

## TEXT ENTRY – WITHDRAWAL FROM THE COURT CALENDAR

3/20/2012

Description: This process shows the steps required for a CM/ECF user to file a “Withdrawal from the Court Calendar” (text only), of an event that was previously processed on CM/ECF and scheduled for an upcoming hearing.

This entry will appear in docket text on the docket sheet and will require final processing by a courtroom deputy.

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

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Click on **Other** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

**STEP 3** – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case number.
- Click the [**Next**] button.

**STEP 4** – The EVENTS screen appears.

- Scroll to select **Withdrawal from Court Calendar (text only)** from the events list or start typing “withdrawal” in the text box to find the event.
- Once the event is selected, click the [**Next**] button.

**STEP 5** – The JOINT FILING screen displays.

- Click in the box to associate the filing attorney with the filing party.
- Click the [**Next**] button.

**STEP 6** – 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.
- Click the **[Next]** button.

**STEP 7** – The WARNING Screen displays.

**NOTE: The following warning message will appear.**

**I represent that this Request for Withdrawal is made prior to the deadline set forth in the Chambers Guidelines or other applicable order. I understand that the matter will remain on the calendar and will be called unless removed by the Court.**

- Click the radio button indicating that the filer is Agreement to the above statement.
- Click the **[Next]** button.

**STEP 8** – The INFORMATION REGARDING WITHDRAWAL screen appears.

- Enter the specific name or type of matter being withdrawn (e.i. Motion for Relief from Stay).
- Enter the hearing date of the scheduled matter.
- Enter the hearing location.
- Click the **[Next]** button.

**STEP 9** – The HEARING INFORMATION screen appears.

- Enter the time of the scheduled hearing.
- Select AM or PM.
- Enter the Slot Number.
- Click the **[Next]** button.

**NOTE:** The Slot Number for scheduled hearings can be found on the Court's web site under Court Calendars; then select Court Hearings; next choose the correct hearing Judge and hearing date. The Slot Numbers are found on the left margin of the Court Calendar.

**STEP 10** – The REASON FOR WITHDRAWAL screen displays.

- Type the reason for the withdrawal.
- Click the **[Next]** button.
- Is the Withdrawal from the Court Calendar submitted with Appropriate Consents? Select the Yes or No radio button. **Note: If no is selected, you may not use this event unless you have the**

**consents of the responding parties.**

- Click the [Next] button.
- Are other parties receiving notice NOT expected to appear at the hearing? Select the Yes or No radio button. **Note: If no is selected, you may not use this event unless parties receiving notice are NOT expected to appear at the hearing.**
- Click the [Next] button.

**STEP 11** – The REFERENCE AN EXISTING EVENT screen displays.

- Click inside the box to place a check mark indicating that this filing **DOES** refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the [Next] button.
- Scroll to select the related category for which your event(s) relates.
- Relate the withdrawal to the pleading being withdrawn.
- Click the [Next] button.
- Click the [Next] button.

**STEP 12** – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final 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**

**The filing party withdraws the Motion to Extend the Automatic Stay at slot number 24 on the Court's calendar for 4/23/2012 at 9:00 am in Columbia. The matter is withdrawn because the Debtor is Converting this case to a Chapter 7. Every responding party has consented to the withdrawal and parties receiving notice to not oppose the withdrawal and are not expected to appear at the hearing. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [12]). (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 13** – 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 since it also includes the date, time, case number and document number.