

# WITHDRAWAL OF PROOF OF CLAIM

*Last Updated: April, 2009*

Before beginning this event it is helpful to know the claim number of the claim you wish to withdraw. You may locate the claim number by clicking 'Reports', then 'Claims Register' and search the register for your claim.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** The Bankruptcy Events screen displays:

- Click the Claim: Other Actions hyperlink.

**STEP 3** The Case Number screen displays:

- Enter the case number in yy-nnnnn format.
- Click Next to continue.

**STEP 4** The Available Events screen displays:

- Scroll down to 'Withdrawal of Claim' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
- Select 'Withdrawal of Claim. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events window to remove it).
- Click Next to continue.

**STEP 5** The Select the Party screen displays:

- The search results screen displays. Scroll through the list of parties, if your party is found, highlight the name and
- Click Next to Continue.
- If the name is not found,
- Click Create New Party. (Refer to the *Add/Create New Party* Module for complete instructions.
- Click Next to continue.

**STEP 6** The Attorney Party Association screen appears. Check the box to make the association: (This screen will only appear if it is the first time you are filing a pleading on behalf of this party.)

**STEP 7** The PDF Screen displays:

- Click Browse, (Refer to the *Navigating through Directories* Module for complete instructions.)
- Click Next to continue.

**STEP 8** The Select a Claim Number(s) screen displays:

- Click the drop down arrow to reveal a list of claims.
- Select the claim by clicking on it. The claim number will appear in the Claims Selected window.
- Click Next to continue.

**STEP 9** Claim No (number of the claim you are withdrawing): Status screen displays:

- Select Withdraw from list.
- Click Next to continue.

**STEP 10** The Modify Docket Text screen displays:

- Modify the Docket Text as appropriate.
- Click Next to continue.

**STEP 11** Final Approval screen displays:

- Verify the Final Docket Text.
- Click Next to continue.

**STEP 12** Notice of Electronic Filing screen displays. (Refer to the *Notice of Electronic Filing* Module for complete instructions.)