

Motion for Withdrawal of Reference

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications** in Bankruptcy or **Motions** in Adversary.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format for a Bankruptcy Case or YY-NNNN format for an Adversary Proceeding.
 - Click **Next**.
- STEP 4.** Select **Withdrawal of Reference** from the event list.
- Click **Next**.
- STEP 5.** The **Select the Party** screen displays.
- Select the appropriate party, i.e. your client.
 - Click **Next**.
 - If your client is shown on the Party list proceed to **STEP 7**, otherwise proceed to **STEP 6**.
- STEP 6.** To **Add/Create New Party** :
- Click **Add/Create New Party** to enter the name of the client you represent, unless the client is already a party to the case (e.g. debtor(s)).
 - Enter the name of the party. Refer to the **Style Guide** for accepted abbreviations for non-individuals (e.g. FMCC for Ford Motor Credit Company, TMCC for Toyota Motor Credit Company, GMAC for General Motors Acceptance Corp).
 - Click **Search**.
 - A list of parties with the name you entered displays.
 - Click on each party name to locate the party **with no address and/or county showing as part of the party name** when viewing the dialogue box that appears as each entity is highlighted.
 - If party listed without an address, click **Select name from list** (name must be exact, or in line with the Style Guide requirements for entry of names) or click **Create new party** (follow Style Guide requirements) if the party is not listed, or is listed with an address.

- Click on the **Role** drop-down list and select **Creditor** as the Role type.
- Click **Submit**.

STEP 7. Fee Certification question displays.

- Respond to the question as appropriate. (Defaults to No.)
- Click **Next**.

STEP 8. A fee screen displays.

- If you answered “Yes” in **STEP 7**, it indicates **Fee: \$0.00**.
- If you answered “No” in **STEP 7**, it indicates **Fee: \$150**.
- Does this filing include an affidavit, declaration certification, brief or memorandum?** question displays; answer appropriately.
- Click **Next**.

STEP 9. The **Filename** screen displays.

- Click on **Browse...** to locate the PDF document you created. Highlight and right-click to open the document to verify it is the correct one. If the correct document has been selected, close Adobe.
- Click **Open** in the Choose File to Upload dialogue box to paste the document into the **Filename** field.
- Click **Next**

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any extra information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

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

STEP 12. If you answered **No** in **STEP 7**, the **Notice of Electronic Filing** displays.

STEP 13. If you answered **Yes** in **STEP 7**, the **Summary of current charges** window displays over the top of the **Notice of Electronic Filing**.

- Click **Pay Now** to pay all fees due to the court.
- Click **Continue Filing** to file another case or document.