

Withdrawal of Claim

These instructions explain how to file a Withdrawal of Claim.

NOTE: Prior to docketing this event, you must determine the number of the claim which is being withdrawn. The claim number can be found by clicking on *Reports, Claims Register*.

STEP 1 Click the **Bankruptcy** hyperlink on the **ECF Main Menu** (See figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

' Click the **Claims Actions** hyperlink

STEP 3 The **CASE NUMBER** screen displays.

' Enter the case number, including the hyphen, YY-NNNN.

' Click [NEXT]

STEP 4 The **FILE A CLAIM ACTION** screen displays.

' Select **Withdrawal of Claim** from the pick list.

' Click [NEXT]

STEP 5 The **Joint Filing with Other Attorney** screen displays.

' Place a checkmark in the box for yes, if applicable and click [NEXT], if no just click [NEXT]

K *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **SELECT THE PARTY** screen displays.

- ' Click on the name of the creditor.
- ' If the creditor is not listed, click [**Add/Create New Party**] to add them.
- ' Refer to the **BK Case Opening** section of this guide for instructions in adding parties to cases.
 - ' **NOTE: The Role Type must be Creditor.**
 - ' *If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to next screen.*
- ' Click [NEXT]

STEP 7 The **PDF ATTACHMENT** screen displays.

- ' Upload the PDF file, click [NEXT]

STEP 8 Enter the **Claim Number** in the appropriate field; choose **withdraw** from the drop down *Status list*; click [NEXT]

STEP 9 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen displays.

- ' Enter additional remarks in the text box, if applicable; click [NEXT]

SAMPLE DOCKET TEXT

Withdrawal of Claim(s): 1 Filed by Creditor Chase Manhattan Mortgage Corporation.(Attorney, Joe)

STEP 10 The **FINAL DOCKET TEXT** screen displays.

K *TIP - This is the last opportunity to change information or abort transaction.*

- ' Click on [NEXT] if the final docket text is accurate, or
- ' Click on the browser back button to find the screen, make the correction,

and resubmit.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays

 ' Print a copy of the screen for your records. This is the verification of the date and time the Withdrawal of Claim was filed with the court.