

FORM SUMMARY

Name of Form: Order on Motion to Seal or Redact a Court Record

Form Number: GF-246B

Statutory Reference: §801.21, Wisconsin Statutes

Purpose of Form: To order sealing or redaction of documents or information in the court record.

Who Completes It: Court.

Who Signs It: **BY THE COURT:** Circuit Court Judge/Circuit Court Commissioner.

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

Accompanying Forms:

New Form/Modification: New form.

Modifications:

Comments: Starting on July 1, 2016, §801.21, Wis. Stats. provides a procedure for requesting a court to seal a document or redact information. Use this form to order that information be sealed or redacted.

Do not use this form to seal “protected information”: social security, employer and tax identification, financial account (banks and credit cards), driver license and passport numbers. Use form GF-242B.

No motion is necessary to seal information and documents already made confidential by statute when appearing in court records. The parties may submit this information using GF-244.

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.