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INFORMATIONAL BULLETIN 25-03

DATE: March 25, 2025

TO: Supreme Court Justices
Court of Appeals Judges
Circuit Court Judges
Reserve Judges
Municipal Court Judges
Circuit, Supplemental, and Municipal Court Commissioners

FROM: Hon. Audrey K. Skwierawski
Director of State Courts

SUBJECT: Implementation Update for 2023 Wisconsin Act 235- Privacy Protections for Judicial Officers - Effective April 1, 2025

This Informational Bulletin covers implementation updates for 2023 Wisconsin Act 235– Privacy Protections for Judicial Officers. The bulletin includes information about how to: 1) complete and submit written requests to shield personal information; 2) designate the Director of State Courts as the registered agent for service of process of legal documents; 3) obtain the forms used for these new processes; and, 4) find additional resources.

Please note, the Wisconsin Legislature is currently considering a number of proposed amendments to Act 235, some of which will likely require changes to the forms used to submit and withdraw requests to protect personal information by judicial officers. The exact timing of this process is unknown; however, it is anticipated that the amendments may become effective soon after April 1, 2025. If amendments are enacted, the Director of State Courts will issue a Legislative Bulletin that summarizes the amendments as soon as they are passed and will release a subsequent Informational Bulletin with updated information about updated forms.

Brief Overview

For a comprehensive overview of WI Act 235, please refer to Legislative Bulletin 24-02 https://courtnet.wicourts.gov/bulletins/docs/lb2402.pdf.

2023 Wisconsin Act 235, https://docs.legis.wisconsin.gov/2023/related/acts/235, now codified as Wis. Stat. § 757.07, allows judicial officers to request that certain personal information be protected from public disclosure and removed from public display. Effective April 1, 2025, the law provides certain protections from public records disclosures, prohibits the sale and dissemination of certain private information, and limits the information that may be publicly posted on social media.

Under the law, a judicial officer means a person who currently is or who formerly was a Supreme Court justice; a court of appeals, circuit court, municipal, or tribal judge; temporary or permanent reserve judge; or a circuit, supplemental, or municipal court commissioner.

Further, an immediate family member means a judicial officer's spouse; a minor child of the judicial officer or of the judicial officer's spouse, including a foster child; an adult child of the judicial officer or of the judicial officer's spouse whose permanent residence is with the judicial officer; a parent of the judicial officer or of the judicial officer's spouse; and any other person who resides at the judicial officer's residence.

A judicial officer must identify the types of personal information they or an immediate family member wish to protect. "Personal information" means any of the following:

- A home address, including identification of a particular document recorded by a register of deeds.
- A home or personal mobile telephone number.
- A personal email address.
- A Social Security number, driver's license number, federal tax identification number, or state tax identification number.
- Except as required under Ch. 11, bank account or credit or debit card information.
- A license plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or an immediate family member of a judicial officer.
- The identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer.
- The full date of birth.
- Marital status.

Note, the information above is excerpted from Wisconsin Legislative Council and Wisconsin Legislative Reference Bureau materials.

Written Request to Protect Personal Information

Written requests by judicial officers are required to be on a form prescribed by the Director of State Courts and must specify what personal information shall be maintained as private. Form CS-316 *Request for Protection of Personal Information* form allows a judicial officer (or a representative from the judicial officer's employer on the judicial officer's behalf) to request protection of personal information of a judicial officer or their immediate family member from disclosure by a government agency, person, data broker, or business.

The request must specify the immediate family members and secondary residences covered by the request. Written requests shall be treated confidentially and are valid for ten (10) years or until after the judicial officer's death, whichever occurs first. The 10-year timeline starts on the date the receiving entity receives the request. The judicial officer can make additional requests to start another 10-year period.

Judicial officers, or their representatives, must submit the CS-316 form *directly* to each entity in possession of the information that is to be protected. Do not submit request forms to the Director of State Courts. The Director of State Courts will *not* forward requests to the intended receiving entity.

To avoid unnecessary disclosure of personal information, the CS-316 form should be completed separately for each receiving entity and provide only the information in that entity's possession. For questions about what information should be included in the form, the judicial officer or immediate family member should contact the receiving entity directly.

The Director of State Courts has compiled a non-comprehensive list of government entities in Wisconsin, including their contact information, to which judicial officers may want to submit requests for protection. The list is available on the Judicial & Court Security Resources webpage on CourtNet under "Act 235 Resources" at https://courtnet.wicourts.gov/publications/courtsecurity.htm#act235.

For requests to data brokers or other internet-based entities, judicial officers may submit the CS-316 directly to these entities, or may purchase a subscription to a data privacy service that regularly monitors and removes personal information from the internet. Information about these services is available on the Judicial & Court Security Resources webpage on CourtNet under "Act 235 Resources" at https://courtnet.wicourts.gov/publications/courtsecurity.htm#act235. Please note, the Director of State Courts will not be providing data privacy services to judicial officers.

Further instructions about how to complete and submit the Request for Protection are included on the CS-316 form. Additional information is also provided in the Act 235 FAQ document, which is available on the Judicial & Court Security Resources webpage on CourtNet under "Act 235 Resources" at https://courtnet.wicourts.gov/publications/courtsecurity.htm#act235.

Written Consent to Release Personal Information

Form CS-317 *Consent to Release of Personal Information* allows a judicial officer or a judicial officer's immediate family member to consent to the unrestricted or limited release of previously protected personal information of a judicial officer or their immediate family member. An immediate family member may only consent to the release of their own personal information.

Judicial officers, or their representatives, must submit the CS-317 form *directly* to each entity in possession of previously protected information. Do not submit consent forms to

the Director of State Courts. The Director of State Courts will *not* forward consent forms to the intended receiving entity.

Further instructions about how to complete and submit the *Consent to Release of Personal Information* are included on the CS-317 form. Additional information is also provided in the Act 235 FAQ document, which is available on the Judicial & Court Security Resources webpage on CourtNet under "Act 235 Resources" at https://courtnet.wicourts.gov/publications/courtsecurity.htm#act235.

Designation of Registered Agent for Service of Process

Under Act 235, former or current Supreme Court Justices, Court of Appeals Judges, Circuit Court Judges, and Reserve Judges may designate the Director of State Courts as their registered agent for service of process. If the Director of State Courts is designated as the registered agent, the Director of State Courts shall forward any process, notice, or demand to the judicial officer's home address.

To designate the Director of State Courts as the registered agent for service of process, the judicial officer will need to complete and submit the following forms:

- CS-319, *Notice of Service of Process Designation*, to the Director of State Courts by email to Forms.Security@wicourts.gov or by mail to PO Box 1688, Madison, WI 53703-1688. Note that only one CS-319 form is required to be submitted to the Director of State Courts.
- CS-318, *Notice to Court of Participation in Service of Process Designation*, must be filed with the clerk of court. It is the judicial officer's responsibility to file form CS-318 for *every* case in which their actual address appears.
- CS-320, *Notice to Interested Persons of Participation in Service of Process Designation*, must be sent to all interested persons. For example, parties that are involved in a legal proceeding against a judicial officer. It is the judicial officer's responsibility to send the CS-320 to all interested persons.

List of Act 235 Forms

- CS-316 *Request for Protection of Personal Information*
- CS-317 *Consent to Release of Personal Information*
- CS-318 *Notice to Court of Participation in Service of Process Designation*
- CS-319 *Notice to Director of State Courts of Participation in Service of Process Designation*
- CS-320 *Notice to Interested 3rd Parties of Participation in Service of Process Designation*

How to Obtain Act 235 Forms

Please refer to the chart below for information about how to obtain Act 235 forms depending on the type of judicial officer. *To minimize the risk of fraud and protect judicial officers and their families, please do not distribute copies of the blank forms to other judicial officers or third parties.*

Type of Judicial Officer	**Forms CS-316 , CS-317 Protection of Personal Information**	**Forms CS-318, CS-319, CS-320 Registered Agent for Service of Process**
Current Supreme Court Justice	Judicial Dashboard	Judicial Dashboard
Former Supreme Court Justice	Forms.Security@WIcourts.gov	Forms.Security@WIcourts.gov
Current Court of Appeals Judge	Judicial Dashboard	Judicial Dashboard
Former Court of Appeals Judge	Forms.Security@WIcourts.gov	Forms.Security@WIcourts.gov
Current Circuit Court Judge	Judicial Dashboard	Judicial Dashboard
Reserve Circuit Court Judge	Judicial Dashboard	Judicial Dashboard
Former Circuit Court Judge	Forms.Security@WIcourts.gov	Forms.Security@WIcourts.gov
Current Circuit Court Comm'r	Judicial Dashboard	N/A
Former Court Comm'r	Forms.Security@WIcourts.gov	N/A
Current Supplemental Court Comm'r	Judicial Dashboard	N/A
Former Supplemental Court Comm'r	Forms.Security@WIcourts.gov	N/A
Current Municipal Court Judge	Wicourts.gov Muni Webpage	N/A
Former Municipal Court Judge	Forms.Security@WIcourts.gov	N/A
Current Municipal Court Comm'r	Forms.Security@WIcourts.gov	N/A
Former Municipal Court Comm'r	Forms.Security@WIcourts.gov	N/A

Additional Resources

The following Act 235 resources are available on the Judicial & Court Security Resources webpage on CourtNet under "Act 235 Resources" at https://courtnet.wicourts.gov/publications/courtsecurity.htm#act235.

- *FAQs Regarding Privacy Protections for Judicial Officers under § 757.07*
- *Contact List of Government Entities Receiving Act 235 Requests*
- *Internet and Social Media Safety Tips* – This document provides information about products and services that monitor and remove your online personal information, such as search results on Google, data on people-finder websites or government websites, etc. Please note, this document is being provided for informational purposes only. The Director of State Courts will not be providing these products or services to judicial officers, nor does the Director of State Courts recommend or endorse any specific products or brands listed in this document.

Note, if you do not have access to CourtNet, you may email Forms.Security@WIcourts.gov to obtain copies of these additional resources.

Questions/Comments

- If you have questions or comments about Act 235 or the request process, you may email Forms.Security@wicourts.gov or call the Director of State Courts Office at (608) 266-6828.

cc: District Court Administrators
Department Heads