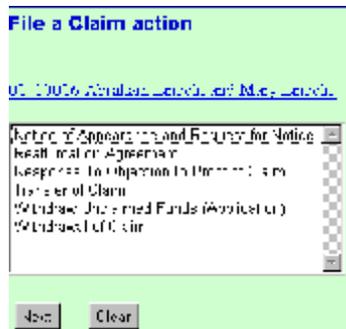


## WITHDRAW A CLAIM

- \* Click **Bankruptcy**.
- \* Click **Creditor Claim Actions**.
- \* At the next screen, enter your Case Number.
- \* Click **Next**.

The Document Selection screen appears as shown below.



- \* Select **Withdrawal of Claim**.
- \* Click **Next**.
- \* At the next screen, verify your Case Name and Number.
- \* Click **Next**.

The **PDF Selection** screen appears as shown below.

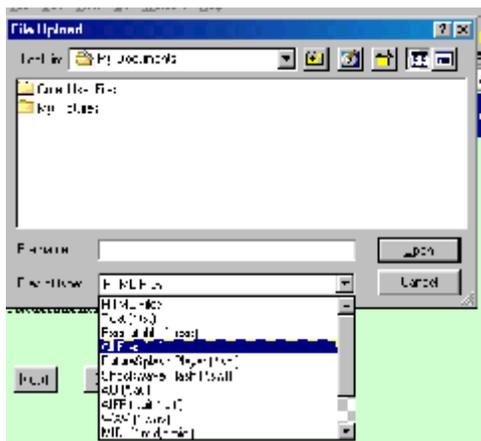


You must locate, preview and associate the PDF file.

- \* Click the **Browse** button.

The File Upload screen appears as shown below.

- \* Click the down arrow to the right of the **Files of type** field as shown.



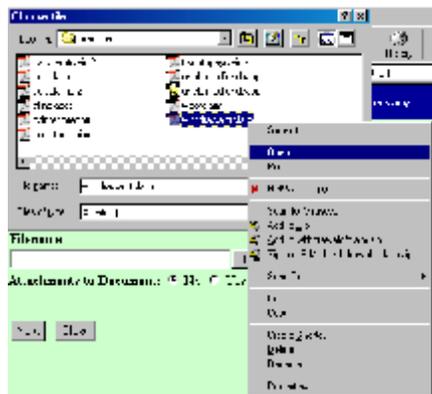
- \* In the drop-down box, click on **All Files (\*.\*)**.

- \* Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it with the docket entry.

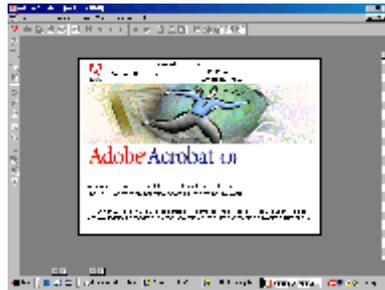
- \* To preview the file, right click on the file.

A drop-down menu as shown below will appear.



- \* Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



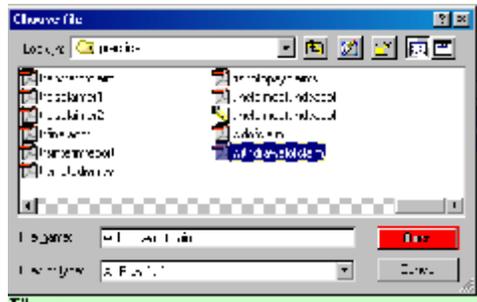
The selected file will open with Adobe Acrobat Reader.



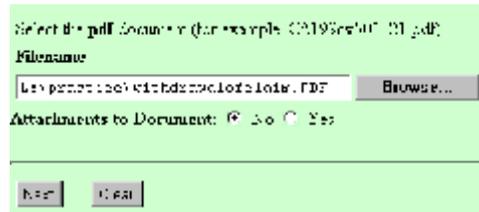
- \* Check the file to confirm that it is the correct one.
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

This will bring you back to the File Upload window.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.

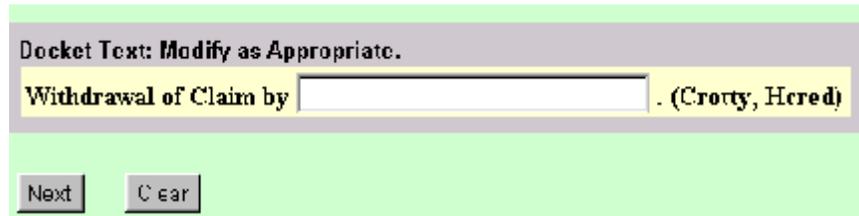


This associates the PDF file with the docket entry as shown in the screen below.



- \* Click **Next**.

The Modify Text screen appears as shown below.



- \* At the Modify Text screen, type the creditor's name.
- \* Click **Next**.

The Final Text screen appears as shown below.



- \* If it's correct, click **Next**.

The Notice of Electronic Filing appears.