

# Withdrawal of Claim

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Claim Actions**.
- STEP 3.** The **Case Number** screen displays
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Withdrawal of Claim** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer. IF ADDING A PARTY, refer to ECF Basics.
  - Click **Next**
- STEP 6.** A reminder: **In the Status field, choose Withdrawn.**
- When the Status field displays, in Step 8, select **Withdrawn** from the drop-down list.
  - Click **Next**.
- STEP 7.** At **Select claim(s) from list** screen:
- Enter the claim number or select the claim from the list.
  - Click **Next**.
- STEP 8.** The **Status** field displays.
- Select **Withdrawn** from the drop-down list.
  - Click on **Browse** to attach the PDF.

- Click **Next**.

**STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.