



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

WITHDRAWAL OF TRUSTEE'S NOTICE OF SERVICES RENDERED

If a trustee files their certification of services prematurely, they should withdraw the certification using the Withdrawal of Trustee Services event code. The withdrawal adds a flag labeled WTRSVREND to the case, which assists the court in correctly identifying cases eligible for payment.

Note: This is a paperless event. A PDF document cannot be attached.

FILING STEPS:

1. Click on Bankruptcy on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click on Trustee/US Trustee
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 Trustee Services Rendered' 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. Select the appropriate event to which your event relates. Click 'Next'
7. Enter the reason for withdrawal. Click 'Next'
8. The Final Approval screen displays: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.
9. Verify the Final Docket Text then click 'Next'