WITHDRAWAL OF ASSIGNMENT OF CLAIM
Updated 11/9/2021

Description: This process shows the steps required for an external user to process a Withdrawal of Assignment of Claim in CM/ECF.

NOTE: The withdrawal of an assignment of claim should be set forth in a pleading or letter format stating the reason why a withdrawal is necessary. The party should not merely file the image of an incorrect assignment of claim, etc. It is also necessary to verify which assignment of claim is being withdrawn **prior** to filing the withdrawal by accessing the court docket sheet.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on the **Claim Actions** hyperlink or **Creditor Claim Actions** hyperlink if you are a Limited Access Participant.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

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

STEP 4 – The EVENTS screen displays.

- Select the event **"Withdrawal of Assignment Claim"** from the list of events or begin typing "Withdrawal" in the text box to find the event.
- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the party screen box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The VERIFICATION screen displays, with instructions:

If this is a Withdrawal of Claim, STOP and use the Withdrawal of CLAIM event.

- Click the **[Next]** button.
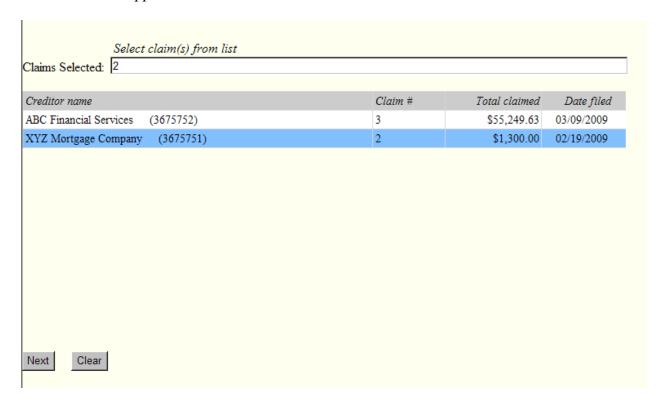
STEP 9 – The SELECT PDF screen displays.

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

NOTE: **THIS IMAGE SHOULD BE A PLEADING OR LETTER STATING THE DOCUMENT YOU WISH TO WITHDRAW AND WHY, BUT NOT A COPY OF THE ORIGINAL DOCUMENT.**

STEP 10 – The CLAIM NUMBER SELECTION screen displays.

- This screen indicates the Creditor Name, Claim Number, Total Claimed and the Date the Claim was Filed.
- Scrolling over each claim will allow you to view the address of each creditor.
- Once you have found the number of the claim that was assigned in error (the claim associated with the withdrawal), you may highlight the row and select the creditor information. The creditor selected will be highlighted in blue and under the Claims Selected box, the claim number that was

selected will appear.

Creditor name		Claim #	Total claimed	Date filed
ABC Financial Services	(3675752)	3	$55,249.63	03/09/2009
XYZ Mortgage Company	(3675751)	2	$1,300.00	02/19/2009

Select claim(s) from list

Claims Selected: 2

Next   Clear

NOTE: If you have selected a claim in error, just scroll over and select the claim. This will remove the claim from the Claims Selected box. The selected creditor row will turn from blue to white.

- Click the **[Next]** button.

STEP 11 – The REFERENCE AN EXISTING EVENT screen displays.

NOTE: Relate the Withdrawal to the Pleading Being Withdrawn.

- Click inside the box to **Refer to an Existing Event(s).**
- Click the **[Next]** button.
- 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 or 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 correct.

<div style="border:1px solid black; padding:10px;">

***Sample* Docket Text: Final Text**

Withdrawal of Assignment of Claim Filed by XYZ Mortgage Company (related document(s)[11]). (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?

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STEP 13 – The NOTICE OF ELECTRONIC FILING screen displays.

- 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.