

Withdrawal of Claim

STEP 1 The **DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface for filing a document. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the title 'File a Document' and the case name '11-30099 Leith Thomas and Kelly Thomas'. Case details include: Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, Case Flag: DebtEd, MEANSU. A search box contains the text 'Start typing to find an event.' Below this are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All EMail From Case, Transfer of Claim, **Withdrawal of Claim** (highlighted in blue), and Withdrawal of Document. At the bottom are 'Next' and 'Clear' buttons.

Highlight **Withdrawal of Claim** from the Available Events list.
Make sure the event name moves under the Selected Events list.

This screenshot shows the same ECF interface as the previous one, but with 'Withdrawal of Claim' moved from the 'Available Events' list to the 'Selected Events' list. The 'Available Events' list now includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All EMail From Case, Transfer of Claim, **Withdrawal of Claim** (highlighted in blue), and Withdrawal of Document. The 'Selected Events' list now contains 'Withdrawal of Claim'. The search box text has changed to 'Start typing to find another event. Hold down Ctrl to add additional items.' The 'Next' and 'Clear' buttons remain at the bottom.

Click **[Next]**.

STEP 2 A list of attorneys on the case will display, if you are not an attorney, click **[Next]**.

ECF Bankruptcy Adversary Query Reports

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Select any additional attorney(s)

Lee, Johnson [Debtor]

Lee, Johnson [Joint Debtor]

Lee, Johnson [Creditor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

A warning message will pop-up indicating that you have not selected an attorney. Click **OK**. Click **[Next]**.

STEP 3 Select the party who is filing the **Withdrawal of Claim**. If not listed, click **Add/Create New Party**.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Select the Party:

Bank of America, [Creditor]

Holt, Brian [Trustee]

Office of the U.S. Trustee / SF, [U.S. Trustee]

Thomas, Kelly [Joint Debtor]

Thomas, Leith [Debtor]

[Add/Create New Party](#)

STEP 4 Click **Next**.

STEP 5 Click **Next** again.

- STEP 6** Click the **Browse** button and navigate to the file directory where the document of the **Withdrawal of Claim** is located. Select the file and click **Open** on the **File Upload** window.

ECF Bankruptcy Adversary Query Reports Utilities

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Click **[Next]**.

- STEP 7** The following message will display: Generally the claim to be withdrawn is on the claim register.

Is the claim to be withdrawn docketed on the claim register? Please enter y or n

If you enter “n” the next screen will be the text modification screen where you can enhance the docket text as necessary.

If you enter “y”

STEP 8 A window will display showing all the claims. Select the claim and the claim number from the list. The claim number will be added to the Claims Selected field. Click **[Next]**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Total claimed	Date filed
Bank of America (657501)	2	\$2,345.00	04/19/2011
Bank of America (657514)	3	\$14,502.00	04/19/2011
eCast Settlement Corporation (662514)	1	\$1,322.00	02/03/2011

STEP 9 Please select **Withdrawn** from the Claim status pick list and click **[Next]**.

ECF Bankruptcy Ad

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter:
Assets: n Judge: T

Claim No. 3:
Status

Transfer
Withdrawn

STEP 10 Enhance the docket text as necessary and click **[Next]**.

The screenshot shows the ECF 'File a Document' interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'File a Document :'. The main content area is light blue and contains the following information:

- Case Number: [11-30099 Leith Thomas and Kelly Thomas](#)
- Type: bk Chapter: 7 v Office: 3 (San Francisco)
- Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Below this information is a grey bar with the text 'Docket Text: Modify as Appropriate.' Underneath is a yellow highlighted input field containing the text: 'Withdrawal of Claim: 3 Filed by Creditor Bank of America . (canb, student2)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

STEP 11 The **FINAL DOCKET TEXT** will display. Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.

The screenshot shows the ECF 'File a Document' interface, similar to the previous one. The navigation bar and case details are the same. The 'Docket Text: Final Text' section is now highlighted in grey and contains the text: 'Withdrawal of Claim: 3 Filed by Creditor Bank of America. (canb, student2)'. Below this, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. At the bottom are 'Next' and 'Clear' buttons.

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page to find the error. This is your last opportunity to make changes to the event.

To abort the transaction, click anywhere on the CM/ECF blue main menu bar located on the top of the page.

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

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

NOTE: It is recommended to save and/or print this screen for future reference.