Split Conversions
(Conversions as to one debtor only)

This module will demonstrate the steps to take to process a split conversion in the CM/ECF system.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

, Click the Open BK Case hypertext link.

STEP 3 The **Case Data** screen displays.

, The **Case Type** defaults to **bk**. This is the only option. No action is necessary.

, The current date is displayed in the **Date Filed** field. This date cannot be altered. The file date of the split conversion will be the current date.

, Click the – arrow to reveal the list of available **Chapter** options. (**NOTE:** the system defaults to Chapter 13). Select the appropriate Chapter the debtor is converting to.

, The **Joint Petition** option will remain **'n'.**

, Click the – arrow to reveal the list of **Deficiencies** options. The system defaults to **'n'** meaning there are *no* deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, change the **Deficiencies** box to **'y.'**

STEP 4 An informational screen displays concerning entering debtor and joint debtor. This screen does not apply to split conversions.

, Click **[Next]**.

STEP 5 The **Search for a Party** screen displays.

The database must always be searched to see if the debtor exists before a new party may be added.

, Type the Social Security Number and/or Last Name

, Click **[Search]** to continue.

Search Hints

- Format Social Security Number or Tax ID with hyphens.
- Search is *not* case sensitive. (Smith or smith)
- Include punctuation. (O'Brien)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild Cards (*) are not required at the end of search strings.
- Wild Cards (*)(?) may be used before or within search strings (*son, Gr*y, Gr?y)

STEP 6 The **Party Search Results** screen displays.

If the system <u>does not</u> locate the party in the database, a message will be displayed: **No person found.** (The party should already be in CM because of the original filing. If there was a name change and it was not changed on the original filing, then that would be a reason the name could not be found)

, Click **[Create new party]** to add the debtor into the system.

, Proceed to **STEP 7**.

If the system <u>does</u> locate the party in the database, a **Party search results** list will display.

, Click the ─ arrow to scroll the entire list of search results, if necessary.

, Highlight the debtor's name if it appears on the list.

, The **Person Address** box displays.

, If you cannot locate the information for your party click **[Create new party]** and proceed to **STEP 7**.

, If this is your party (name and social security number match; address could be different), click **[Select name from list].**

STEP 7 The **Party Information** screen displays.

, Review the information outlined in the screen. Make any necessary changes (address change, phone number change, etc..)

, If you are **creating a new party**, enter the following information as shown on the voluntary petition (Debtor's last name and Social Security Number will be reflected from the party search):

- Debtor's **First name**
- Debtor's **Middle name**
- Debtor's **Generation**, if applicable (Jr., Sr., III, etc.)
- The Office box may be used to indicate the office name of a business debtor. (This field is used infrequently.)
- Use **Address 1**, **Address 2**, and **Address 3** lines to type the debtor's mailing address as shown on the petition (Do not list the residence address if different from the mailing address).
- Type **City**, **State**, and **Zip** information.
- Click the down arrow to reveal the list of **County** options. Click to highlight the county shown on the petition.
- It is not necessary to enter a country name unless the country of debtor's residence is not the United States of America.
- Phone, Fax, and E-Mail information of the debtor is optional.

, The **Pro Se** box automatically defaults to **'n'** for no, meaning that the debtor is not representing himself. By virtue of your ECF password, you will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.

, The **Role** type **MUST** be entered. Click on the down arrow and select "**Debtor**."

, If the debtor has any aliases, click **[Alias]** to enter this information. Refer to Step 8.

STEP 8 The **Alias Information** screen displays. **(See Figure 8)**

, Enter the **Last Name/Business Name, First Name, Middle Name** and **Generation** of the alias, as applicable.

, Click the – arrow to reveal the list of **Role** options.

, Enter the appropriate **Role** for the alias (aka, dba, faw, fdba, fka)

, When all aliases are listed, Click **[Add aliases]** to return to the **Party Information** screen.

STEP 9 **Party Information** screen displays again.

, Click **[Submit]** to submit all information for this party.

STEP 10 The **Office** screen displays.

, The Office screen defaults to "Jackson". If you are filing a case in the Eastern Division(Jackson), keep the default as "Jackson".

, If you are filing a case in the Western Division (Memphis), Click the – arrow to reveal the list of **Offices**. Highlight "Memphis".

, Click **[Next].**

STEP 11 A **Reminder** screen displays. **(See Figure 10)**

, Click **[Next]** to continue, or your [Back] button if you need to verify that you chose the correct Office.

STEP 12 The **Type of Debtor** screen displays. **(See Figure 11)**

, Click to T the appropriate **Type of debtor**.

, Click the – arrow to reveal the list of **Fee Status** options. They system defaults to '**Paid**', for filing fee paid in full. Highlight '**Installment**', if application to pay filing fee in installments is being filed.

, Click the – arrow to reveal the list of **Nature of Debt** options. Highlight '**consumer**' or '**business**', as appropriate.

, Leave the **Voluntary** option as '**Voluntary**'.

, Click the – arrow to reveal the **Origin** options.

Click to highlight **Split**.

, Fill in the current date as the **Date Split/Transfer**.

, Click the – arrow to reveal the list of **Asset Notice** options. Highlight '**No**' if it is a *no asset* case OR highlight '**Yes**' if it is an *asset* case. (All Chapter 13 cases are asset cases.) **DO NOT HIGHLIGHT 'UNKNOWN'**.

, Click the – arrow to reveal the list of **Estimated number of creditors** list. Highlight the appropriate number of creditors.

, Click the – arrow to reveal the list of **Estimated assets** list. Highlight the appropriate amount of assets.

, Click the – arrow to reveal the list of **Estimated debts**. Highlight the appropriate amount of debts.

, Click **[Next]** to continue.

STEP 13 The **Select Event** screen displays.

, Click the – arrow to reveal the list of events.

, Click to highlight **Split Conversion As to One Spouse (new case).**

, Click **[Next]**.

STEP 14 A screen with no information displays.

, Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 15 The **Select the pdf document** screen displays.

, Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. (DO NOT ATTACH THE PETITION HERE, ONLY ATTACH THE NOTICE OF CONVERSION AS TO ONE SPOUSE)

, Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.

, Double Click on the appropriate PDF to attach it to the docket entry.

STEP 16 The **Select pdf document** screen displays again, with the **Filename** inserted**.**

, Click **[Next]** to continue.

STEP 17 A screen to enter text along with the **Receipt and Fee Information** screen displays.

, In the first text box**,** enter “Husband” if the husband is converting, OR enter “Wife” if the wife is converting.

, In the second text box, enter the Previous Case Number (this would be the case number the original joint petition was assigned.

, If the receipt number has been provided, enter it here.

, Otherwise, for receipt number enter **CC** for Credit Card Payment, or **O** for Other Payment.

, Click **[Next]** to continue.

STEP 18 A screen with no information displays.

, Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 19 The **Docket Text: Final Text** screen displays.

, Verify all docket text information is correct.

, Click **[Next]** to accept all information and to finalize the processing of the split conversion.

STEP 20 The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

Docket the Voluntary Petition for a Split Conversion NEXT

The voluntary petition will now need to be docketed.

STEP 21 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 22 The **Bankruptcy Events** menu displays.

, Click the Other hypertext link.

STEP 23 The **Miscellaneous - Case Number** screen displays.

, Enter the case number that the Split Conversion entry above was given, in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

, Click **[Next]** to continue.

STEP 24 A **Case Number and Case Name Verification** screen displays.

, Verify the case number and case name are correct. If they are not correct, click the browser's **[Back]** button and re-enter the case number.

- If the case number and case name are correct, Click **[Next]**.

STEP 25 The **Item Selection Menu** screen displays.

- Click and highlight **Voluntary Petition (For Split Conversion)**.
- Click **[Next]**.

STEP 26 The **Joint Filing With Other Attorney** screen displays.

- If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 27.
- If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.
- Choose the additional attorney by highlighting the name, and click **[Next].**

STEP 27 The **Party Filer** screen displays.

- Click and highlight the **Debtor** as the Party Filer.
- Click **[Next]** to continue.

STEP 28 A screen with no information displays.

- Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 29 The **Select the pdf document** screen displays.

- Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. Attached the Voluntary Petition to this entry.
- Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.

- Double Click on the appropriate PDF to attach it to the docket entry.

STEP 30 The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- Click **[Next]** to continue.

STEP 31 A screen with no information displays.

- Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 32 The **Docket Text: Final Text** screen displays.

- Verify all docket text information is correct.
- Click **[Next]** to accept all information.
- Click **[Next]** a second time to finalize docketing Form 21: Statement of Social Security Number.

STEP 33 The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

NEXT:
DOCKET INFORMATION TO THE ORIGINAL JOINT PETITION

STEP 34 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 35 The **Bankruptcy Events** menu displays.

, Click the Notices hypertext link.

STEP 36 The **Notices - Case Number** screen displays.

, Enter the case number of the original joint petition in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

, Click **[Next]** to continue.

STEP 37 A **Case Number and Case Name Verification** screen displays.

, Verify the case number and case name are correct (this should be the case number of the originally filed joint petition). If they are not correct, click the browser's **[Back]** button and re-enter the case number.

, If the case number and case name are correct, Click **[Next]**.

STEP 38 The **Item Selection Menu** screen displays along with the **Joint Filing With Other Attorney**.

, Click and highlight **Split Conversion As To One Spouse (Old Case).**

, If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 39.

, If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

, Choose the additional attorney by highlighting the name, and click **[Next].**

STEP 39 The **Party Filer** screen displays.

, Click and highlight the **Debtor** (the one who filed the split conversion) as the Party Filer.

- Click **[Next]** to continue.

STEP 40 A screen with no information displays.

- Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 41 The **Select the pdf document** screen displays.

- Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. Attach the Notice of Split Conversion (same as you did on the newly split case).
- Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.
- Double Click on the appropriate PDF to attach it to the docket entry.

STEP 42 The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- Click **[Next]** to continue.

STEP 43 A screen to enter text along with a **Party Termination** screen displays.

- In the first text box**,** enter “Husband” if the husband converted, OR enter “Wife” if the wife converted.
- In the second text box, enter the New Case Number (this would be the case number the split conversion received).
- In the **Select the Parties No Longer Associated With this Case** screen, click and highlight the debtor who converted. This debtor will be terminated from the joint case.
- Click **[Next]** to continue.

STEP 44 A screen with no information displays.

, Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 45 The **Docket Text: Final Text** screen displays.

, Verify all docket text information is correct.

, Click **[Next]** to accept all information and to finalize docketing.

STEP 46 The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

— Scroll down to see participants who have and have not registered for electronic noticing on this case.

, You may also save the notice through the browser **File/Save** option.

Notice of Electronic Filing:

Date and time stamp information
Case Title
Case number hyperlink to Pacer
Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Participants in a case are billed for all pages accessed in CM/ECF, except when they receive a Notice of Electronic Filing via email. If they click on the hyperlink to the document which was filed, they will not be asked to log in and will not be billed for this first view. This free view is only available during the first 30 days after the docket entry is made. If they access the same document again, they will have to log and will be charged; to avoid additional charges, they should download the document during the first (free) viewing. The free view is also available to those who receive email notification but are not participants in the case.

NEXT: Refer to instructions for:

Judge/Trustee Assignment
Uploading a Creditor Matrix

These are events that must be done next.