

CREDITOR -- Quick Reference Guide

Withdrawal of Claim

Step	Action
1	Click on the <u>Bankruptcy</u> hyperlink
2	Click <u>Creditor Withdrawal of Claim</u>
3	Enter the case number - click NEXT
4	Select Withdrawal of Claim - click NEXT
5	Click the BROWSE button to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this event. Select the correct PDF and click Open . NOTE: To view the document select the correct PDF , Right Click , and Click Open
6	Leave the Attachments to Document default option to No. - click NEXT
7	Enter the Number of the Claim being Withdrawn - click NEXT
8	Select Withdraw from the Claim No: Status box - click - NEXT
9	At the Docket Text: Modify as Appropriate screen, verify text and enter additional text if needed - click NEXT
10	At Docket Text: Final Text screen verify that the text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event.
11	The Notice of Electronic Filing screen appears and your transaction is complete.