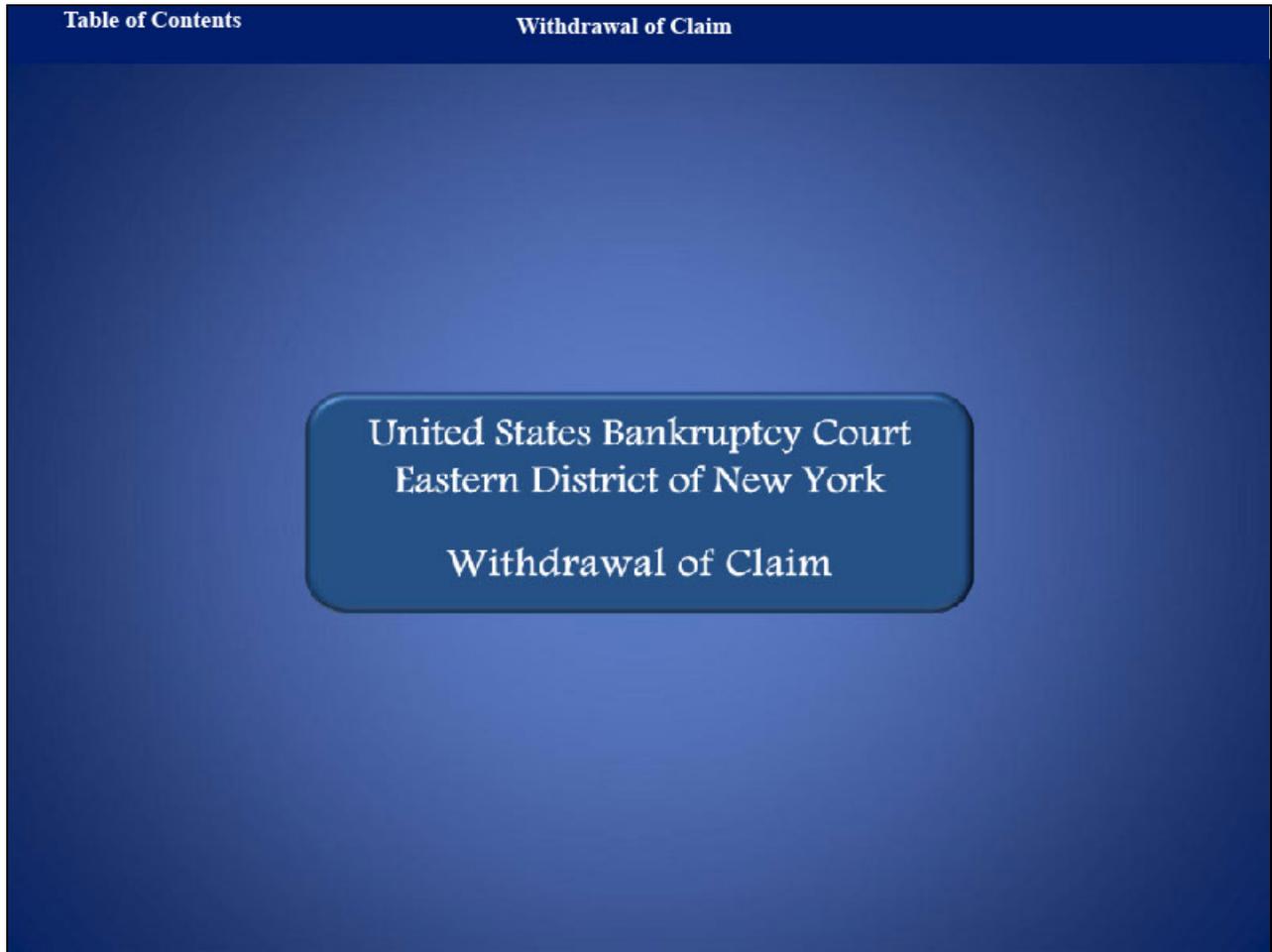


# Withdrawal of Claim

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## Slide 1 – WELCOME



Welcome to the United States Bankruptcy Court, Eastern District of New York's lesson on Withdrawal of Claim.

# Withdrawal of Claim

## Slide 2 - NAVIGATION INSRTUCTIONS

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

### Navigation Instructions

**Table of Contents:**

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

- The arrow in the top left corner of the screen, 
- Or
- The TOC button in the Navigation bar. 

**Playback Controls:**

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

**Additional Information:**

Additional information on this module will be displayed when the mouse hovers over the "i". 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

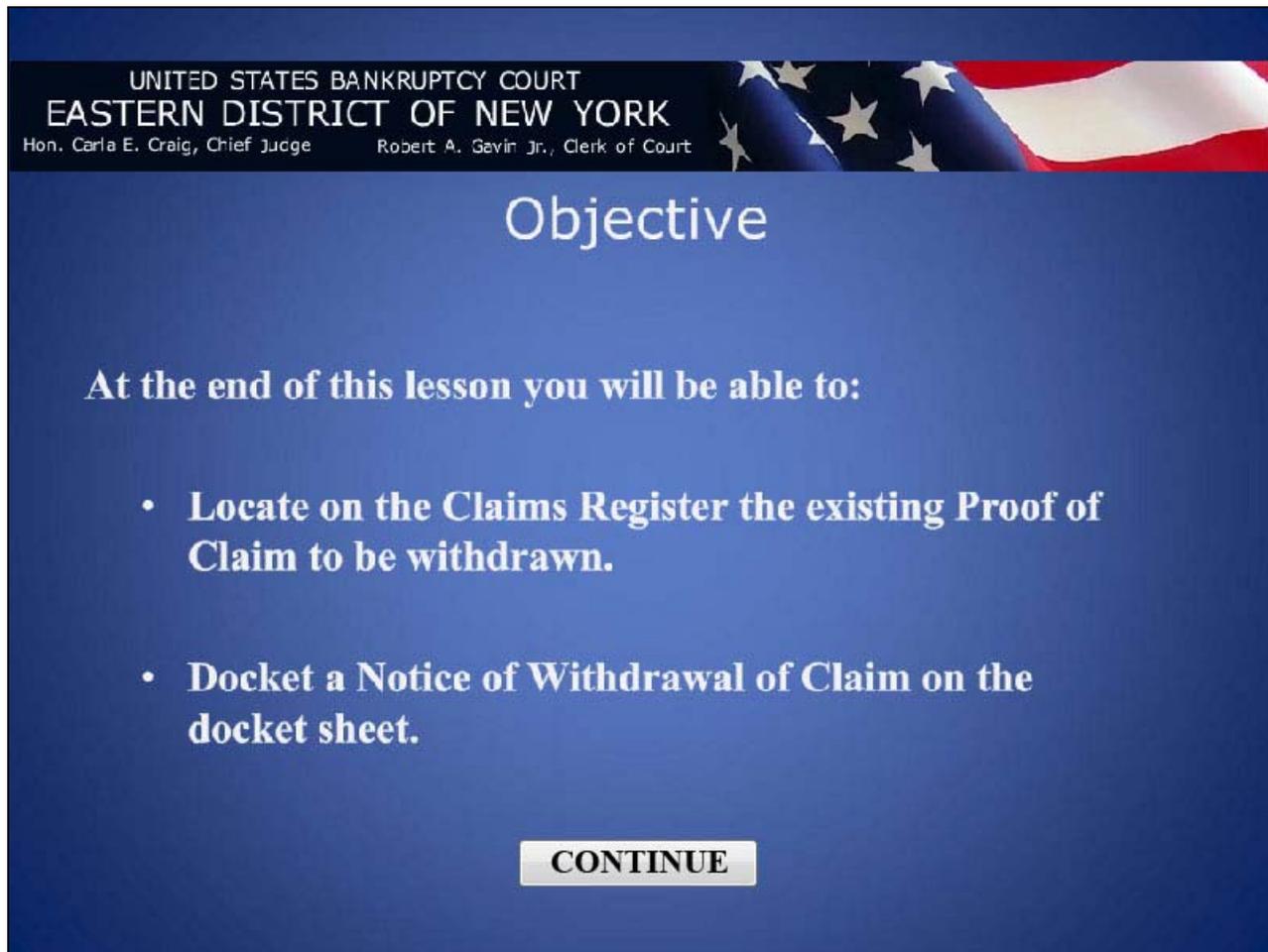
Select **Start** when you are ready to begin

**START**

# Withdrawal of Claim

---

## Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

## Objective

At the end of this lesson you will be able to:

- **Locate on the Claims Register the existing Proof of Claim to be withdrawn.**
- **Docket a Notice of Withdrawal of Claim on the docket sheet.**

**CONTINUE**

# Withdrawal of Claim

## Slide 4 - CLAIMS REGISTER

The screenshot shows the Eastern District of New York Claims Register website. The page title is "Eastern District of New York Claims Register". The URL is "https://ecf-train.nyeb.uscourts.gov/cgi-bin/SearchClair". The page features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area displays the following information:

**8-10-70060-dte James Peter Party and Ann Marie Party**

**CONTINUE**

Judge: Dorothy Eisenberg    Chapter: 7  
Office: Central Islip    Last Date to file claims:  
Trustee: Neil H Ackerman    Last Date to file (Govt):

Claim No.	Original Filed Date	Original Entered Date	Status
1	08/06/2010	08/06/2010	Filed by: CR Entered by: Margaret Ann Merritt, III Modified:
2	08/06/2010	08/06/2010	Filed by: AT Entered by: Margaret Ann Merritt, III Modified:
3	09/04/2012	09/04/2012	Filed by: CR Entered by: Dwayne Cox Modified:

Each claim entry includes the creditor's name and address, the amount claimed, and a history section with a "Details" link. The third claim entry is highlighted with a red border.

It is highly recommended that the filer first login onto **PACER**, go into the **Reports Field**, and review the **Claims Register** to determine the claim to be withdrawn. For this lesson, locate Claim No. 3 filed by Creditor G.E. Card Services. Select Continue.

# Withdrawal of Claim

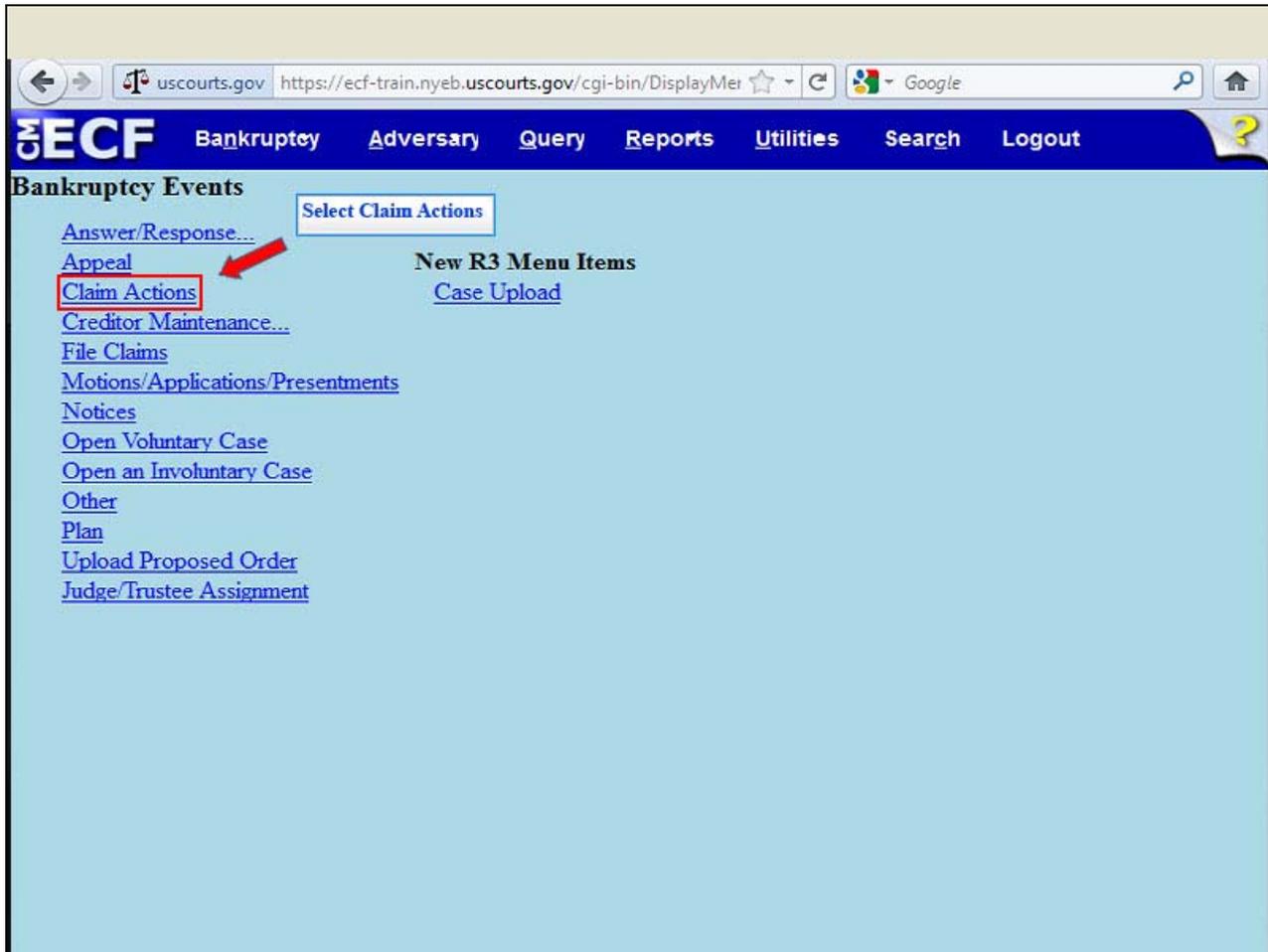
## Slide 5 - CM/ECF MENU BAR



Log in to the ECF Live database with your ECF login and password. From the CM/ECF Menu Bar, select Bankruptcy.

# Withdrawal of Claim

## Slide 6 - BANKRUPTCY EVENTS



From the **Bankruptcy Events** list, select Claim Actions.

# Withdrawal of Claim

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## Slide 7 - ENTER CASE NUMBER

The screenshot shows a web browser window with the URL `https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl`. The page features a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the page is titled "File a Claim action". A form contains a "Case Number" input field with the value "10-70060" and a "Find This Case" button. Below the input field are "Next" and "Clear" buttons. A tooltip for the "Next" button displays the text "Select Next".

At the File a Claim action screen enter the case number, 10-70060. Select **Next**.

# Withdrawal of Claim

## Slide 8 - AVAILABLE EVENTS

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Claim action**

8-10-70060-dte James Peter Party and Ann Marie Party

Start typing to find an event.

**Available Events (click to select events)**

- Affidavit/Certificate of Service Re: Rule 3002 Only
- Notice of Mortgage Payment Change (B10 Supplement 1)
- Notice of Postpetition Mortgage Fees, Expenses and Charges (B10 Supplement 2)
- Objection to Transfer of Claim
- Response to Notice of Final Cure Payment Rule 3002.1
- Transfer of Claim
- Withdrawal of Claim**
- Withdrawal of Transfer of Claim

**Selected Events (click to remove events)**

Next Clear

On this screen, from the **Available Events** list, highlight and select **Withdrawal of Claim**.

# Withdrawal of Claim

## Slide 9 - SCHEDULED EVENT

The screenshot shows the ECF website interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the 'File a Claim action' section for case 8-10-70060-dte James Peter Party and Ann Marie Party. A search bar is present with the instruction 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Affidavit/Certificate of Service Re: Rule 3002 Only, Notice of Mortgage Payment Change (B10 Supplement 1), Notice of Postpetition Mortgage Fees, Expenses and Charges (B10 Supplement 2), Objection to Transfer of Claim, Response to Notice of Final Cure Payment Rule 3002.1, Transfer of Claim, Withdrawal of Claim (highlighted in blue), and Withdrawal of Transfer of Claim. The 'Selected Events' box contains 'Withdrawal of Claim'. Below the 'Available Events' list are 'Next' and 'Clear' buttons. A blue callout bubble points to the 'Next' button with the text 'Select Next'.

The event Withdrawal of Claim appears in the **Selected Events** box. Select **Next**.

# Withdrawal of Claim

## Slide 10 - JOINT FILING INFORMATION

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "File a Claim action:" and displays the case number "8-10-70060-dte James Peter Party and Ann Marie Party". A checkbox labeled "Joint filing with other attorney(s)." is highlighted with a red box. Below the checkbox are two buttons: "Next" (also highlighted with a red box) and "Clear". A blue callout box with the text "Select Next" points to the "Next" button.

This screen allows the filer to indicate if the submission is a **Joint filing with other attorneys**. For this lesson, do not check the box. Select **Next**.

# Withdrawal of Claim

## Slide 11 - SELECT PARTY

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl>. The page title is "File a Claim action:" and the case number is "8-10-70060-dte James Peter Party and Ann Marie Party". The main heading is "Select the Party:". A dropdown menu is open, showing a list of parties: Ackerman, Neil H [Trustee], Capital One Auto Finance, [Creditor], Citibank, [Creditor], G.E. Card Services, [Creditor] (highlighted), Party, Ann Marie [Joint Debtor], and Party, James Peter Jr [Debtor]. To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are two buttons: "Next" (highlighted) and "Clear". A tooltip with the text "Select Next" is positioned over the "Next" button.

The Select the Party screen appears. Choose the party submitting the withdrawal of claim. For this lesson, highlight and select creditor, **G.E. Card Services**. Select **Next**.

# Withdrawal of Claim

## Slide 12 - BROWSE FOR FILE TO UPLOAD

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Claim action:**

8-10-70060-dte James Peter Party and Ann Marie Party

Filename  **Browse...**

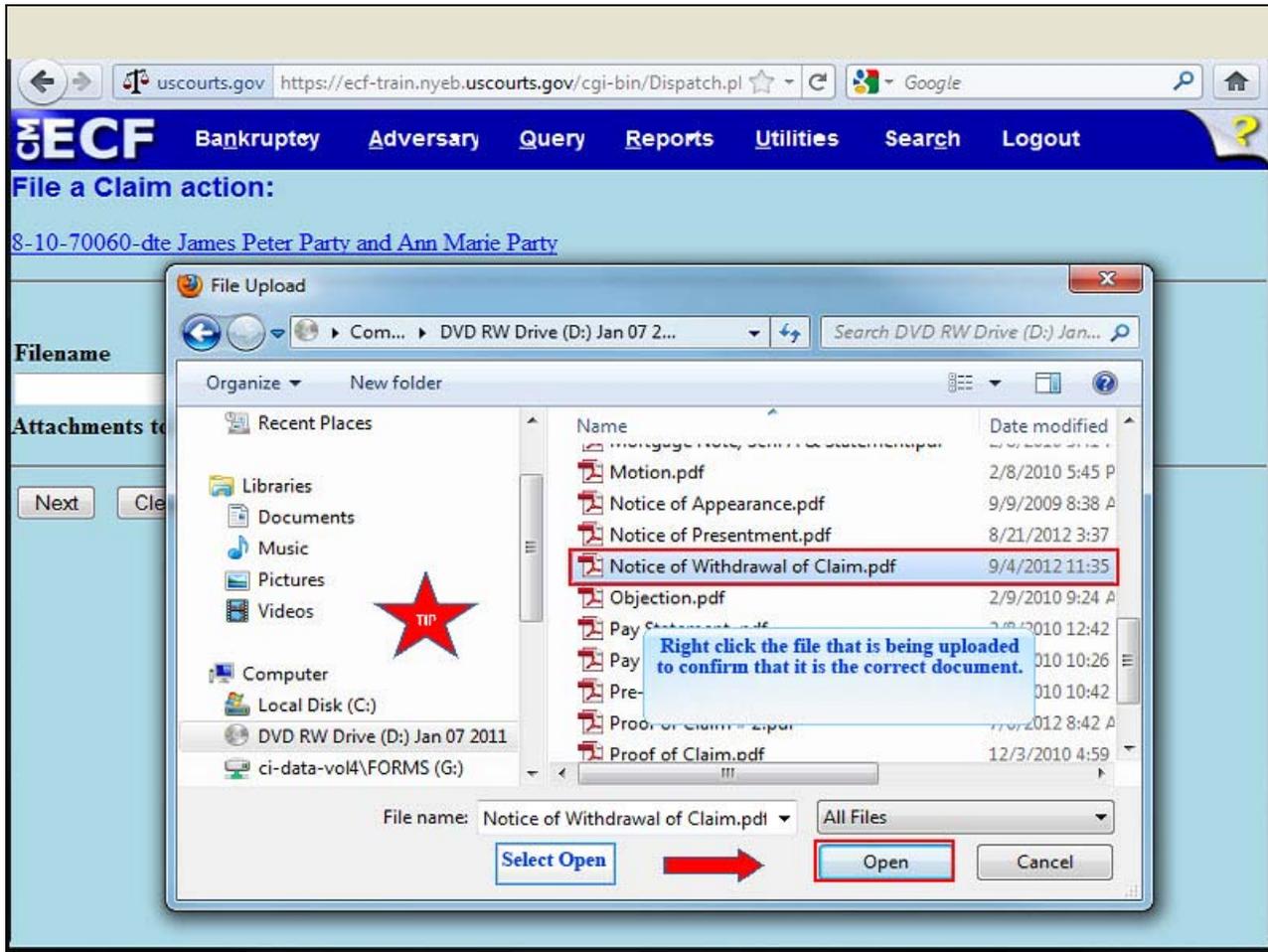
Attachments to Document:  No  Yes

Next Clear

Select **Browser** to upload the previously prepared Notice of Withdrawal of Claim file.

# Withdrawal of Claim

## Slide 13 - FILE UPLOAD



The **File Upload** box appears. Highlight and select the file, *Notice of Withdrawal of Claim*.

**TIP:** Right click the file that is being uploaded to confirm that it is the correct document.

Select **Open**.

# Withdrawal of Claim

## Slide 14 - FILENAME

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Claim action:**

8-10-70060-dte James Peter Party and Ann Marie Party

**Filename**

D:\Notice of Withdrawal of Claim.pdf

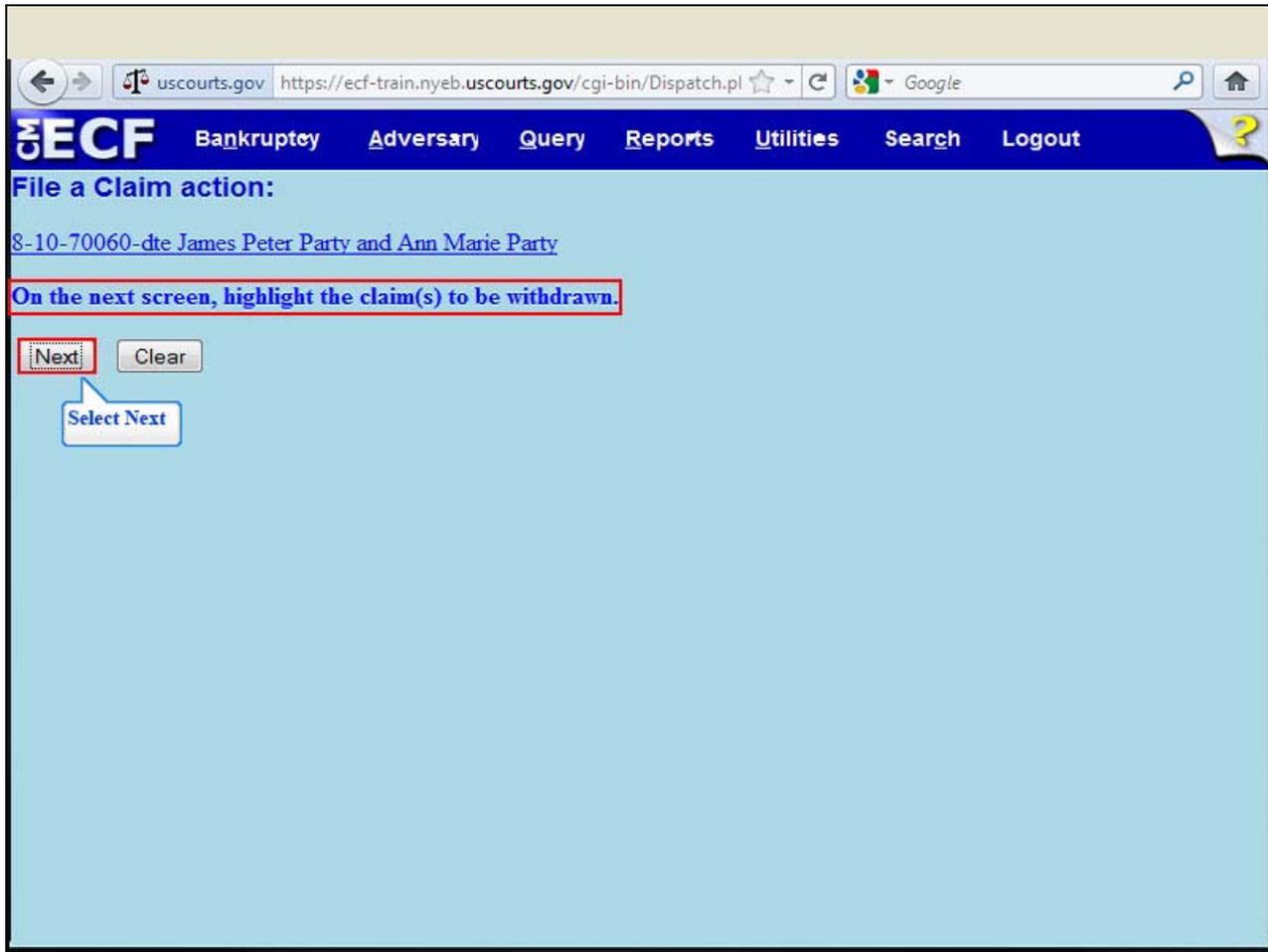
Attachments to Document:  No  Yes

Select Next

The file name appears in the Filename box. Select **Next**.

# Withdrawal of Claim

## Slide 15 - SELECT NEXT



This screen instructs the filer to highlight the claim(s) to be withdrawn. Select **Next**.

# Withdrawal of Claim

## Slide 16 - CLAIMS LIST

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action:  
8-10-70060-dte James Peter Party and Ann Marie Party

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
Citibank (46659)	2	\$5,000.00	08/06/2010
G.E. CARD SERVICES (46608)	3	\$6,000.00	09/04/2012
James Creditor (46655)	1	\$1.00	08/06/2010

Next Clear

This screen lists all of the claims on file for the case; first alphabetically by **Creditor Name**, followed by the **Claim #** the **Amount claimed**, and the **Date filed**.

# Withdrawal of Claim

## Slide 17 - SELECT CLAIM(S)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Claim action:**

8-10-70060-dte James Peter Party and Ann Marie Party

Select claim(s) from list

Claims Selected 3

Creditor name	Claim #	Amount claimed	Date filed
Citibank (46659)	2	\$5,000.00	08/06/2010
<b>G.E. CARD SERVICES (46608)</b>	<b>3</b>	<b>\$6,000.00</b>	<b>09/04/2012</b>
James Creditor (46655)			

(46608)  
PO BOX 36957  
ATTN: RECOVERY PAYMENT PROCESSING  
CANTON OH 44735

Next Clear

Select Next

TIP

Highlight and select the information for creditor G.E. Card Services. The claim number populates to the **Claims Selected** field at the top of the screen.

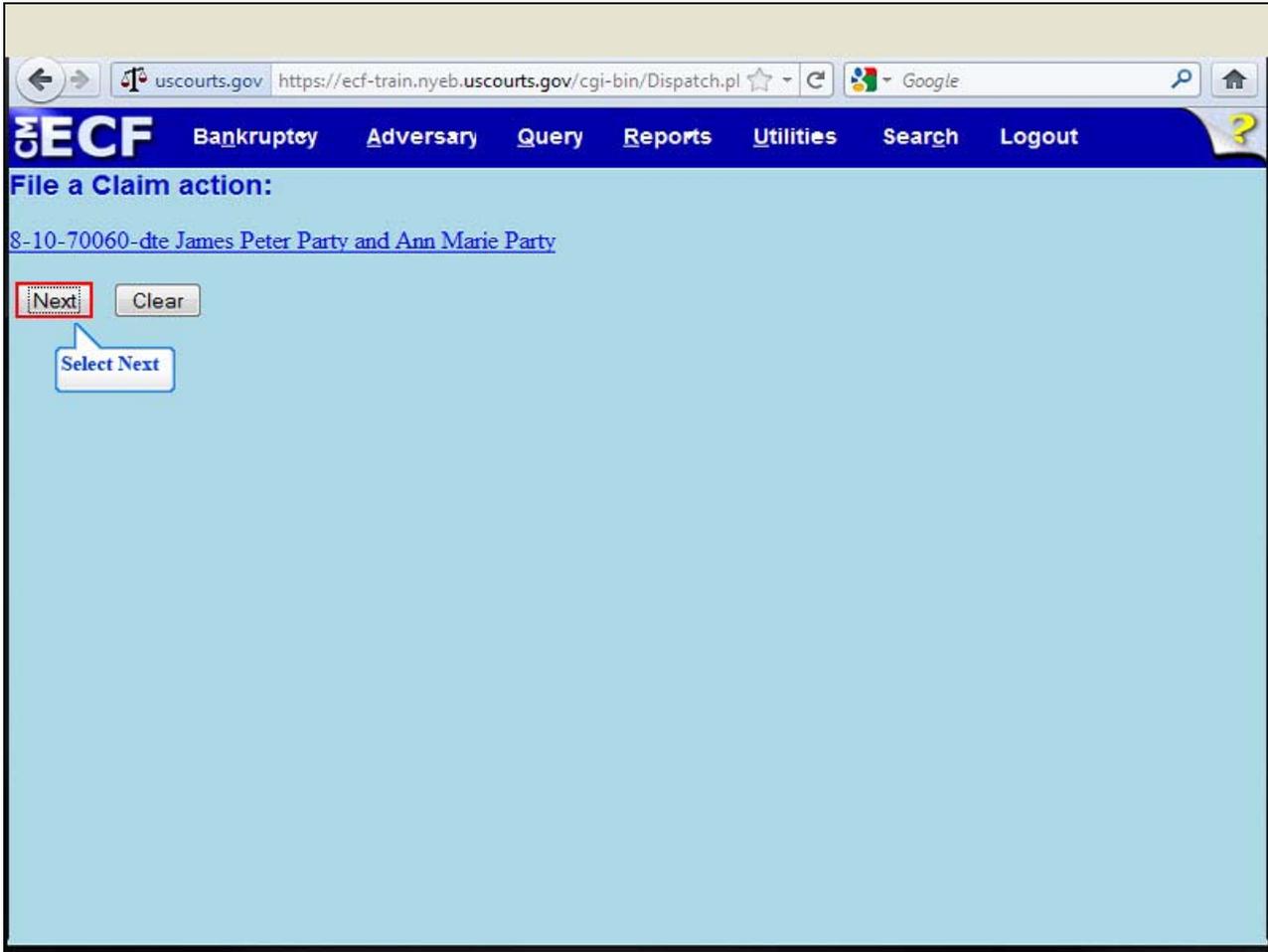
**TIP:** The selected creditor is further identified by its address and the court assigned creditor number.

Select **Next**.

# Withdrawal of Claim

---

## Slide 18 - SELECT NEXT



Select **Next**.

# Withdrawal of Claim

## Slide 19 - DOCKET TEXT

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action:

8-10-70060-dte James Peter Party and Ann Marie Party

Docket Text: Final Text

Withdrawal of Claim Number(s): 3 Filed by Dwayne Cox on behalf of G.E. Card Services. (Cox, Dwayne)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Select Next

The **Final Text** appears. The details of the Withdrawal of Claim display in the final docket text indicating that Claim Number 3 filed by creditor, G.E. Card Services, is withdrawn.

Review the docket text before submitting. By selecting Next, the filer commits the transaction and will have no further opportunity to modify the submission.

**Have you redacted?** This question refers to the filer's uploaded Withdrawal of Claim and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

Select **Next** to submit.

# Withdrawal of Claim

## Slide 20 - NOTICE OF ELECTRONIC FILING

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action:

8-10-70060-dte James Peter Party and Ann Marie Party

U.S. Bankruptcy Court  
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Dwayne Cox entered on 9/6/2012 at 1:06 PM EST and filed on 9/6/2012

Case Name: James Peter Party and Ann Marie Party

Case Number: 8-10-70060-dte

Document Number: 2

Docket Text:

Withdrawal of Claim Number(s): 3 Filed by Dwayne Cox on behalf of G.E. Card Services. (Cox, Dwayne)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: Notice of Withdrawal of Claim.pdf

Electronic document Stamp:

[STAMP bkacfStamp\_ID=979333796 [Date=9/6/2012] [FileNumber=132372-0] [355Bb58cca88e52e6f1b1c60c90b8e2ee638ca22a1cb61d7286ea87721c03d5283da72341c2229942e6835f1d2232d59B581e707e8d07389e9d3cac4552]]

8-10-70060-dte Notice will be electronically mailed to:

Attorney8 on behalf of Debtor James Party  
jyt@cohmlaw.com, paralegal@cohmlaw.com

Margaret Annette Clarke on behalf of Creditor Citibank  
Margaret\_Clarke@nyeb.uscourts.gov

Dwayne Cox on behalf of Creditor Capital One Auto Finance  
dwayne\_cox@nyeb.uscourts.gov

8-10-70060-dte Notice will not be electronically mailed to:

Neil H Ackerman  
c/o Warshaw Burstein Cohn etal  
555 5th Ave  
New York, NY 10017

CONTINUE

The **Notice of Electronic Filing** for the Withdrawal of Claim appears. The notice displays the docket text indicating the specific Claim Number information and the creditor-filer.

An e-mail of the Notice of Electronic Filing is transmitted to the e-mail address indicated on the filer's ECF account. In the e-mail filers must select the *Document Number* hyperlink to view the Withdrawal of Claim. This is referred to as the **Free Look**. If the filer loses the Free Look the filer must query the docket through PACER.

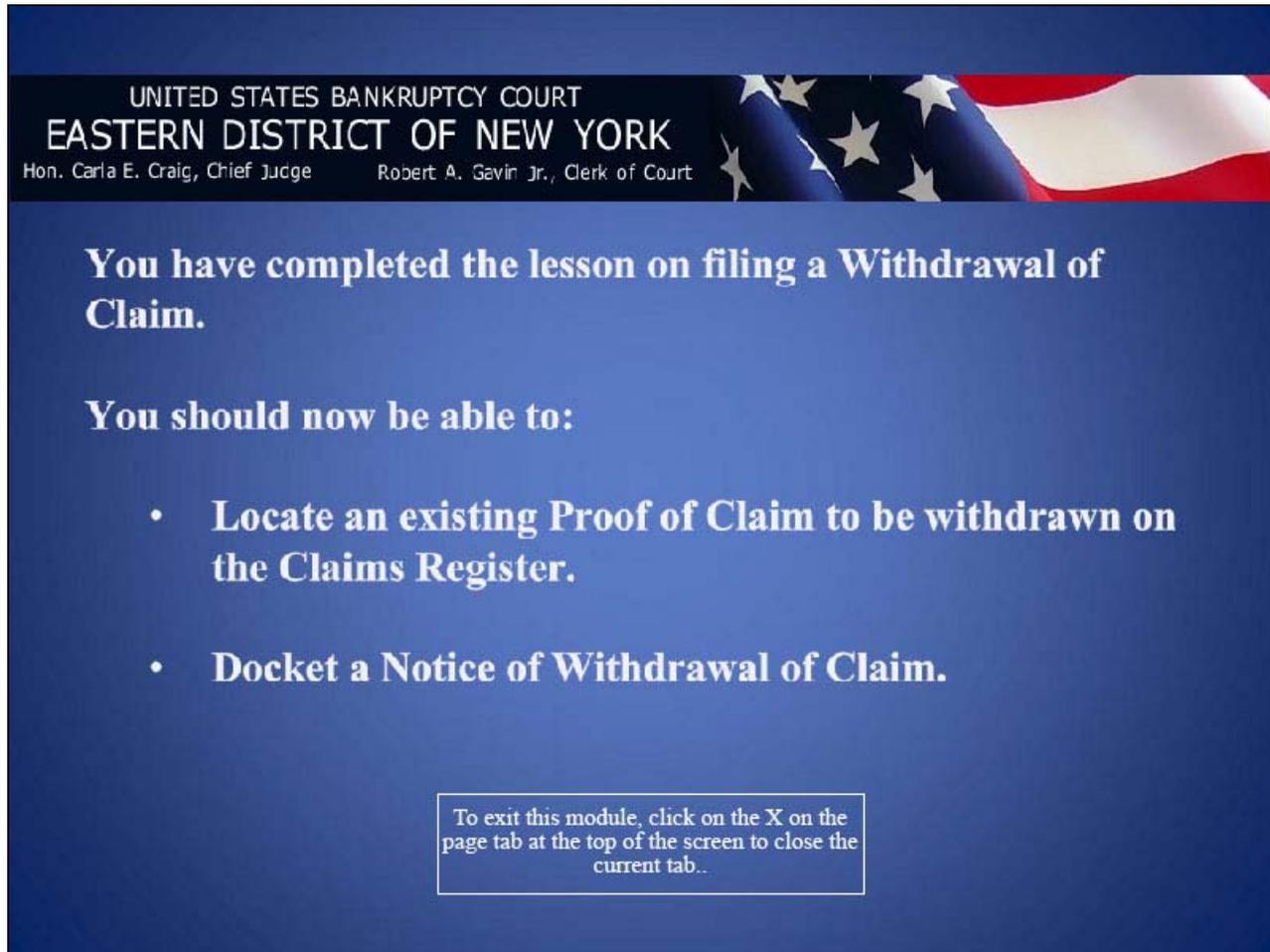
**Notice will be electronically mailed** - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

**Notice will not be electronically mailed** - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

# Withdrawal of Claim

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## Slide 21 - SUMMARY



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

**You have completed the lesson on filing a Withdrawal of Claim.**

**You should now be able to:**

- **Locate an existing Proof of Claim to be withdrawn on the Claims Register.**
- **Docket a Notice of Withdrawal of Claim.**

To exit this module, click on the X on the page tab at the top of the screen to close the current tab..