This form is available in Spanish. https://www.wicourts.gov/forms1/circuit/index.htm
Este formulario está disponible en español.

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

STATE OF WISCONSIN, CIRCUIT COURT,

_____ **COUNTY**

Enter the Petitioner/Plaintiff's full name.

Petitioner/Plaintiff:

_____
First name Middle name Last name

Respondent/Defendant:

_____
First name Middle name Last 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.

Motion to Seal or Redact Information in the Court Record

Case No. _____

In #1, choose the information that you wish to have sealed.

Use GF-242A to request redaction of Social Security, driver license, financial accounts, and other protected numbers to the court.

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

- ☐ The street and city address of:
  - ☐ Petitioner
  - ☐ Respondent
  - ☐ Other: _____
- ☐ The name of:
  - ☐ Petitioner
  - ☐ Respondent
  - ☐ Other: _____
- ☐ The court record text entered on [Date]: _____
- ☐ Other: _____
- ☐ The following documents:

Name of Document	Date of Filing

Some documents are confidential by law and do not require a motion to seal. See GF-244 for information about these documents.

☐ 2. I request that the following type of information be **redacted** in the following documents:

Location in the Court Record			
Name of Document	**Date of Filing**	**Information to be Redacted**	**Page and Line Number**

In #2, describe the type of info you wish to have redacted. For example, "Petitioner's home address", date of the documents 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.

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

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

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.

☐ 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