

Creditor Quick Reference Guide

Withdrawal of Claim(s)

Step	Action
1	Select Bankruptcy .
2	From the Events List , select Claim Actions .
3	Enter the case number. Select NEXT .
4	At the Available Events List , select Withdrawal of Claim Select NEXT
5	<p>From the Select additional attorney screen either:</p> <p style="padding-left: 40px;">(A) From the attorney list choose the attorney</p> <p>Select NEXT</p> <p>THEN</p> <p>From the Select a Party screen either:</p> <p style="padding-left: 40px;">(A) From the dropdown list choose the creditor</p> <p>Select NEXT continue to step 6</p> <p>OR</p> <p style="padding-left: 40px;">(B) Add/Create New Party</p> <p style="padding-left: 80px;">At the Search for a party screen Enter party information</p> <p>Select SEARCH</p> <p style="padding-left: 40px;">At the next Search for a Party screen, select Create New Party</p> <p style="padding-left: 40px;">At the Party Information screen, complete address information Role for added party</p> <p>Select SUBMIT</p> <p>At the Select the Party screen</p> <p style="padding-left: 40px;">Choose the correct party</p> <p>Select NEXT</p>
6	This screen allows you to browse your system to attach the PDF of the withdrawal of claim.

NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select **OPEN**

IF

- There are no additional attachments

Select **NEXT**

- In order to include additional attachments choose **Yes** at **Attachments to Document**

Select **NEXT**

- (1) This screen allows you to browse your system to attach the PDF of any additional documents required for the proof of claim.

NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select **OPEN**.

- (2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)

- (3) Choose Add to List – a window will open showing you the document chosen.

You can repeat the above steps for each document being included with the proof of claim

If correct,

Select **NEXT**

If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.

Select **NEXT** to move to step 10

7 At the Select claim(s) from list screen, choose the creditor with the correct claim number being withdrawn.

Select **NEXT**

8 At the Claim No: Status box select **Withdraw**

Select **NEXT**

9 Verify that the Final Docket Text is correct.

If correct, select **NEXT**.

If incorrect, select the browser **BACK** button until you find the error(s), make any necessary corrections, and proceed with the filing.

10	At the Docket Text: Final Text screen, final verification that docket text is correct Select NEXT
11	The final screen is the Notice of Electronic Filing screen This screen is your confirmation that the docketing process is complete

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