

Withdrawal of Claim

This guide provides step-by-step instructions on how to file a Withdrawal of Claim. Although this example specifically shows the steps on how to file a Withdrawal of claim, similar steps would be followed for other Claim Action events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
 - a. Click the Claim Actions hypertext link, located under the Claim Events sub-menu.
3. The Case Number screen displays.
 - a. Enter the case number in yy-nnnnn format including the dash.
 - b. Click Next to continue.
4. The Event Type screen displays.
 - a. Select the Withdrawal of Claim event.
 - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
 - a. Select the filer from the Select the Party box.
 - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
 - i. If adding/creating a new party, select the correct Role Type.
 - c. Click Next to continue.
6. The PDF Document screen displays.
 - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
 - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
 - c. Click Next.
7. The Claim Information screen displays.
 - a. Enter the claim number.
 - b. Enter the claim amount.
 - c. Click Next to continue.
8. The Modify Text screen appears.
 - a. Edit if necessary.
 - b. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
 - c. Click Next to continue.
9. The Final Text screen displays.
 - a. This is the last opportunity to make any changes before the document is officially opened.
 - b. Proof this screen carefully! This is what will print on the docket sheet.

- c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
 - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
 - e. If the docket text is correct, click on the Next button to file the proceeding.
10. The Notice of Electronic Filing is produced and displayed.
- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
 - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
 - c. Description of Notice of Electronic Filing.
 - i. Date and time stamp information
 - ii. Case Name: Debtor's Name
 - iii. Case Number: Hyperlink to docket sheet
 - iv. Document Number: Hyperlink to the PDF file of the attached document
 - v. Docket text: Annotated text in italics. Text produced from docket event
 - vi. Document Description: Label of Document
 - vii. Original filename: the path and name of file that was attached to this entry
 - viii. Electronic document Stamp.
 - ix. Notice will be electronically mailed to:
 - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
 - x. Notice will not be electronically mailed to:
 - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.