Withdrawal of Claim

This module will assume that the Internet user has accessed CM/ECF using their PACER username and password.

STEP 1 Click on <u>Bankruptcy</u> on the CM/ECF Main Menu. (See Figure 1.)



STEP 2 The BANKRUPTCY screen will then be displayed. (See Figure 2.)

SECF	Ba <u>n</u> kruptcy	•	<u>A</u> dversary	-	<u>Q</u> uery
Bankruptcy Events					
Creditor Filings					
<u>File Claims</u> <u>Claims Upload</u>					
Figure 2					

- Figure 2
- Select the <u>Creditor Filings</u> hyperlink.
- STEP 3 Click in the Case Number box and enter the correct case number in *YY-NNNNN* format. (See Figure 3.)

CM/ECF	Ba <u>n</u> kruptcy ▼	Adversary -	<u>Q</u> uery
File a Claim	action		
Case Number			
4:11-bk-40049			
Continue CI	ear		
Figure 3			

STEP 4 The Available Events screen appears (See Figure 4.)

SECF	Ba <u>n</u> kruptcy -	Adversary	-	Query	<u>R</u> eports	-	Utilities	.	Sear <u>c</u> h
Creditor Filings:									
11 40044 Theo Debter a	nd Ima New Dahter Best Defen	m Case Filed and	05/02/2011						
Type: bk	Chapter: 7 v	offic	e: 4 (St. Lo	uis)					
Assets: n	Judge: kss	Case	Flag: Debt	Ed, MEANSNO					
			-						
Available Events (clici	k to select an event)					Selected E	vent		
Certificate of Service						Withdrawa	of Claim		
Claim Attachment(s) for	Rule 3001(c)(1) and (d)				~				
Claims Agent Notice									
Creditor Request for Not	ices								
Declaration									
Notice of Change of Add	ress								
Notice of Final Cure Pay	ment								
Notice of Mortgage Payn	nent Change								
Reaffirmation / Redempt	es, Expenses, and Charges								
Reaffirmation Agreemen	t (Unsigned by Debtors Attorney)								
Reaffirmation Agreemen	t and Motion to Approve								
Support/Supplement	tand motor to reprove								
Transfer of Claim					~				
Withdrawal of Claim					Ť				
Our time Oliver									
Clear									

Figure 4

- Choose Withdrawal of Claim and click Continue.
- **STEP 5** The **Select an attorney** screen displays next. Choose an attorney to see the party he/she represents. (See Figure 5.)

SECF	Ba <u>n</u> kruptcy →	<u>A</u> dversary -	<u>Q</u> uery	<u>R</u> eports -	<u>U</u> tilities
Creditor Filings:					
17-40055 Henrietta Pau	lline Jones Post-Reform Case	Filed on: 03/11/2014			
Type: bk	Chapter: 13 v	Office: 4 (St	. Louis)		
Assets: y	Judge: kss	Case Flag: D)ebtEd		
Select any additional a	attorney(s)				
Ahlers, Shelley [Debtor] Shortridge, Keysha [Cred	litor]				
Click an attorney to see [type of party shown in	e the party s/he represents brackets]				
Continue Clear					



STEP 6 The Select the Party screen displays.

Select the party then hit continue. (See Figure 6).

SECF	Bankruptcy		<u>A</u> dversary		Query	<u>R</u> eports	<u>U</u> tilities
Creditor Filings:							
17-40055 Henrietta Paul	line Jones Post-Re	form Case	Filed on: 03/11/201	4			
Type: bk	Chapter	: 13 v	Offic	e: 4 (St. Lo	uis)		
Assets: y	Judge: 1	css	Case	Flag: Debt	Ed		
Select the P: Frank's Fishery, (Credite Jones, Henrietta Pauline LaBarge, John V. Jr. (Tr Office of U.S. Trustee, [l Continue Clear	arty: 2 [Debtor] ustee] U.S. Trustee]	udd/Create <u>N</u>	iew Party				



STEP 7 The PDF Document screen displays. (See Figure 7.)

CM/ECF Test [Database - Windo	ws Interne	et Explorer						. 8 ×
<u> - 00</u>	https://ecf-test.moeb	.circ8.dcn/	cgi-bin/FilingClaims.pl?9379	94451577732-L_1_2-1	- 🔒	🖹 🄄 🗶 🔽	Bing		₽ -
<u>E</u> ile <u>E</u> dit ⊻iew	F <u>a</u> vorites <u>I</u> ools	Help	* 1	🗞 Convert 👻 🛃 Select					
😭 Favorites 🛛 👍	🥖 Suggested Site:	s 🔹 🙋 Fri	ee Hotmail 🙋 Web Slice	Gallery 🕶					
CM/ECF Test D	atabase					👌 • 🔊	-> 🖃 🖶 -> Bage	e + <u>S</u> afety + T <u>o</u> ols + 🌘	o - »
CM/ECF	Ba <u>n</u> krupto	÷y −	Adversary 🝷	Query	Reports -	Utilities -	<u>S</u> earch	Logout	?
Case 11-40032									
Filename									
			Browse						
Attachments to	Document: 💿	No O	Yes						
Next Clear									



- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7a.)



Figure 7a

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 7b.)

File Upload				<u>?</u> ×
Look in:	🔁 PDF Files		- 🗲 🖆 📰	
History Desktop My Documents My Computer	0808dict.txt 20largest.pdf Affidavit.pdf Amended Schedules.pdf ANSWER.pdf Application - Filing Fees.pdf Application to Employ.pdf apptsucc.PDF apptrt.PDF File name: Claimform.p	af df	order of Dischg.pdf 341Ntc.pdf vc.PDF Select Open Print Scan for Viruses Make Available Offline Open With Quick View Plus Quick View Plus Quick Print WinZip	Exhibit A Exhibit.pc HearingNt Inventory Involunta Jointmotio List of All Martin.pd Motion Nu Motion to
	Files of type: All Files (*.*)		Send To	Cancel

Figure 7b

STEP 8 The **Select a Claim** screen displays.

Creditor Filings: 17-40055 Henrietta Pauline Jones Post-Reform Case Filed on: 03/11/2014 Type: bk Chapter: 13 v Office: 4 (St. Louis) Assets: y Judge: kss Case Flag: DebtEd Select claim(s) from list Claims Selected:	SECF	Ba <u>n</u> kruptcy	•	<u>A</u> dversa	ry -	<u>Q</u> uery	
17-40055 Henrietta Pauline Jones Post-Reform Case Filed on: 03/11/2014 Type: bk Chapter: 13 v Office: 4 (St. Louis) Assets: y Judge: kss Case Flag: DebtEd Select claim(s) from list Claims Selected:	Creditor Filings:						
Type: bk Chapter: 13 v Office: 4 (St. Louis) Assets: y Judge: kss Case Flag: DebtEd Select claim(s) from list Claims Selected: Creditor name Creditor name Claim # Amount claimed Date filed Bank of America (29012) Next Clear Claim	17-40055 Henrietta Paul	ine Jones Post-Ref	orm Case F	iled on: 03/1	1/2014		
Assets: y Judge: kss Case Flag: DebtEd Select claim(s) from list Claims Selected: Creditor name Creditor name Claim # Amount claimed Date filed Bank of America (29012) Next Clear Clear Claim	Type: bk	Chapter:	13 v		Office: 4 (St. L	ouis)	
Select claim(s) from list Claims Selected: Creditor name Claim # Amount claimed Date filed Bank of America (29012) 1 \$500.00 03/11/2014 Next Clear	Assets: y	Judge: ks	\$		Case Flag: Deb	otEd	
Claims Selected: Creditor name Creditor name Claim # Amount claimed Date filed Bank of America (29012) Next Clear	Solart	claim(s) from list					
Creditor name Claim # Amount claimed Date filed Bank of America (29012) 1 \$500.00 03/11/2014 Next Clear	Claims Selected:	itain(b) from nor					
Creditor name Claim # Amount claimed Date filed Bank of America (29012) 1 \$500.00 03/11/2014							
Bank of America (29012) 1 \$500.00 03/11/2014 Next Clear	Creditor name			Claim # .	Amount claimed	Date filed	
Next Clear	Bank of America (20012)		1	\$500.00	03/11/2014	
Next Clear	Bank of Finkerica (25012	,			\$500.00	05/11/2011	
Next Clear							
	Next Clear						



- Select the claim you wish to withdraw. (See Figure 8.)
- Click Next.

STEP 9 The **Modify Docket Text** screen displays.

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SECF	Bankruptcy		<u>A</u> dversary		Query	<u>R</u> eports	<u>U</u> tilities	
Creditor Filings:								
17-40055 Henrietta P	auline Jones Post-Re	form Case I	Filed on: 03/11/201	4				
Type: bk	Chapter	: 13 v	Office	e: 4 (St. Lo	ouis)			
Assets: y	Judge: 1	css	Case I	Flag: Debt	Ed			
Docket Text: Modify	as Appropriate.			_				
V W	ithdrawal of Claim(s	s): 1		Filed by	Creditor Fran	k's Fishery . (lm1)		
Continue Clear								

Figure 9

- Click the arrow on the drop down box to choose which type of withdrawal you are filing, if necessary.
- Click Continue.

STEP 10 The FINAL TEXT screen displays. (See Figure 10.)

BECF	Ba <u>n</u> kruptcy	÷	<u>A</u> dversary	.	<u>Q</u> uery	<u>R</u> ep	orts	÷	<u>U</u> tilities	*	Sear <u>c</u> h
Creditor Filings:											
17-40055 Henrietta Pa	uline Jones Post-Ref	orm Case I	Filed on: 03/11/2014								
Type: bk	Chapter:	13 v	Office:	4 (St. Lor	uis)						
Assets: y	Judge: ks	s	Case F	lag: DebtE	id						
Docket Text: Final Tex	t										
Withdrawal of Cla	im(s): 1 Filed by C	reditor Fr	ank's Fishery. (Im	1)							
Attention!! Submitti Continue Clear	ng this screen comm	iits this trai	isaction. You will h	ave no fu	rther opportu	nity to modify (this submi	ission if y	ou continue.		

Figure 10

- Verify the final docket text.
- CAUTION!! This is your last opportunity to change this event. Clicking [Continue] will submit this amended schedule to the database.
- 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 the Bankruptcy hyperlink on the CM/ECF Main Menu bar.
- If correct, click [Continue].