
WITHDRAWAL OF CLAIM

NOTE: Prior to docketing this event, you must determine the number of the claim which is being withdrawn. The claim number can be found by clicking on *Reports, Claims Register*.

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Creditor Batch Filings** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Notice of Withdrawal of Claim**; click [NEXT]

STEP 5 Upload PDF file and any attachments, click [NEXT]

1. *TIP - Supporting documents such as a Certificate of Service are added to the event as ATTACHMENTS to the Notice of Withdrawal of Claim.*

STEP 6 Assign a Document Number screen appears; click [NEXT].

STEP 7 Enter the **Claim Number** in the appropriate field; choose **withdraw** from the drop down *Status list*; click [NEXT]

STEP 8 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

- ☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser*

SAMPLE DOCKET TEXT

Withdrawal of Claim(s): 1 Filed by JC Penney. (Hughes, John)

STEP 9 Final docket text appears; click [NEXT] to submit

- ☛ *TIP - This is the last opportunity to change information or abort transaction.*

STEP 10 **Notice of Electronic Filing** displays