

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 Bankruptcy on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

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



Figure 2

◆ Select the Creditor Filings hyperlink.

STEP 3 Click in the **Case Number** box and enter the correct case number in YY-NNNNN format. (See Figure 3.)



Figure 3

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



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.)

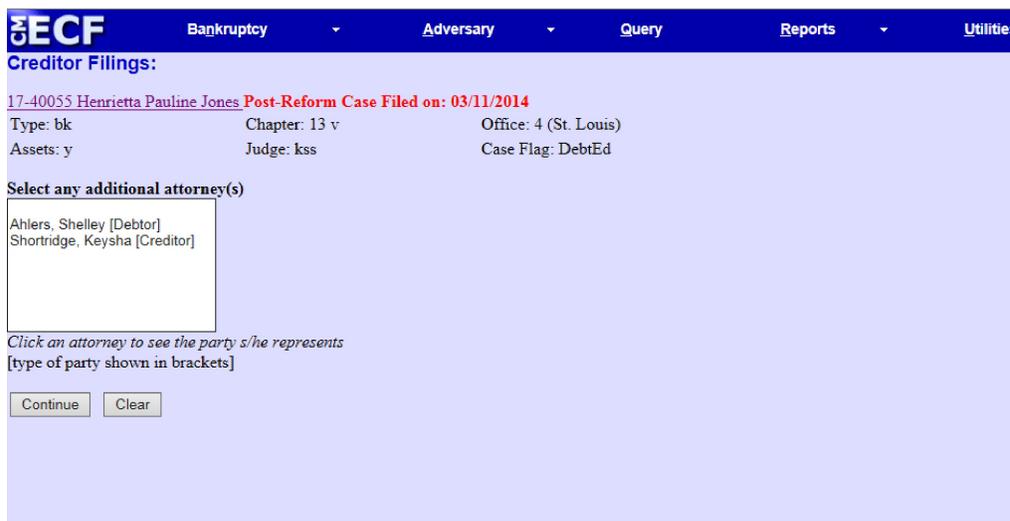


Figure 5

STEP 6 The **Select the Party** screen displays.

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

CM/ECF Bankruptcy Adversary Query Reports Utilities

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 the Party:

Frank's Fishery, [Creditor] Add/Create New Party
 Jones, Henrietta Pauline [Debtor]
 LaBarge, John V. Jr. [Trustee]
 Office of U.S. Trustee, [U.S. Trustee]

Continue Clear

Figure 6

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

CM/ECF Test Database - Windows Internet Explorer

https://ecf-test.moeb.circ8.dcn/cgi-bin/FilingClaims.pl?9379944515777324_1_21

File Edit View Favorites Tools Help

CM/ECF Test Database

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case 11-40032

Filename Browse...

Attachments to Document: No Yes

Next Clear

Figure 7

- ◆ 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.)

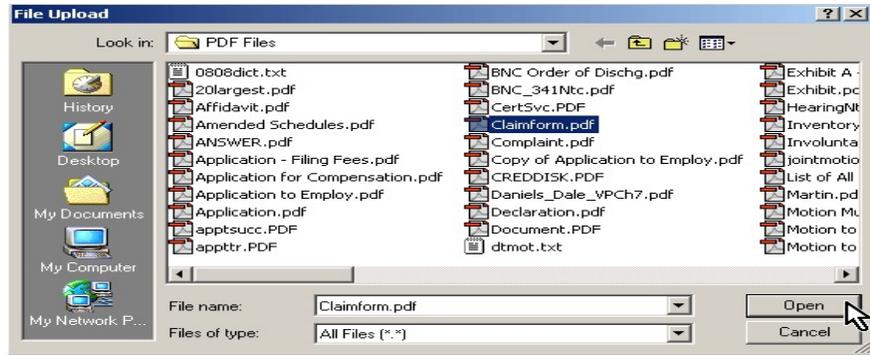


Figure 7a

- 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.)

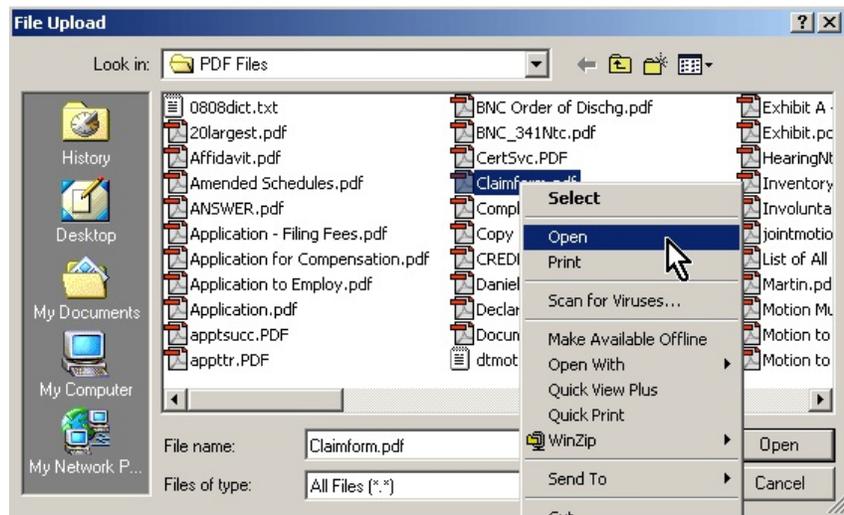


Figure 7b

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

The screenshot shows the ECF interface for 'Creditor Filings'. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the tabs, the case information is displayed: 17-40055 Henrietta Pauline Jones, Post-Reform Case Filed on: 03/11/2014. The case details include: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: y, Judge: kss, and Case Flag: DebtEd. A section titled 'Select claim(s) from list' contains a text input field labeled 'Claims Selected:'. Below this is a table with the following data:

Creditor name	Claim #	Amount claimed	Date filed
Bank of America (29012)	1	\$500.00	03/11/2014

At the bottom of the table, there are two buttons: 'Next' and 'Clear'.

Figure 8

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

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

The screenshot shows the ECF interface for 'Modify Docket Text'. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the tabs, the case information is displayed: 17-40055 Henrietta Pauline Jones, Post-Reform Case Filed on: 03/11/2014. The case details include: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: y, Judge: kss, and Case Flag: DebtEd. A section titled 'Docket Text: Modify as Appropriate.' contains a dropdown menu with a downward arrow, a text input field containing 'Withdrawal of Claim(s): 1', and a text input field containing 'Filed by Creditor Frank's Fishery . (lm1)'. At the bottom of the section, there are two buttons: 'Continue' and '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.)



The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar, the page title is "Creditor Filings:". The main content area has a light blue background. It displays case information for "17-40055 Henrietta Pauline Jones Post-Reform Case Filed on: 03/11/2014". The case details are: Type: bk, Chapter: 13 v, Office: 4 (St. Louis), Assets: y, Judge: kss, Case Flag: DebtEd. A section titled "Docket Text: Final Text" is highlighted in grey, showing "Withdrawal of Claim(s): 1 Filed by Creditor Frank's Fishery. (lm1)". Below this, a red "Attention!!" warning states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the warning are two buttons: "Continue" and "Clear".

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]**.