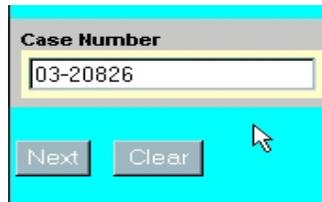


Notice of Withdrawal of Document

STEP 1 Click on the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, from the **Main Menu** then click on **Notices**.

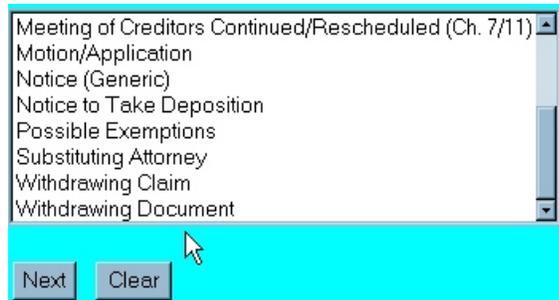


STEP 2 The **Case Number** screen displays.



- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



- ◆ Scroll through the list of options and highlight **Withdrawing Document**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen is displayed. Click on the **Next** button if this is not a joint filing with another attorney.

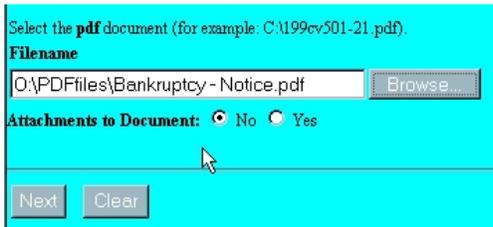


STEP 5 The **Select the Party:** screen displays.



- ◆ Click on the party's name
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



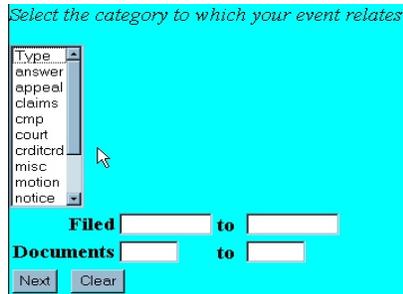
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

STEP 7 The **Certificate of Service** screen displays.



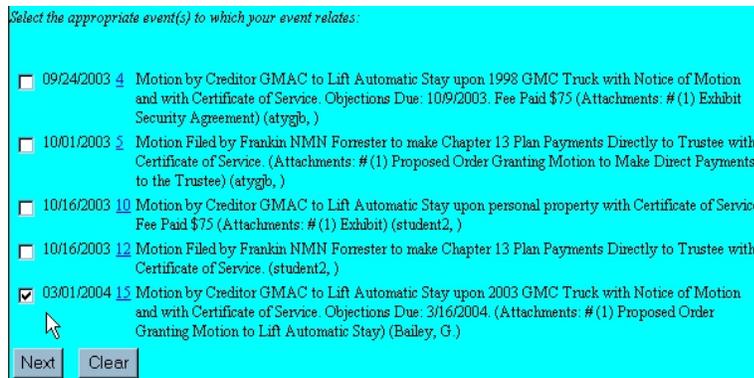
- ◆ Enter ‘y’ or ‘n’ in the text box to indicate if a certificate of service is attached to the notice.
- ◆ Click on the **Next** button

STEP 8 The **Select Category** screen displays.



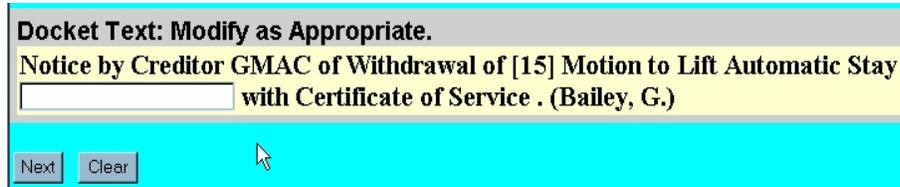
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text** screen showing all related documents pertaining to the category chosen in Step 8 is displayed.



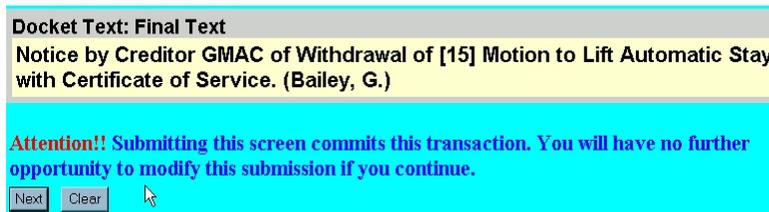
- ◆ Click in the box to the left of the document(s) being withdrawn.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 11 The **Docket Text: Final Text** screen displays.



- ◆ Verify the **Final Docket** text. If correct, click **Next**.
- ◆ If the **Final Docket** text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ Click on the **Next** button.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

