



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1112: SEALING A COURT RECORD IN THE EFILING SYSTEM

DATE ISSUED: September 2, 2016

DATE REVISED:

This guide gives step-by-step instructions on how to seal a court record in the e-Filing system.

Sealing a Court Document

1. Sign on to the eFiling website at <https://efiling.wicourts.gov>. Enter the attorney username and password.
2. After logging into the site, click on “My cases.”
3. Locate the correct case number.
4. On the right hand column of that case, click on “File another document.”
5. Click “upload documents.”
6. Find the document (that needs to be sealed) located on the computer and double click that document to upload it. Documents must follow the document specifications listed in the “Preparing a Document for eFiling” portion of this guide.
7. After you upload the document, the document’s name will appear under the “File Name” and the Status will say “Upload complete.”
8. Under document type, click on the small arrow on the righthand side and select the document type. If the document type is not listed, select “other.”
9. Enter a descriptive document title. (Note: this document title is submitted directly to the clerk’s office).
10. Click the box indicating that you would like to seal the document.
11. Click “upload documents” to upload the motion to seal.
12. Find the motion to seal located on the computer and double click that document to upload it. Documents must follow the document specifications listed in the “Preparing a Document for eFiling” portion of this guide.
13. After you upload the document, the document’s name will appear under the “File Name” and the Status will say “Upload complete.”
14. Under document type, select “Motion to Seal or Redact a Court Record.”
15. Under the document title, type in “Motion to Seal” followed by the title of the document that you would like sealed (the first document you uploaded).
16. Click “Continue.”
17. A screen will appear with the heading “Ready to File.”
18. Click on the checkbox to the left hand side of the case that you would like to file on.
19. Click “File” on the bottom of the page.
20. A screen will appear saying “Filings Submitted.”