

# 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.** Cases with joint debtors: **Is this motion to convert filed by only one debtor in a joint case?**
- Select **Yes** or **No**. If only one debtor in a joint case is filing a motion to convert, the debtor must use the event – Sever/Convert Filed by One Debtor in a Joint Case in the Motion/Applications Category; relating to the appropriate chapter.
  - Click **Next**.
- STEP 7.** Question regarding the filer may display. Answer the question accordingly.
- Click **Next**.
- STEP 8.** The **Fee** displays and **Does this filing include an affidavit, declaration, certification, brief or memorandum?**
- Confirm the fee is correct.

- Answer the question accordingly; defaults to 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 **Summary of current charges** 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.