

Trustee's Motion to Convert

NOTE: This event is only used in the case of a Chapter 12 or 13 to be converted to Chapter 7 via the appropriate LBF. Any other Motions to Convert (whether filed by the trustee or not) from/to all other chapters will require a hearing, to be set by the Court.

NOTE: If you are a Portland Trustee, as the debtor(s) has a certain number of days to respond to the Trustee's Motion to Convert, you will need to track this and then submit a Statement of Failure to Comply if appropriate. If you are a Eugene Trustee, there will be a "Last Day to Object to Dismissal or Conversion" deadline set.

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. Confirm the debtor(s) name and case number are correct.

- Select **Trustee's Motion to Convert Case from Ch 13 to Ch 7 (LBF #1368L, #1368R)**.
- Click **Next**.

STEP 5. The **Party Selection** screen displays.

- Select yourself as the moving party.
- Click **Next**.

STEP 6. **Fee Certification question** displays.

- Respond to the question as appropriate.
- Click **Next**.

- STEP 7.** A fee box displays.
- If the fee is exempt, 0.00 should display in the fee box. If the fee was NOT exempt, the appropriate fee amount should display in the fee box.
 - Click **Next**.
- STEP 8.** A case confirmation screen displays.
- Click **Next**.
- STEP 9.** A question displays: **Is this motion being filed using LBF #1368?** Defaults to **Yes**.
- Accept the default or change to **No**.
 - Click **Next**.
- STEP 10.** The attach the PDF document screen displays.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 11.** 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 12.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
 - Click **Next**.
- STEP 13.** The **Summary of Current Charges** screen displays over the top of the **Notice of Electronic Filing** screen