

NOTICE OF VOLUNTARY CONVERSION

A chapter 12 or chapter 13 case shall be converted without court order when the debtor files a Notice of Conversion under § 1208(a) or 1307(a). *Fed.R.Bankr.P. 1017(f)(3)*.

Pursuant to the Bankruptcy Fee Schedule a \$15.00 filing fee is charged to Convert to Chapter 7.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Voluntary Conversion to Chapter 7 (Fee)** from drop down list; click [NEXT]
- STEP 5** Place a check in the box if you are filing the instant pleading with another attorney who is already in the case; if not click [NEXT] to continue
- STEP 6** Select party or click [Add/create party]; click [NEXT]
- ☛ *TIP - If an association between you and your client was not previously created in this case, you will be prompted on the next screen to create that association.*
-  **CAUTION** - If you do not create an attorney/client association you will not receive Notices of Electronic Filing in this case.
- STEP 7** Upload the PDF document, click [NEXT]
- ☛ *TIP - After Browsing for your file, open and review it to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
 - ☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*
- STEP 8** The Case Conversion Screen displays; click [NEXT] to accept default values and continue

- STEP 9** Fee screen displays, click [NEXT] to accept default and continue
- STEP 10** An attorney warning message appears; click [NEXT] to ignore
- STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE LAST OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Notice of Voluntary Conversion to Chapter 7. Filed by Alfred Smith on behalf of Warren Sullivan. (Smith, Alfred)

- STEP 12** Notice of Electronic Filing displays
- STEP 13** Fee screen displays; select [Pay Now] or [Continue Filing]. If you select **Continue Filing**, you must settle your transactions at the end of the day. [Click here](#) for additional instructions.
- ☛ *TIP - Your Browser must support 128-bit encryption [Click here](#) for guidance.*
 - ☛ *TIP - If you do not get the Fee screen, you may have “pop-up” controls enabled.*