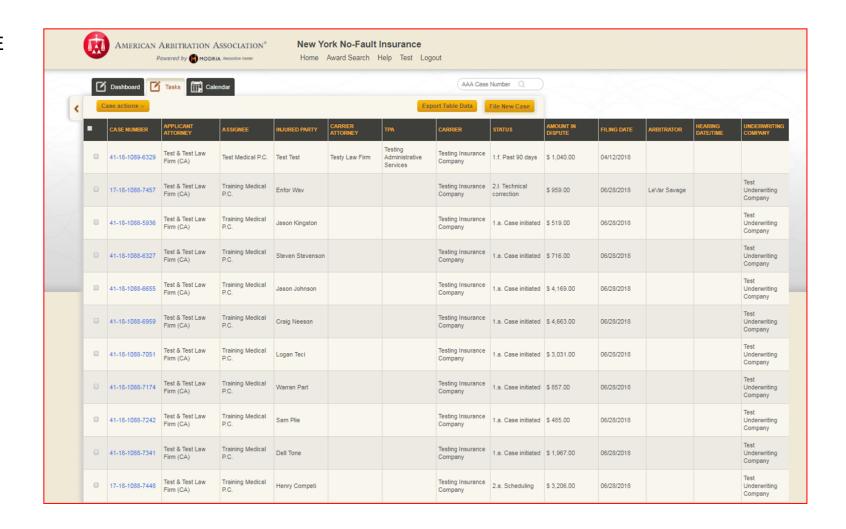
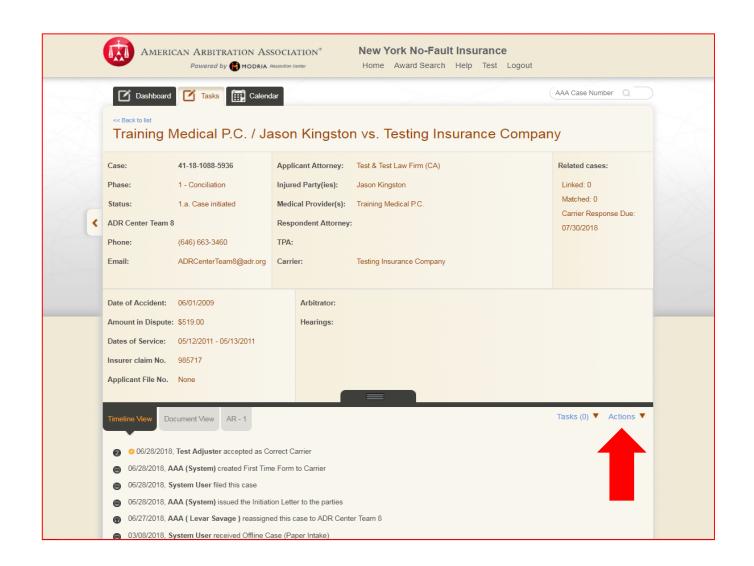


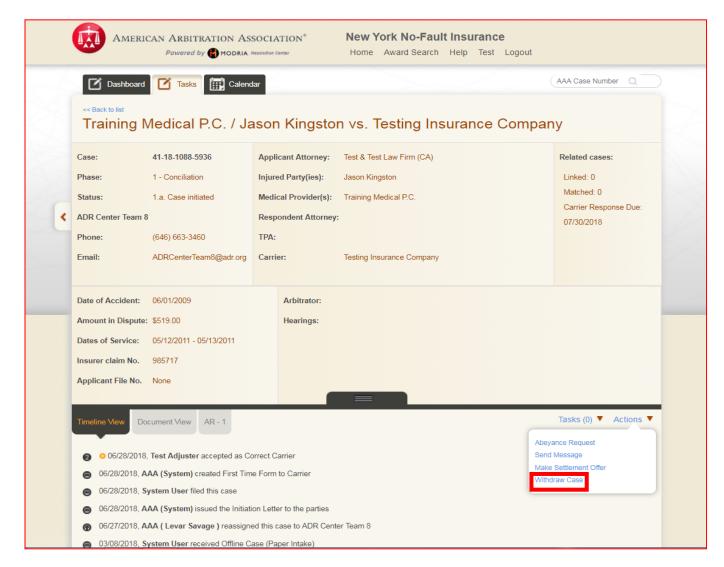
To begin, select the case record that you wish to access from your user home screen page.



To withdraw the case, go to the **ACTIONS** menu.

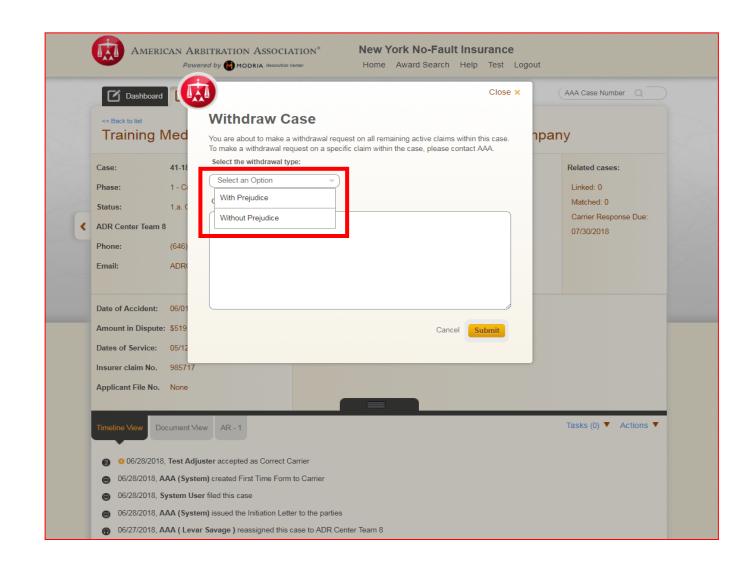


Select withdraw case.

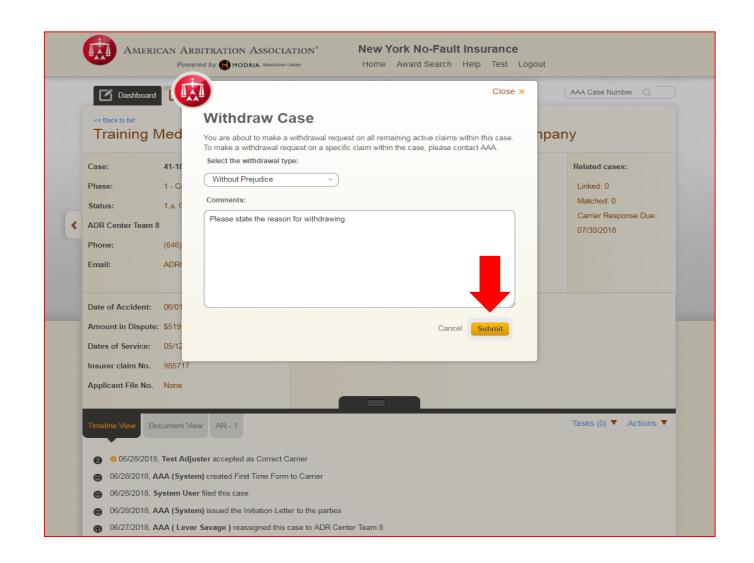




A pop-up window will appear. Indicate if the matter is being withdrawn With Prejudice or Without Prejudice.



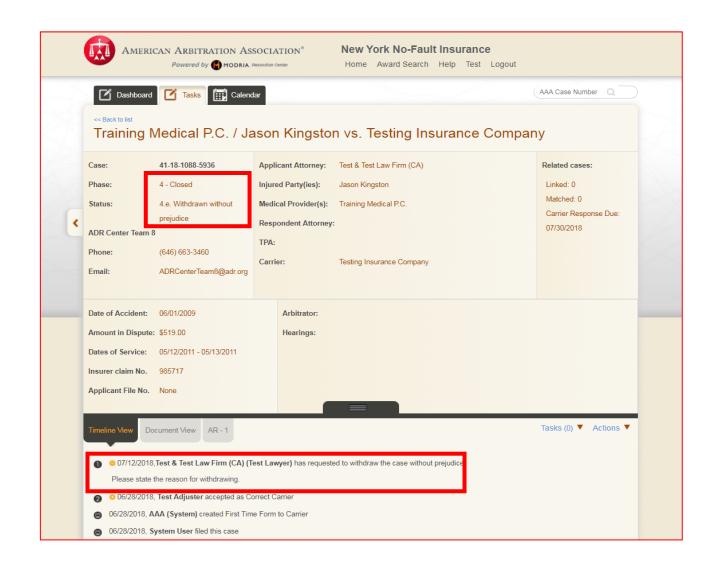
Enter your reason/comments and click **SUBMIT** when done.





A quick pop-up window will appear on top stating that the case was withdrawn successfully.

The case has now been withdrawn and closed, and the case record has been updated. The appropriate notices will be sent to the parties advising of the withdrawal.



withdrawn Without
Prejudice and the case is in the Arbitration phase, the matter will be forwarded to the opposing side then to the arbitrator after 10 days.

