WITHDRAWAL OF CLAIM
Updated 10/26/2022

Refer to "Last Day to File Proofs of Claim" listed on the Notice of First Meeting of Creditors to determine if you wish to withdraw or amend the claim you filed.

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

NOTE: The withdrawal of a 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 claim, etc. It is also necessary to verify which claim is being withdrawn **prior** to filing the withdrawal. Access the court's claim register, locate the claim to be withdrawn, and verify the claim amount and number.

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 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.

   NOTE: If you are a Limited Access Participant, this screen will be blank and you may skip to
   STEP 6.

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.

   NOTE: If you are a Limited Access Participant, skip to **STEP 8.**

STEP 8 – 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 FILING OR LETTER STATING THE DOCUMENT YOU WISH TO WITHDRAW AND WHY, BUT NOT A COPY OF THE ORIGINAL DOCUMENT.

STEP 9 – 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 claim you wish to withdraw, 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.

   NOTE: Multiple claims can be withdrawn at the same time. Scroll over and select each claim you

are withdrawing. The Claims Selected box will format the claim numbers in the following manner: 1, 2, 3. **DO NOT** format any other way, i.e. *1, 2 and 3* or *1, 2, & 3,* as the process will only work if entered as *1, 2, 3*. If withdrawing multiple claims, ensure that the .pdf document lists all claims in one document.

Select claim(s) from list				
Claims Selected: 2,3				

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

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.

Select claim(s) from list				
Claims Selected: 3				

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

Next   Clear

- Click the **[Next]** button.
- Click on **"Withdraw"** in the claim status box to change the claim status.
- Click the **[Next]** button.

STEP 10 – The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 11 – 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.

    <mark>*S*ample Docket Text: Final Text</mark>

    Withdrawal of Claims: 3 *in the amount of $55,249.63*. Filed by ABC Financial Services. (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 displays.

    NOTE: To ensure that proper steps were followed with this withdrawal of claim, you may view the claims register for your applicable case under the Reports - Claims Register link in CM/ECF. Generate the claims register report and look for the claim that was withdrawn to verify that the *Docket Status* link on the right-hand side has the proper hyperlink to the withdrawal information.

Creditor: (3675752) ABC Financial Services 123 Main Street Columbia, SC 29201	Claim No: 3 Original Filed Date: 03/09/2009 Original Entered Date: 03/09/2009	Status: Withdraw 13 Filed by: CR Entered by: Attorney, Joe Modified:

Unknown claimed: $55249.63

Total **claimed: $55249.63**

History:
Details   3-1   03/09/2009 Claim #3 filed by ABC Financial Services, total amount claimed: $55249.63 (Attorney, Joe)

13   03/09/2009 Withdrawal of Claims: 3 *in the amount of 55,249.63* Filed by ABC Financial Services. (Attorney, Joe) Status: Withdraw

Description:

Remarks:

- 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.