section for confidential records filed in a juvenile case for eFiling purposes. See §§48.396(3)(b)2. and 938.396(2m)(b)2., Wis. Stats.

Comments: Starting on July 1, 2016, §801.21, Wis. Stats. parties must identify confidential records for the clerk to ensure that the record is properly classified as confidential and is not made available to the public. Use form GF-244 to identify the documents and case types listed on the form.

There are commonly-filed forms that court staff will recognize and will treat as confidential without identification by the filing party. Parties do not need to submit form GF-244 for:

- Confidential petition addendum in family cases, form GF-179
- Family financial disclosure & exchange of information, form FA-4139
- Juror qualification forms and supplemental information, form GF-132
- Presentence investigation reports
- Restraining orders and injunctions, confidential address, form CV-502
- Victim notification cards, form CR-240

Some statutes require that an entire classification of cases be kept confidential from public access. These statutes have provisions allowing disclosure to the parties, their attorneys, and others. Parties do not need to submit form GF-244 for the following records:

- Adoption
- Child abuse restraining orders and injunction
- Children's proceedings under ch. 48

- Confidential name change petition
- Guardianship
- Grand juror list and grand jury proceedings
- Jane Doe proceedings
- Mental health act proceedings
- Juvenile proceedings under ch. 938
- Paternity pre-adjudication records
- Protective services and placement
- Search warrants until executed
- Will deposited for safekeeping during life of testator

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.