

### **MOTION TO CONVERT**

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

Do not use this event for a Notice of Voluntary Conversion to Chapter 7. Use the event of the same name found in the *Miscellaneous Events* category.

See also Miscellaneous Forms → [Order Converting Case to Chapter 11](#); [Order Converting Case to Chapter 13](#) ; [Order Converting Case to Chapter 7](#) and [Order on Motion/Application to Dismiss/Convert Chapter 13 Case](#)

When scheduling a hearing, allow 30 days from the date of filing for bnc noticing.

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**STEP 1** Click on **Bankruptcy**

**STEP 2** Click on **Motions/Applications**

**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select one from drop down menu:

*Convert Case to 11*  
*Convert Case to 12*  
*Convert Case to 13*  
*Convert Chapter 11 to Chapter 7 (fee)*  
*Convert Chapter 12 to Chapter 7 (fee)*  
*Convert Chapter 13 to Chapter 7 (fee)*

**STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.

**STEP 6** **Select the Party** or click **Add/Create New Party**

☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*

- ☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*

**STEP 7** A *Hearing Information* screen display. Use the *Click Here* link to find the judge's hearing dates. Enter a date, time and location; click [NEXT]

**STEP 8** Upload the .pdf; click [NEXT]

- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

**STEP 9** Confirm case information. If this is to convert to Chapter 7, the appropriate fee amount will display; click [NEXT]

**STEP 10** Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

*Motion to Convert Case from [Chapter] to [Chapter] Filed by Test Attorney on behalf of Test Client. Hearing Scheduled for [date, time, location]*

**STEP 11** If this is to Convert to Chapter 7, the screen displays, *Summary of Current Charges*. (If you do not see this screen, it is probably blocked by your pop-up blocker program. You must change the settings to allow payment of filing fees via the internet). Select **Pay Now** or **Continue Filing**. DO NOT close this window by clicking on the X in the upper right corner.

1. If you select **Pay Now**, be sure to print for your records the payment confirmation screen which contains a receipt number for this transaction.
2. If you select **Continue Filing**, please note that it is the court's policy that all fees be paid by the end of the day. Attorneys with outstanding balances will receive an automated e:mail reminder and will be locked out of CM/ECF if the fee remains outstanding for 3 days.

**STEP 12** *Notice of Electronic Filing* displays.