

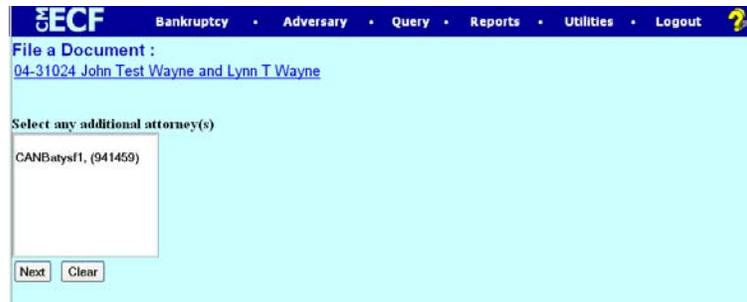
Withdrawal of Claim

STEP 1 The **DOCUMENT SELECTION** screen displays.



◆ Highlight Withdrawal of Claim and click [Next].

STEP 2 The **ATTORNEY SELECTION** screen displays for creditor filers only. Attorney filers, please proceed to the next step.



◆ Click [Next] and the following screen displays.



◆ Click [OK].

STEP 3 The **PARTY SELECTION** screen displays.



The screenshot shows the ECF 'File a Document' interface for case 04-31024 John Test Wayne and Lynn T Wayne. The 'Select the Party:' dropdown menu is open, displaying a list of parties: ABC Corp. [Creditor], Office of the U.S. Trustee / SF, [U.S. Trustee], Schoenmann, E. Lynn [Trustee], Wayne, John Test [Debtor], and Wayne, Lynn T [Debtor]. To the right of the dropdown is a link for 'Add/Create New Party'. At the bottom of the form are 'Next' and 'Clear' buttons.

- ◆ If the name of the party is on the list, click on the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the [Rules for Adding Parties](#) section of the Appendix.

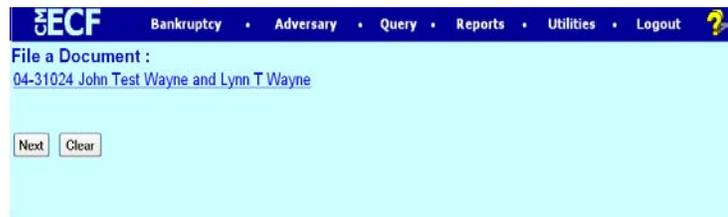
STEP 4 The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.



The screenshot shows the ECF 'File a Document' interface for case 04-31024 John Test Wayne and Lynn T Wayne. The 'ATTORNEY/PARTY ASSOCIATION' section is displayed, stating: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the form are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

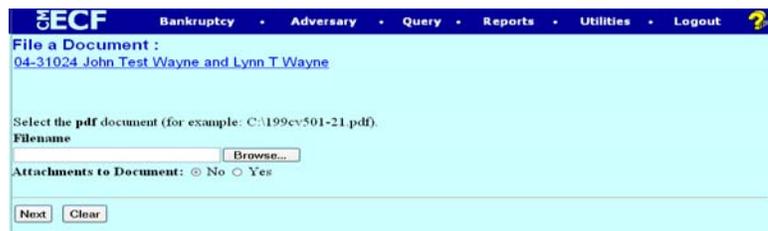
STEP 4 The **CASE VERIFICATION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Document:" followed by the case number "04-31024 John Test Wayne and Lynn T Wayne". At the bottom of the screen, there are two buttons: "Next" and "Clear".

- ◆ If the name of the debtor(s) and case number are correct, click [**Next**].

STEP 5 The **PDF DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF interface for "File a Document:". It displays the case number "04-31024 John Test Wayne and Lynn T Wayne". Below this, it says "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" field with a "Browse..." button next to it. Below that, there are radio buttons for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

- ◆ Click [**Browse**] to upload the PDF document for this docket event and click [**Next**].

STEP 6 The question, *Is the claim to be withdrawn docketed on the claim register?* Please enter "y" or "n", displays.



The screenshot shows the ECF interface for "File a Document:". It displays the case number "04-31024 John Test Wayne and Lynn T Wayne". Below this, it asks the question "Is the claim to be withdrawn docketed on the claim register? Please enter y or n". There is a text input field with the letter "y" entered. At the bottom, there are "Next" and "Clear" buttons.

- ◆ Enter the appropriate answer.

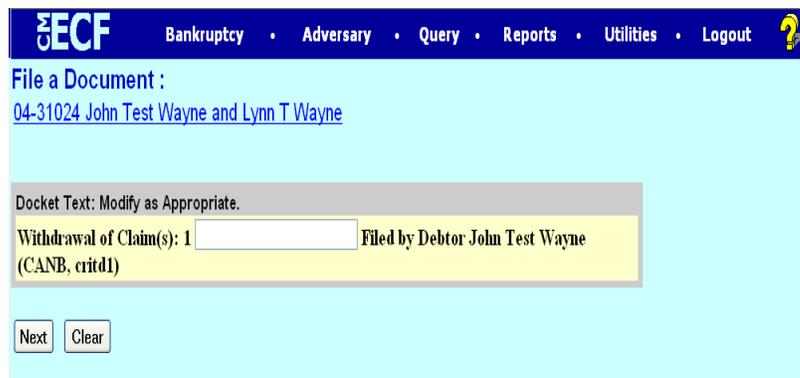
- STEP 7** If you enter “y” to the above question, the **Request for Claim Number** screen displays. If you enter “n”, the system will bypass this screen.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text "File a Document :" is displayed, followed by the case number and name: "04-31024 John Test Wayne and Lynn T Wayne". The main form area contains a label "Enter Claim Number(s):" with a text input field containing the number "1". To the right of this field is a "Status:" label with a dropdown menu currently set to "Withdraw". Below the input fields are two buttons: "Next" and "Clear".

- ◆ Enter the claim number you wish to withdraw (only one claim can be withdrawn at a time).
- ◆ Select “withdraw” from the status drop down menu.

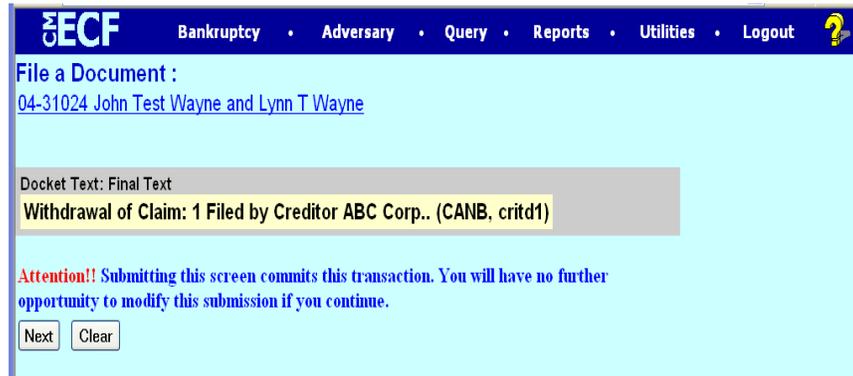
- STEP 8** The **MODIFIED DOCKET TEXT** screen displays.



The screenshot shows the ECF interface with the same navigation bar and case information as in Step 7. The main form area now displays a "Docket Text" section. The text in this section reads: "Docket Text: Modify as Appropriate." followed by "Withdrawal of Claim(s): 1 Filed by Debtor John Test Wayne (CANB, critd1)". Below this text are two buttons: "Next" and "Clear".

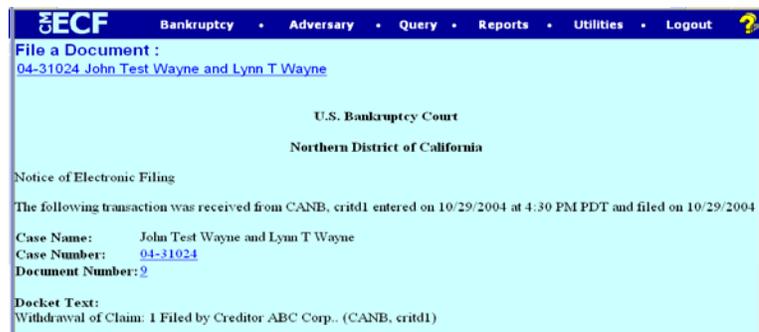
- ◆ Enhance the text if applicable and click [Next].

STEP 9 The **FINAL TEXT EDITING** screen displays.



- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top the page.

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



- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.