# WITHDRAWAL

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



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





Click the **Other Miscellaneous Events** hyperlink.

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

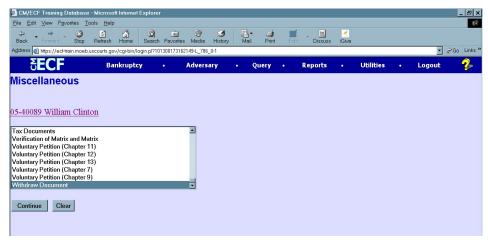
SECF	Bankruptcy	Adversar	ry • Query	• Reports	• Utilities	• Logout
Miscellaneous						
Case Number						
01-40036	99-12345, 1:99	9-bk-12345 or 1-99-1	ok-12345			
Next Clear						
Figuro 2						



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

Click [Continue].

The CASE INFORMATION screen displays. Click [Continue].



STEP 4 The DOCUMENT SELECTION screen displays. (See 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)

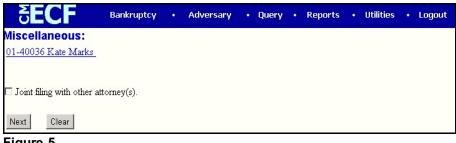


Figure 5

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)

SECF	Bankruptcy	• •	dversary	•	Query	•	Reports	•	Utilities	•	Logout
Miscellaneous: 01-40036 Kate Marks											
Select the Party: Dugan, Patricia (ust:ust) Friendly Finance (cr.cr) MAC, Inc. (cr.cr) Marks, Kate (pty:db)	Add/Creat	e New	Party								
Next Clear											



Click to highlight the party filer name.

Click [Continue].

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

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CM/ECF Test Date	abase				👌 • 🔊	- 🖃 🖶 - <u>P</u> ag	e • <u>S</u> afety • T <u>o</u> ols • 🔞 •
CM/ECF	Ba <u>n</u> kruptcy 🔹	Adversary 🔻	<u>Q</u> uery	Reports -	<u>U</u> tilities -	<u>S</u> earch	Logout
Miscellaneou	IS:						
11-40034 Christor	pher Paul McNutt and 7	Fest Joint Debtor Post	-Reform Case F	iled on: 04/20/2011			
Type: bk		ter: 11 v		(St. Louis)			
Assets: y	Judge	e: bss	Case Fla	g: PlnDue, DsclsDue			
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Continue	ear						

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)

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Vilcellaneous: 05-40089 William Clir Refer to existing eve									Juur	87

# Figure 8

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

Click [Continue].

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

δ	CF	Bankruptcy • Adversary • Query • Reports • Utilities • L	ogout
Miscel	laneous:		
<u>01-4003</u>	86 Kate Marl		
Include	Date	Docket Text	
	12/26/2001	Motion to Avoid Lien Filed by Kate Marks. 9013 Objections due by 1/15/2002. DeLair, Doug)	
	12/26/2001	Motion for Relief from Stay. Receipt Number cc, Fee Amount Filed by Friendly Finance. (Duncan, Howard)	
	12/26/2001	Motion for Relief from Stay. Receipt Number cc, Fee Amount Filed by MAC, inc. (Duncan, Howard)	
Next	Clear		
Figure	e 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)



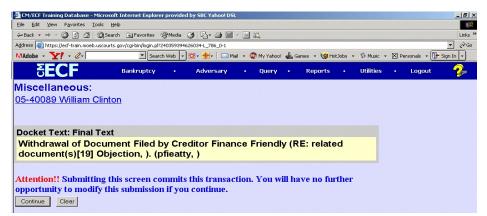
#### Figure 10

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.