

Motion To Convert

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** The **File a Motion** screen displays.
- Select the appropriate motion to **Convert Case** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next** twice.
- STEP 6.** **Is this motion to convert filed by only one debtor in a joint case?** (For cases with joint debtors.)
- Select **Yes** or **No**. If only one debtor in a joint case is filing a motion to convert, the debtor must use the event – **Convert/Sever Filed by One Debtor in a Joint Case** in the **Motion/Applications** Category; relating to the appropriate chapter.
 - Click **Next**.
- STEP 7.** Questions regarding the filing and a fee box may display. Answer the questions accordingly and verify the filing amount.
- Click **Next**.
- STEP 8.** **Does this filing include an affidavit, declaration or certification? NOTE: Memoranda need to be filed separately.**
- Select **Yes** or **No**.

- Click **Next**.

STEP 9. The PDF attachment screen displays.

- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop down list to select any additional information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 12. The **Electronic Payment** screen may display.

- Click **Pay Now** to pay all fees due to the court.
- Click **Continue Filing** to file another case or document.

STEP 13. The **Notice of Electronic Filing** screen displays.