

ATTORNEY WITHDRAW FROM NOTICE
09/01/2013

Description: This process shows the steps required for an external user (attorney access only) to terminate themselves as representing a party according to the Local Rule guidelines. See Local Rule 2091-1 for guidance.

NOTE: You may not terminate yourself from a case if you represent a debtor.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the [**Next**] button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Attorney Withdraw from Notice** from the events list or start typing “Attorney” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the [**Next**] button.

NOTE: By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found (e.i., Other) and a list of the events with the searched word highlighted (e.i., Attorney Withdraw from Notice), along with a hyperlink.

The screenshot shows the ECF website interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar, the page displays search results for the term 'withdraw'. The results are categorized into several sections:

- Adversary Events → Motions**
 - [Withdraw As Attorney](#)
 - [Withdrawal of Reference](#)
- Bankruptcy Events → Appeal**
 - [Transmittal of Record on Appeal or Withdrawal of Reference \(USDC\)](#)
- Bankruptcy Events → Claim Actions**
 - [Withdrawal of Assignment of Claim](#)
 - [Withdrawal of Claim](#)
- Bankruptcy Events → Motions/Applications**
 - [Withdraw As Attorney](#)
 - [Withdrawal of Reference](#)
- Bankruptcy Events → Other**
 - [Withdrawal](#)
 - [Withdrawal from Court Calendar \(text only\)](#)
 - [Withdrawal of Reference](#)
 - [Attorney Withdraw from Notice](#)

A search box titled "Search Menus and Events" is overlaid on the page, containing the text "withdraw" and a magnifying glass icon.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associate filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen appears.

- Select the party from the list that the filing attorney is requesting their representation be terminated.
- Click the **[Next]** button.

STEP 6 – The SELECT PDF screen appears.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 7 – The CERTIFICATION screen displays.

- If the following statement is true, please place a check mark in the box provided:

Please reference Local Rule 2091-1 for guidance.

I certify that I have no controversy before the court and my client consents to my withdraw from notice in this case.

- Select the **[Next]** button twice.

STEP 8 – The FINAL DOCKET TEXT screen appears.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen for the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

Sample Docket Text: Final Text

I certify that I have not controversy before the court and my client consents to my withdraw from notice in this case. Confirm Attorney Self Termination. Filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

STEP 9 – The NOTICE OF ELECTRONIC FILING screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.