

NOTICE OF VOLUNTARY CONVERSION TO CH. 7

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.

STEP 1 Click on **Bankruptcy**

STEP 2 Click on **Misc. Events**

STEP 3 Enter case number; click [NEXT]

STEP 4 Select *Notice of Voluntary Conversion to Chapter 7 (fee)* from drop down menu; click [NEXT]

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 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 8 *Bankruptcy Case Conversion* screen displays. New Chapter, Asset Notice and Date Convert fields.

STEP 9 Confirm case information including fee deadlines; 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

Notice of Voluntary Conversion to []. Fee amount of \$[] filed by Test Attorney on behalf of Test Client. Follow up deadline is 8/21/07. Follow up deadline is 10/22/07.

STEP 11 A *Summary of Current Charges* screen displays. (If you do not see this screen, it is likely blocked by your pop-up blocker program and you must take the appropriate steps to allow this pop-up). Select **Pay Now** or **Continue Filing**. Do not close this screen by simply clicking 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 fees be paid at the time of the filing. Failure to pay the fee will result in an e:mail reminder that the fee is due. If the fee remains unpaid for 3 days, you will be locked out of the CM/ECF system. The only option available to you during lock out is Internet Payments Due. Once the fee is paid, your e:filing privileges will be restored.

STEP 12 *Notice of Electronic Filing* displays.