

Amending & Withdrawing Claim Instructions

Amended Claims

-An Amended Claim is filed the same way as the original claim, however, be sure to check the box indicating that the claim amends a previously filed claim (Part 1, Question 4 on the Proof of Claim). Be sure to select the court claim number and enter the pertinent information on the claim form.

Withdrawing a Claim

-A [Notice of Withdrawal of Claim](#) must be prepared by the filer. If filed electronically, the withdrawal must be in PDF format.

There are 3 ways to submit a Withdrawal of Claim:

1. For Public Users:

Electronic Notice of Withdrawal of Claim (eWOC)

eWOC is a quick way to file a Notice of Withdrawal of Claim electronically without a login or password. For instructions on how eWOC works, check out our [power point presentation](#). Click [here](#) to open eWOC and begin filing.

2. For CM/ECF Users:

If you have a login and password for CM/ECF, and you are a creditor, you may continue to withdraw a claim using that method, or you may file a Notice of Withdrawal of Claim using eWOC - the choice is yours! If you need a CM/ECF account, click here for our online registration/training program. eWOC is not available for use by the Debtor or Trustee.

3. By Mail or in Person

Mail or bring the original Notice of Withdrawal of Claim to the Clerk's Office. If a file-marked copy is desired when mailing a withdrawal, include a self-addressed, stamped envelope, and the file-marked original will be returned. Parties are required to keep the original document for 2 years or until the case is closed, whichever is earlier.