

Withdrawal of Document

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

The screenshot shows the ECF interface for filing a document. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'File a Document'. Below this, the case information for '11-30099 Leith Thomas and Kelly Thomas' is displayed, including case type (bk), chapter (7 v), office (3 (San Francisco)), assets (n), judge (TEC), and case flag (DebtEd, MEANSU). A search box is present with the prompt 'Start typing to find an event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All EMail From Case, Transfer of Claim, Withdrawal of Claim, and **Withdrawal of Document** (which is highlighted in blue). At the bottom left, there are 'Next' and 'Clear' buttons.

Highlight **Withdrawal of Document** from the Available Events list. Make sure the event name moves under the Selected Events list.

This screenshot shows the same ECF interface as the previous one, but with the 'Withdrawal of Document' event moved from the 'Available Events' list to the 'Selected Events' list. The 'Available Events' list now includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All EMail From Case, Transfer of Claim, Withdrawal of Claim, and **Withdrawal of Document** (highlighted in blue). The 'Selected Events' list now contains 'Withdrawal of Document'. The search box prompt has changed to 'Start typing to find another event. Hold down Ctrl to add additional items.' The 'Next' and 'Clear' buttons remain at the bottom left.

Click **[Next]**.

STEP 2 The **PARTY SELECTION** screen displays.

ECF Bankruptcy Adversary Query Reports

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select the Party:

Bank of America, [Creditor]
 Citibank Ford, [Creditor]
 Holt, Brian [Trustee]
 Office of the U.S. Trustee / SF, [U.S. Trustee]
 Thomas, Kelly [Joint Debtor]
 Thomas, Leith [Debtor]

[Add/Create New Party](#)

Next Clear

Highlight the name of the party who will be filing the withdrawal of document. Click **[Next]**. Click **[Next]** again.

STEP 3 Click the **Browse** button and navigate to the file directory where the document of the **Withdrawal of Document** is located. Select the file and click **Open** on the **File Upload** window.

ECF Bankruptcy Adversary Query Reports Utilities

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Click **[Next]**.

STEP 4 Place a check mark in the box **REFER to EXISTING EVENT(s)?**

ECF Bankruptcy Adversary Query Reports

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Refer to existing event(s)?

Click **[Next]**.

STEP 5 Select the category to which the document that you are filing is related to. In this example we selected the category **Misc.** Click **[Next]**.

ECF Bankruptcy Adversary Query Reports Utilities Search

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Select the category to which your event relates.

answer
appeal
audio
auditor
caseupld
claims
cmp
court
credtrd
misc

Filed **to**

Documents **to**

STEP 6 Place a check mark in the box next to the event that your document is related to. In this example, we placed a check mark in the box next to the **Request for Notice**. (This is how you link related documents).

The screenshot shows the ECF 'File a Document' interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below this, the title 'File a Document :' is displayed. The main content area shows the document number '11-30099 Leith Thomas and Kelly Thomas' and its details: Type: bk, Assets: n, Chapter: 7 v, Judge: TEC, Office: 3 (San Francisco), and Case Flag: DebtEd, MEANSU. Below the details, there is a section titled 'Select the appropriate event(s) to which your event relates:' followed by three event options with checkboxes. The first two options are unchecked, and the third option, '04/19/2011 13 Request for Notice Filed by Creditor Citibank Ford. (canbatycr10)', is checked. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Click **[Next]**.

STEP 7 Terminate Pending Documents (**Court Use Only**)

Click **[Next]**.

Note: A message will display that you have not selected any documents. This is okay.

Click **[Next]**.

STEP 8 Enhance the docket text as necessary and click **[Next]**.

The screenshot shows the ECF interface with a blue navigation bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the bar, the page title is 'File a Document :'. The case information is as follows:

11-30099 Leith Thomas and Kelly Thomas		
Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

The 'Docket Text: Modify as Appropriate.' section contains a dropdown menu with 'Withdrawal of Documents' selected, followed by a text input field containing 'Filed by Creditor Citibank Ford (related document(s)[13] Request for Notice). (canbatycr10)'. At the bottom of this section are 'Next' and 'Clear' buttons.

STEP 9 The **FINAL DOCKET TEXT** will display. 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.

The screenshot shows the ECF interface with the same navigation bar. The case information is identical to the previous screenshot. The 'Docket Text: Final Text' section displays the text: 'Withdrawal of Documents Filed by Creditor Citibank Ford (related document(s)[13] Request for Notice). (canbatycr10)'. Below this, a red warning message reads: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. At the bottom are 'Next' and 'Clear' buttons.

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page 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 main menu bar located on the top of the page.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

NOTE: It is recommended to save and/or print this screen for future reference.