

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 . Bypass Joint Filing with other Attorney(s) - Next .
3	At Select the Party screen highlight party or Add/Create New Party . <ul style="list-style-type: none">• 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	Select Browse to locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next .
5	Select from the list the claim to be withdrawn.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 .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete. Docketing this event updates the claims register.