United States Bankruptcy Court - Western District of Virginia

Reference Guide

Withdrawal of Claim

Step	Action
1	Select **Bankruptcy** > **Claim Actions**. Enter the case number. **Next**.
2	Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select **Withdrawal of Claim**. **Next**. If withdrawal of claim is not filed jointly with another attorney, bypass **Joint Filing with other Attorney(s). Next**.
3	At **Select the Party** screen highlight party or **Add/Create New Party**. • Search by SSN/ITIN or type last name in Last/Business name field. **Search**. Highlight and **Select name from list** OR • If no match found - **Create New Party**. • Type information in appropriate fields and select party role. **Submit.** • The party should be highlighted. **Next**.
4	Create the attorney/party association by leaving box checked. This establishes the link for electronic noticing. Next.
5	Select **Browse** to locate and verify the PDF document you wish to file. Select Open to attach the PDF. **Next**.
6	Select from the list the claim to be withdrawn. Multiple claims may be selected but each must be clicked individually. **Next.** Select status Withdraw. **Next.**
7	Verify Docket Text and Modify as Appropriate. Next. Final docket text appears with the question "Have you redacted?" for the purpose of giving you an opportunity to double check your document for personal information. **Next**.
8	The Notice of Electronic Filing screen appears and your transaction is complete.
9	Docketing this event updates the claims register.