WITHDRAWAL

STEP 1   Click on the **Bankruptcy** hypertext link. **(See Figure 1)**

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2)**
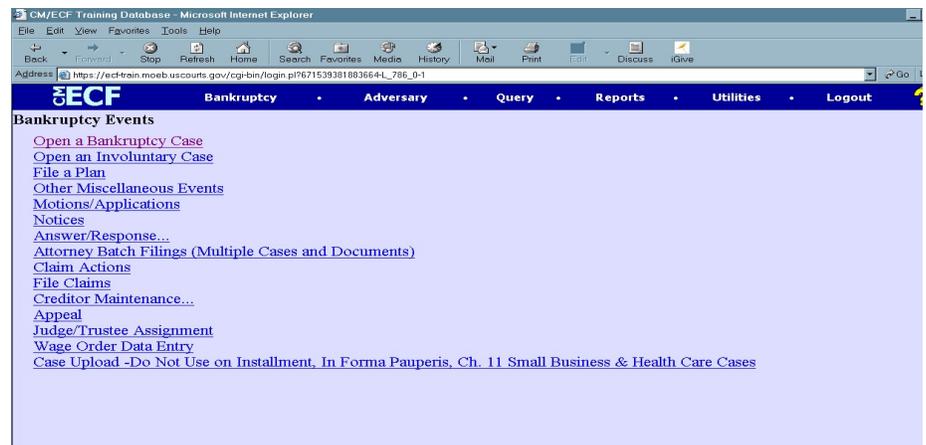
Figure 2

Click the **Other Miscellaneous Events** hyperlink.

STEP 3   The **CASE NUMBER** screen displays. **(See Figure 3)**

Figure 3

Enter the case number, including the hyphen. YY-NNNNN

Click **[Continue]**.

The **CASE INFORMATION** screen displays. Click **[Continue].**

STEP 4　　　　The **DOCUMENT SELECTION** screen displays. **(See Figure 4)**
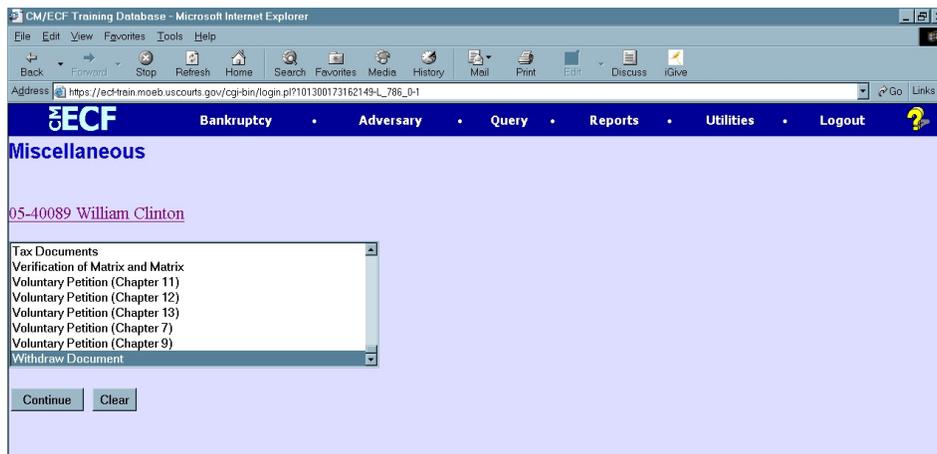
Figure 4

Select **Withdraw Document** from the pick list of events.

Click on **Withdraw Document** to select it.

Click **[Continue]**.

STEP 5　　　　The **JOINT FILING** screen displays. **(See Figure 5)**


Figure 5

This screen is only used if another attorney is joining in a filing.
No action is necessary.

Click **[Continue]**.

STEP 6   The **SELECT THE PARTY** screen displays. **(See Figure 6)**

Figure 6

Click to highlight the party filer name.

Click **[Continue]**.

STEP 7   The **PDF ATTACHMENT** screen displays. **(See Figure 7)**

Figure 7

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

•   Select open from the drop down list.
•   Verify document contents.
•   Click on the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click **[Continue]**.

STEP 8   The **DOCUMENT REFERENCING** screen displays. **(See Figure 8)**
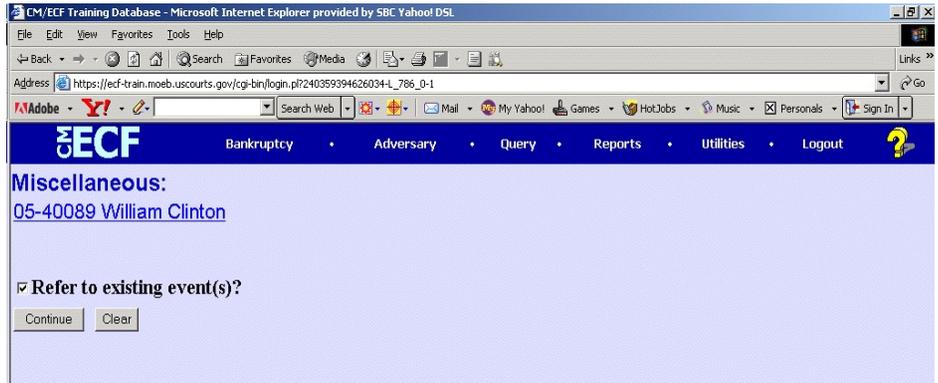
Figure 8

Click in the box next to **"Refer to existing event?"**

Click **[Continue]**.

STEP 9   The **MISCELLANEOUS** screen displays. **(See Figure 9)**

Figure 9

Select the appropriate docket event that you are withdrawing by clicking in the box next to the event.

Click **[Continue]**.

STEP 10   The **MODIFY TEXT** screen displays.   **(See Figure 10)**
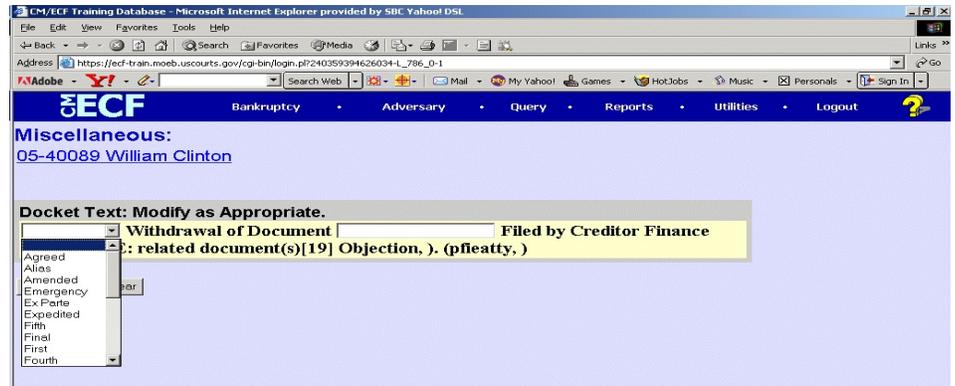
Figure 10

From the drop down menu, click on the type of Withdrawal.

In the text box additional text may be added according
to the courts procedures.

Click **[Continue]**.

STEP 11   The **FINAL TEXT** screen displays. **(See Figure 11)**
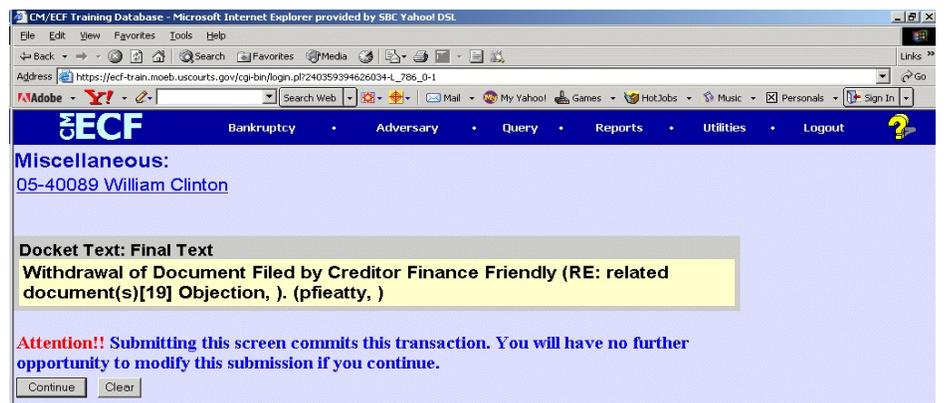
Figure 11

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event.
Clicking **[Continue]** will submit this order to the database.

If correct, click **[Continue]**.

If the final docket text is incorrect, click on your browser's **Back** button to find the screen to be modified. To abort or restart the transaction, click on Bankruptcy or any other selections on the **CM/ECF Main Menu** bar.

STEP 12   The **NOTICE OF ELECTRONIC FILING** now displays.

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

To print a copy of this notice, click the browser **[Print]** icon.
You may also save the notice through the browser **File/Save** option.