

WITHDRAWAL
REVISED 04/01/2014

Description: This process shows the steps required for an external user to complete a Withdrawal of a pleading that was previously processed on CM/ECF. **Please see Chambers Guidelines for withdrawal requirements.**

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 **Withdrawal** from the events list or start typing “Withdrawal” 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 (i.e., Other) and a list of the events with the key word highlighted (i.e., Withdrawal), along with a hyperlink.

Bankruptcy Events → Other

[Withdrawal](#)
[Withdrawal from Court Calendar \(text only\)](#)
[Withdrawal of Reference](#)

STEP 4 – The JOINT FILING screen appears.

- Click in the box if the document is being filed with another attorney.
- Click the [Next] button.
- Select any additional attorneys if applicable.
- Click the [Next] button.

STEP 5 – The SELECT PARTY screen appears.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.

STEP 6 – The CERTIFICATE OF SERVICE screen appears.

WARNING: Do not use this event if you are wanting the matter withdrawn and removed from the calendar, instead use Withdrawal from Court Calendar (text only).

- If you are attaching a Certificate of Service with this filing, please select the radio button yes and continue with Step 7. If no, skip to Step 8.
- Click the [Next] button.

STEP 7 – The SELECT PDF screen appears.

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

STEP 8 – The REASON FOR WITHDRAWAL screen appears.

- Place a reason for the withdrawal in the free hand text box (i.e., incorrect image, incorrect event used, etc.).
- Click the [Next] button.

STEP 9 – The SELECT RELATED EVENT screen appears.

- Select the category to which your event relates. **The Withdrawal should be linked to the pleading being withdrawn.**
- Click the [Next] button.

STEP 10 – The SELECT REFERENCED EVENT(S) screen displays.

- Select the document or event for which this withdrawal is related to.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 11 – 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 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 hyperlink on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

Sample Docket Text WITH CERTIFICATE OF SERVICE: Final Text

Withdrawal of Amended Schedules/Statements with Certificate of Service. Reason for Withdrawal: Incorrect Event Used. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [7]). (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?

Sample Docket Text WITHOUT CERTIFICATE OF SERVICE: Final Text

Withdrawal of Amended Schedules/Statements. Reason for Withdrawal: Incorrect Imaged Attached. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [5]). (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 12 – 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.