

WITHDRAWAL OF DOCUMENT

- This event may be used by Trustees to e:file correspondence that confirms the withdrawal of a Final Report.
 - This event may also be used to e:file correspondence that confirms the withdrawal of a matter on a judge's calendar. The correspondence may be the e:filers letterhead or the court's [Status Change Form](#). Please provide chambers with immediate phone or e:mail notice if a matter scheduled for a hearing is withdrawn.
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STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Miscellaneous Events** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Withdrawal of Document** from drop down list; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

STEP 6 Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]

☛ *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*

☛ *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*

STEP 7 Upload PDF file; click [NEXT]

☛ *TIP - If withdrawing a Final Report, upload correspondence on your official letterhead. If withdrawing a matter scheduled for hearing, upload correspondence on your official letterhead OR the court's Status Change Form.*

STEP 8 Select the category to which your event relates; click [NEXT]

☛ *TIP - If withdrawing a Final Report, select **Trustee** from drop down list.*

STEP 9 Place a check in the box next to the appropriate event; click [NEXT]

☛ *TIP - If only one event exists, CM/ECF will default with a check in the box.*

STEP 10 Confirm case information; click [NEXT]

STEP 11 Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Withdrawal of Document (related document # and title) filed by Test Attorney on behalf of Test Client

STEP 12 **Notice of Electronic Filing** displays.