

Conversion Document(s) Filed

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s)' case number and name(s) are correct.
- Select **Conversion Document(s) Filed** from the event list.
 - Click **Next**.
- STEP 5.** Select the party filer.
- Click **Next**.
- STEP 6.** **Are you filing a declaration of no change?** question displays.
- If filing a declaration of no change, change to **Yes** and skip to **STEP 11**. If filing schedules/statement of financial affairs, accept the default of **No**.
 - Click **Next**.
- STEP 7.** A reminder/question screen displays.
- Are you adding creditors?** Select the appropriate response. If **Yes** continue with **STEP 8**, if **No** skip to **STEP 10**.
 - Click **Next**.
- STEP 8.** The add new creditor(s) screen displays.
- Select the appropriate box: Add new creditors or Add common creditors. Both may be selected if necessary.
 - Click **Next**.

- STEP 9.** The add creditor(s) screen displays.
- Type the name and address of each new creditor in the **Name and Address** box. Return after each line. If adding more than one creditor, separate creditors with a blank line.
 - Accept the default **Creditor type** of **Creditor**.
 - Accept the default of **No** for the **Creditor committee**.
 - Click **Next** .
- STEP 10.** Answer the question: **Do you certify that all additional creditors have been uploaded to this case?**
- Click **Next**.
- STEP 11.** The PDF attachment screen displays.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 12.** 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 or leave blank.
 - Click **Next**.
- STEP 13.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
 - Click **Next**.
- STEP 14.** The **Notice of Electronic Filing** screen displays.