

CREDITOR – Quick Reference Guide

Withdrawal of Claim(s)

Step	Action
1	Click on the Bankruptcy hyperlink
2	Click Creditor Withdrawal of Claim
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 . <i>NOTE: To view the document select the correct PDF, Right Click, and Click Open</i>
6	Leave the Attachments to Document default option to No. – click NEXT
7	Select claim(s) from list – click NEXT
8	Scroll down and 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