

Notice of Voluntary Conversion (Chapter 13 to Chapter 7)

This module will demonstrate the steps to take to docket a Notice of 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 Notices hypertext link.

STEP 3 The **File A Notice - Case Number** screen displays.

, Enter the case number 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 4 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 5 The **Item Selection Menu** and **Joint Filing With Other Attorney** screen displays.

, Click and highlight **Notice of Voluntary Conversion**.

- , If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 6.
- , If this is a joint filing with another attorney, click to the box. Then click **[Next]**.
- , Choose the additional attorney by highlighting the name, and click **[Next]**.

STEP 6 The **Party Filer** screen displays.

- , Click and highlight the **Debtor(s)** as the Party Filer(s). To highlight more than one name, hold the **Control** key and click on each party.
- , Click **[Next]** to continue.

STEP 7 A screen with no information displays.

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

STEP 8 The **Select the pdf document** screen displays.

- , Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document.
- , 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 9 The **Select pdf document** screen displays again, with the **Filename** inserted.

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

- STEP 10** The **New Chapter Number and Receipt** screen displays.
- , Insert the new Chapter number '7'.
 - , 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 11** The **Docket Text: Modify Text** screen displays.
- , Verify all docket text information is correct.
 - , Normally no additional information is needed, however, there is a text box on this screen that allows you to add any additional information pertinent to the document.
- STEP 12** The **Docket Text: Final Text** screen displays.
- , Verify all docket text information is correct.
 - , Click **[Next]** to finalize docketing the Notice of Conversion. **(See Step 14 to continue processing the conversion)**
- STEP 13** 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.

Docket the Voluntary Petition NEXT

The voluntary petition will now need to be docketed:

STEP 14 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 15 The **Bankruptcy Events** menu displays.

, Click the Other hypertext link.

STEP 16 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 17 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 18 The **Item Selection Menu** screen displays.

, Click and highlight **Voluntary Petition (Chapter 7)**

, Click **[Next]**.

- STEP 19** The **Joint Filing With Other Attorney** screen displays.
- , If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 20.
 - , If this is a joint filing with another attorney, click to the box. Then click **[Next]**.
 - , Choose the additional attorney by highlighting the name, and click **[Next]**.
- STEP 20** The **Party Filer** screen displays.
- , Click and highlight the **Debtor(s)** as the Party Filer.
 - , Click **[Next]** to continue.
- STEP 21** A screen with no information displays.
- , Click **[Next]** to continue. (This screen is needed for processes happening in the background).
- STEP 22** 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 23** The **Select pdf document** screen displays again, with the **Filename** inserted.
- , Click **[Next]** to continue.

STEP 24 A screen with no information displays.

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

STEP 25 The **Docket Text: Final Text** screen displays.

, Verify all docket text information is correct.

, Click **[Next]** to finalize docketing the Voluntary Petition.

STEP 26 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.

When a case is converted, all creditors from the previous Chapter must be deleted.

Contact the Clerk's Office to request the creditors be deleted.

The creditors will be deleted within 24 hours and you will receive notification when it is appropriate to upload the new matrix .