

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF WISCONSIN

**GENERAL ORDER 23-2: DESIGNATING PROCEDURES
FOR FILING OMNIBUS REDACTION REQUESTS**

Parties seeking to redact from a previously filed document information that is protected under Fed R. Bankr. P. 9037(a) must file a motion pursuant to Fed R. Bankr. P. 9037(h). If a party seeks to redact such information from more than 20 cases or proceedings, that party may request that the clerk open a miscellaneous proceeding to facilitate the party's filing of an omnibus motion to redact documents in multiple cases or proceedings.

Requesting the opening of a miscellaneous case: To request the opening of a miscellaneous proceeding, a party must submit a completed request substantially similar to **Exhibit A** to this General Order through an attorney **registered to file in this district**. The attorney must either (1) hand-deliver or mail the request to Clerk of Court, 517 East Wisconsin Avenue, Room 126, Milwaukee, WI 53202, or (2) submit the request through the court's Electronic Document Submission System, available at <https://www.wieb.uscourts.gov/electronic-document-submission-system>. When the clerk's office opens the miscellaneous proceeding the requesting attorney will receive ECF notice of electronic filing that will include the case number.

Filing an omnibus redaction motion in a miscellaneous case—motion and proposed order: A party who requests the clerk to open a miscellaneous proceeding must promptly file an omnibus motion to redact that complies with this General Order and otherwise complies with Fed. R. Bankr. P. 9037(h) using the Motions/Applications event **Redact**. The motion will be restricted immediately upon filing and not viewable by the public. The party must file a proposed order substantially similar to **Exhibit B** to this General Order directing the clerk to restrict public access to the documents identified in the motion and requiring the party to file redacted versions of the documents that the party seeks to restrict from public access. Proposed orders must be filed using the Miscellaneous event **Proposed Order**.

Filing documents under seal: If a party contends that there is cause to keep other information in the miscellaneous proceeding out of the public record, the party may file those documents under seal in the manner required by this General Order. To file a document under seal, the party must file the document using the bankruptcy

event **Sealed Document**, as outlined by the court's Administrative Procedures. A document so filed will not be publicly accessible unless and until the court, after notice and an opportunity to be heard, so orders.

Motion to seal documents and proposed order: Filing documents under seal requires leave of court. To request leave to file documents under seal, a party must file a motion to seal that (1) explains the factual and legal bases for maintain the documents outside the public record and (2) is supported by affidavits or declarations evidencing the factual bases for doing so. The motion to seal must be filed before or contemporaneously with the documents filed under seal. Service of a motion to seal filed under the terms of this General Order is limited to parties receiving ECF notice and the party is not required to file or serve notice of the motion, except as the court may otherwise order.

Payment of redaction fees: A party filing any request, motion, or document pursuant to this General Order must pay all fees required by the Miscellaneous Fee Schedule, including the fees applicable to each previously filed document for which redaction is requested, unless the court orders otherwise.

Dated: March 17, 2023

BY THE COURT:

 s/ G. Michael Halfenger

Honorable G. Michael Halfenger,
Chief Bankruptcy Judge

EXHIBIT A

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF WISCONSIN

In re:

[Name of filing party]

Misc. Proc. No. [leave blank]

MISCELLANEOUS PROCEEDING RE: REDACTION OF PERSONAL IDENTIFIERS

[Party name] requests that the Clerk's Office open a miscellaneous proceeding so that it may file an omnibus motion to redact a previously filed documents.

DATE:

Respectfully submitted,

/s _____

[Insert attorney information]

EXHIBIT B

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF WISCONSIN

In re

Misc. XXXX

Applicant.

**OMNIBUS ORDER RESTRICTING PUBLIC ACCESS AND
DIRECTING THE DOCKETING OF REDACTED
DOCUMENTS**

The Court has considered the Omnibus Motion to Restrict Public Access and Redact Document (the “Motion”) filed by [“Movant”]. The Motion alleges that the chart attached as Exhibit A identifies documents filed in the referenced cases or proceedings (the “original documents”) that contain certain personal identifiers that are subject to the redaction requirements of Federal Rule of Bankruptcy Procedure 9037. The Movant has submitted proposed redacted documents with the Motion and has paid the redaction-motion filing fees.

IT IS THEREFORE ORDERED: the Clerk of Court is directed to restrict public access to the original unredacted documents.

IT IS FURTHER ORDERED: no later than 30 days after the entry of this order, the Movant must re-file the original documents with all personal identifiers redacted. The replacement documents must be complete and identical in all respects to the original documents they replace, except for the redacted information.

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