

# Trustee's Motion to Convert

## INTRODUCTION

This event is only used for motions to convert Chapter 12 or 13 cases to Chapter 7. Any other motion to convert (whether filed by the trustee or not) may require a hearing to be set by the court.

The filing of a trustee's motion to convert will set a court review deadline beyond the date a response is required from the debtor. If the motion is not resolved or a Statement of Failure to Comply is not filed by the expiration of the court review deadline, the court may set a hearing or take other action.

The trustee may defer the conversion fee if there are insufficient funds in the estate. The trustee shall pay any unpaid court fees as soon as sufficient funds become available. To the extent the trustee pays any court fees personally, the trustee may be reimbursed from estate funds without notice or further court order.

## PROCEDURE FOR FILING

**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**.

Click **Next**.

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

Select yourself as the moving party.

Click **Next**.

**STEP 6.** **Fee Certification question** displays. Trustee is certifying under penalty of perjury that there are insufficient funds in the estate to pay the filing fee?

- Respond to the question as appropriate.
  - If Yes, the fee will be deferred. Click Next and continue to Step 8.
  - If No, a portion of the fee or the entire fee must be paid. Click Next and continue to Step 7.

**STEP 7.** A fee box displays

- The current fee amount should display in the fee box. Modify as appropriate if paying only a portion of the fee. Click **Next**.

The attach the PDF document screen displays.

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

**STEP 8.** 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.
- A Court Review deadline is set and will appear on the docket text.
- Click **Next**.

**STEP 9.** The **Docket Text: Final Text** screen displays.

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

**STEP 10.** The **Summary of Current Charges** screen displays over the top of the **Notice of Electronic Filing** screen