

Withdrawal of Claim

Filing Procedures

- Query the *claims register* to determine the number of the claim to be withdrawn.
- Click *Bankruptcy*
- At *Claim Events* click *Claims Transfer/Withdrawal*
- Enter *Case Number*
- Click *Next*
- Select *Withdrawal of Claim*
- Click *Next*
- Select the Party - select the party withdrawing claim from list of parties. If not found, select *Add/Create New Party*. Enter *name of creditor*. Click *Search*. If not found, create new party. Enter name and address of creditor withdrawing claim. Select *Creditor* as the role of the party. Click *Submit*. Make a check mark to be added as the attorney for the party just added. (Optional) Click *Enter*. Click *Browse* to find document. Right click on the document. Open the document in Adobe Acrobat. Check the document, than close the Adobe window. Click *Open*.
- Enter *Claim Number*
- Click *Next*
- Select *Withdrawal of Claim*
- Click *Next*
- Click *Next*. Final docket text will appear.
- Click *Next*.
- *Notice of Electronic Filing* will display with the document number assigned. Withdrawal will automatically appear on the claims register.