



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### WITHDRAWAL OF PROOF OF CLAIM

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This event is used when a party filer wishes to withdraw a previously filed proof of claim.

**NOTES:** Prior to filing 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.

A motion to withdraw the claim is required if the party requesting withdrawal is not the owner of the original claim.

#### FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Claim: Other Actions'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. 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 the correct event. The event will then show in the 'Selected Events' window (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'
7. The Select a Claim Number 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'
8. The Status screen displays. Select 'Withdraw' from the list and click 'Next'



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9. The Modify Docket Text screen displays. Modify the Docket Text as appropriate. Click 'Next'
10. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue. If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
11. The Notice of Electronic Filing screen displays (Refer to Notice of Electronic Filing for complete instructions)