

Notice of Voluntary Conversion

For Attorneys

This instruction demonstrates the filing of a notice of voluntary conversion from Chapter 13 to Chapter 7. These instructions are for notices of voluntary conversion only. A motion requesting relief to continue under another chapter is filed as a motion and is not included in this lesson.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Notices hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

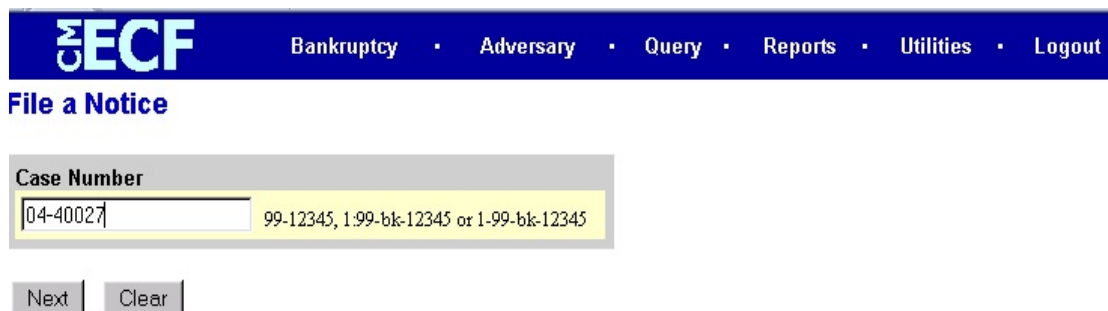


Figure 3

- ◆ Enter the case number, including the hyphen and click **Next**.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)



Figure 4

- ◆ Highlight **Notice of Voluntary Conversion to Chapter 7** and click **Next**.

STEP 5 The **Case Confirmation** screen appears. (See Figure 5.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo on the left and a navigation menu with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text "File a Notice:" is displayed in blue. Underneath, the case information "04-40027 Chris Fields" is shown in blue and underlined. At the bottom of the form area, there are two buttons: "Next" and "Clear".

Figure 5

- ◆ Verify the case number and case name that is displayed and click **Next**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

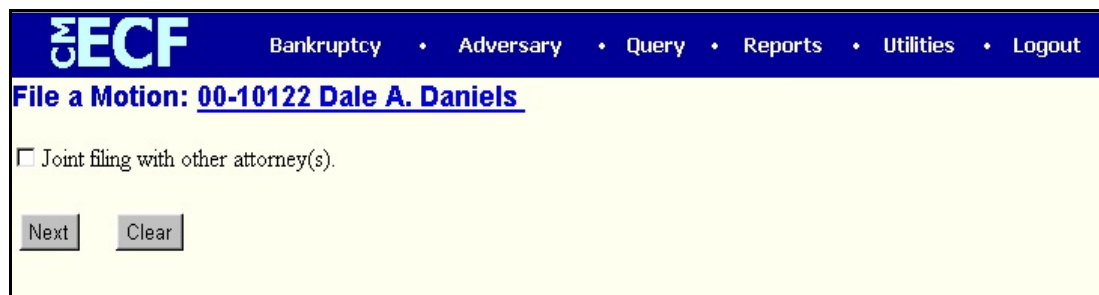
The screenshot shows the ECF "File a Motion" screen. The header is identical to Figure 5. Below the header, the text "File a Motion: 00-10122 Dale A. Daniels" is displayed in blue and underlined. Below this, there is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form area, there are two buttons: "Next" and "Clear".

Figure 6

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this notice, skip this screen.

If this is a joint filing with another attorney and the box is checked, a listing of attorneys presently on the case will be presented for selection.

- ◆ Click **Next**.

STEP 7 The **PARTY SELECTION** screen displays. (See Figure 7.)

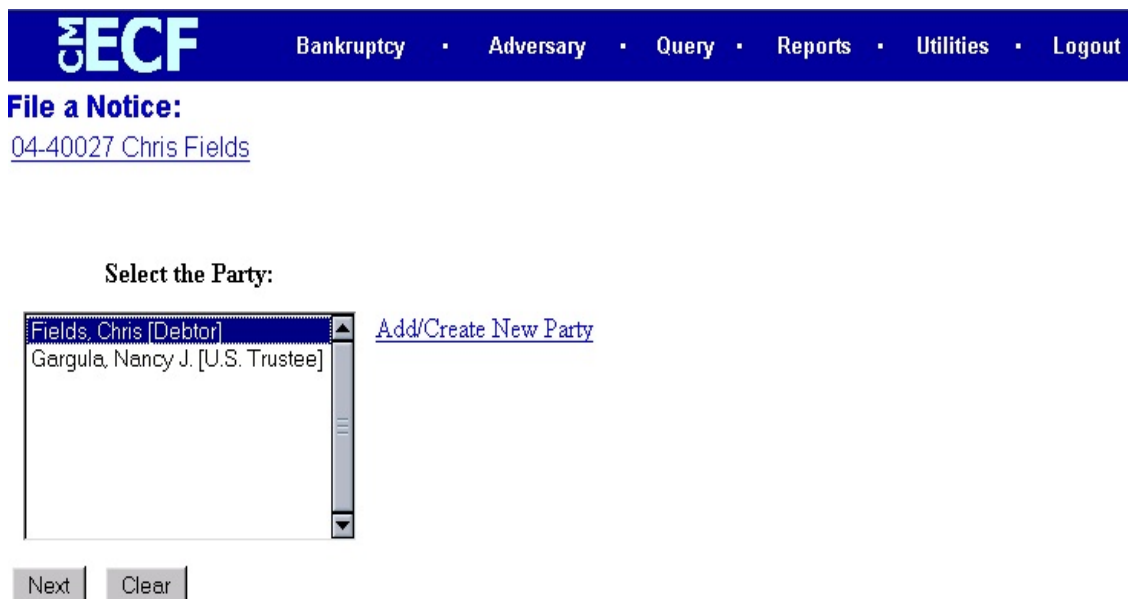


Figure 7

- ◆ Highlight the appropriate party and click **Next**.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 8.)

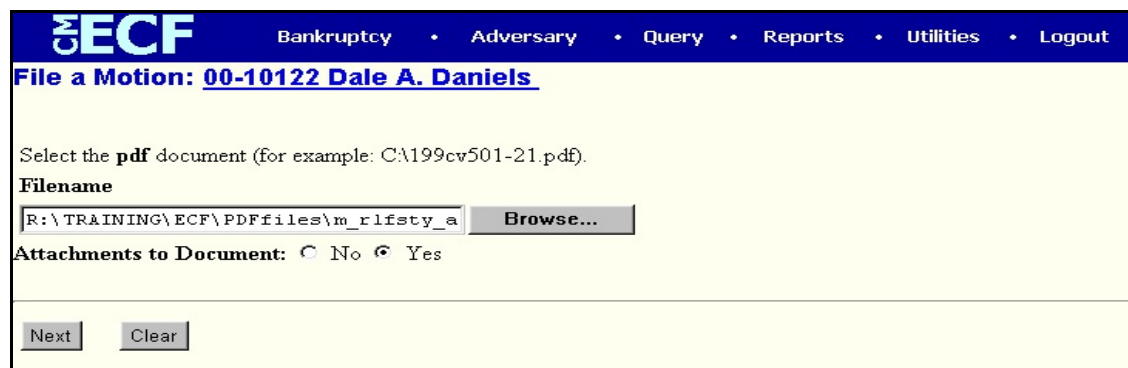


Figure 8

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

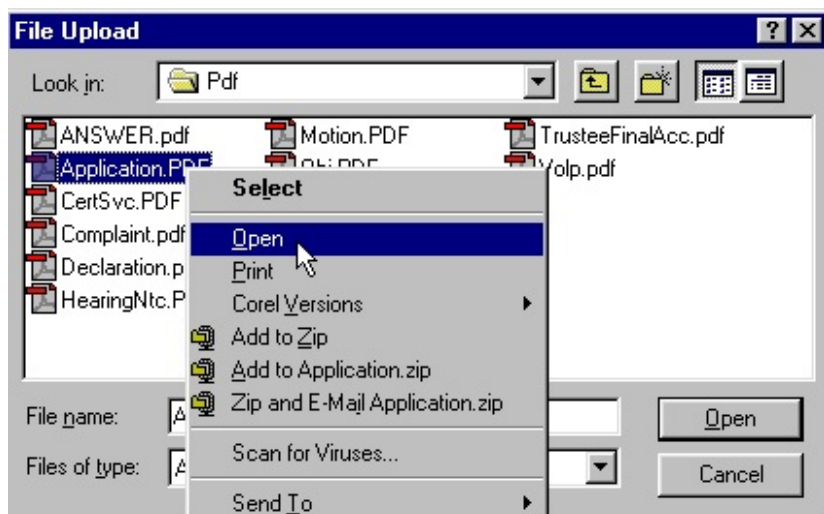


Figure 8b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 8c.)

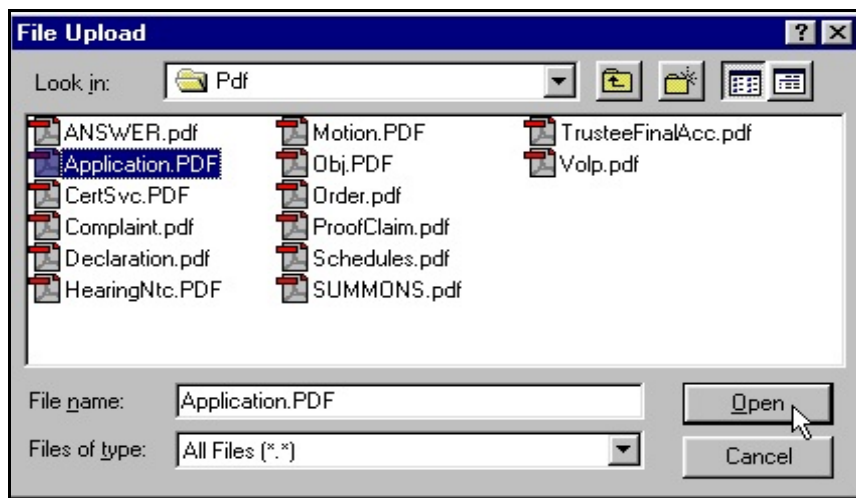


Figure 8c

- ◆ Click **[Next]**.

STEP 9 The **Bankruptcy Case Conversion** screen displays. (See figure 9.)

Bankruptcy Case Conversion

Case Number: 05-10041 Office: 1 Case Type: bk Date Filed: 10/07/2005 Date Terminated:

Convert Case

Previous Chapter: Current Chapter: 13 New Chapter: 11 Asset Notice: Yes Date Convert:

Next Clear

Figure 9

- ◆ Click the ▼ down arrow next to **New Chapter** and highlight the new chapter. In this lesson, choose **7**.
- ◆ Click the ▼ down arrow next to **Asset Notice** and highlight **No**.
- ◆ Insert the cursor in the **Date Convert** field and enter the date of the filing of the notice of voluntary conversion in MM/DD/YYYY format.
- ◆ Click **Next**.

STEP 10 The **Case Confirmation** screen displays again. (See Figure 10.)



Figure 10

- ◆ Verify the case number and case name and click **Next**.

STEP 11 The **Receipt Number / Payment** screen displays. (See Figure 11.)

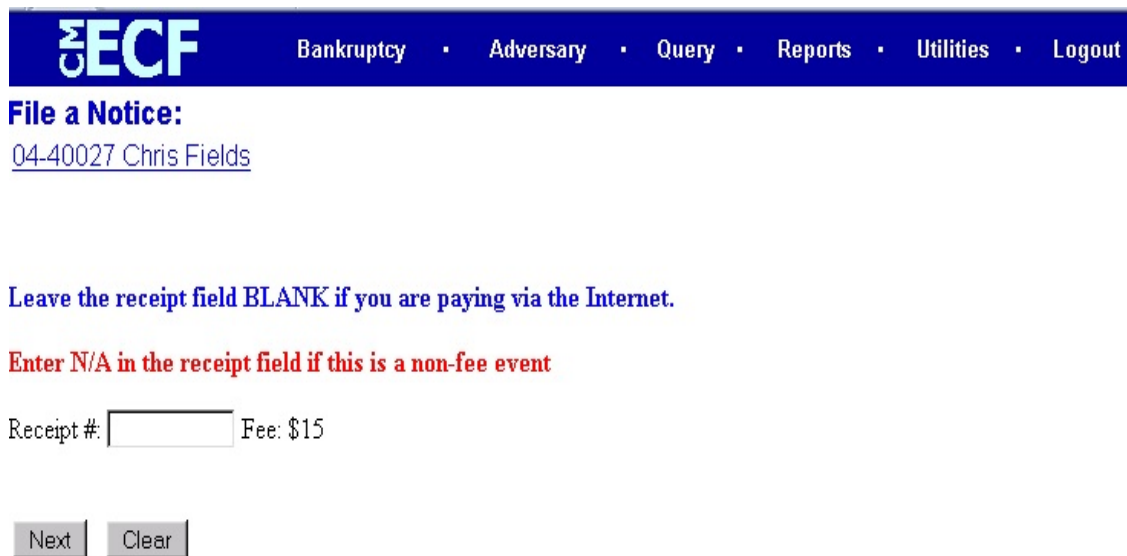
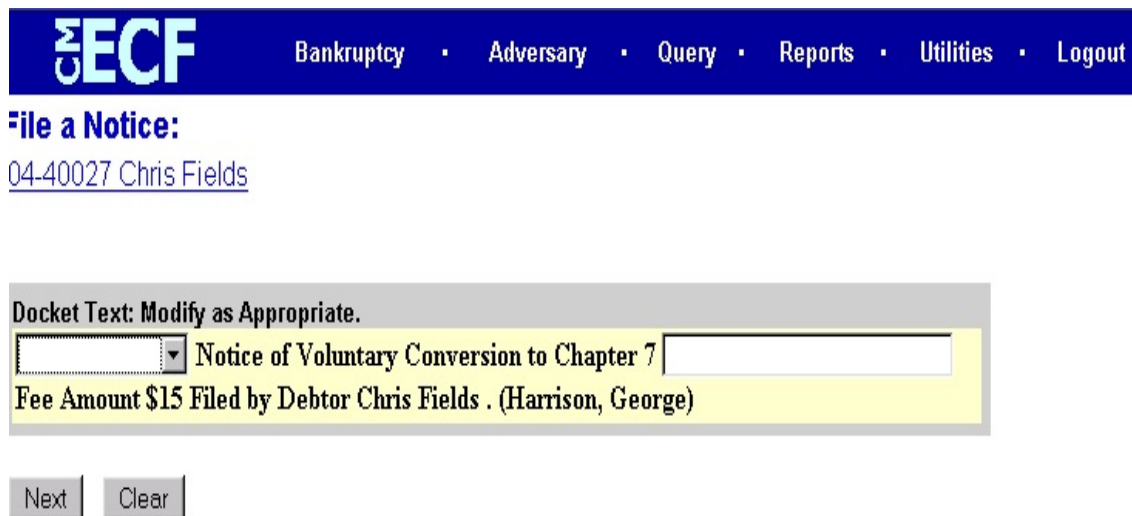


Figure 11

- ◆ For payments made via the internet, leave the **Receipt #** field blank.
- ◆ Click **Next**.

STEP 12 The **MODIFY DOCKET TEXT** screen appears. (See Figure 12.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Notice:
[04-40027 Chris Fields](#)

Docket Text: Modify as Appropriate.

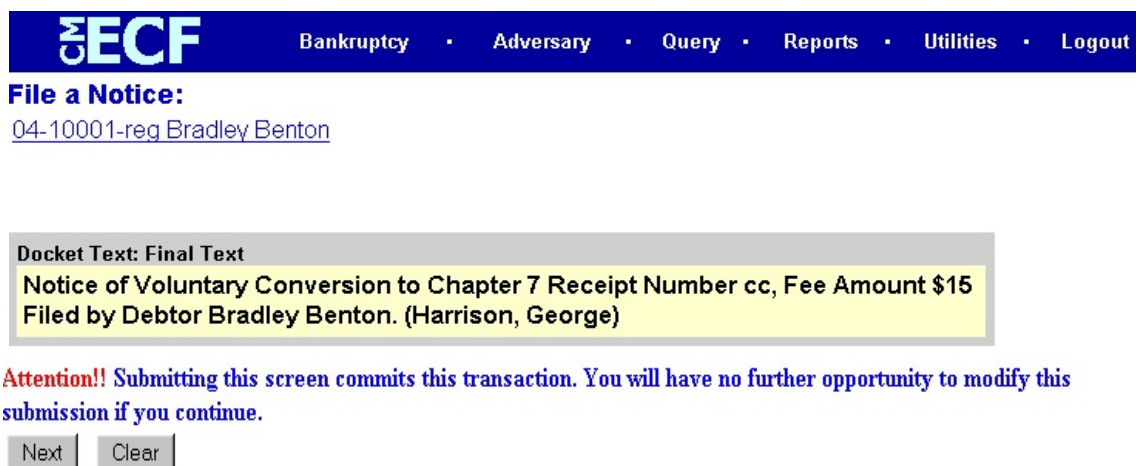
Notice of Voluntary Conversion to Chapter 7

Fee Amount \$15 Filed by Debtor Chris Fields . (Harrison, George)

Figure 12

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text can be added in the text box, if needed.
- ◆ Click **[Next]** to continue.

STEP 13 The **FINAL TEXT EDITING** screen displays. (See Figure 13.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Notice:
[04-10001-reg Bradley Benton](#)

Docket Text: Final Text

Notice of Voluntary Conversion to Chapter 7 Receipt Number cc, Fee Amount \$15
Filed by Debtor Bradley Benton. (Harrison, George)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 13

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 14 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See **Figure 14.**)

File a Notice:
[04-10001-reg Bradley Benton](#)

U.S. Bankruptcy Court
Northern District of Indiana (Test Database)

Notice of Electronic Filing

The following transaction was received from Harrison, George entered on 3/30/2004 at 10:48 AM CST and filed on 3/30/2004.

Case Name: Bradley Benton
Case Number: [04-10001-reg](#)
Document Number: [9](#)

Docket Text:
Notice of Voluntary Conversion to Chapter 7 Receipt Number cc, Fee Amount \$15 Filed by Debtor Bradley Benton. (Harrison, George)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:ntccconv.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1006806559 [Date=3/30/2004] [FileNumber=49636-0]
[4d11950506afce9fe0c945ec3de6ecccce816310b5857da1ccc0be8de9b0f52460360deef80f51570f2e3a2b446880f3305d45808f2ee6723e833b944609ef2]]

04-10001-reg Notice will be electronically mailed to:

04-10001-reg Notice will not be electronically mailed to:

Mark A. Warsco
,

Fred Wehrwein
110 West Berry Street, Suite 1914
Fort Wayne, IN 46802

Figure 14

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

- Hyperlink to docket sheet
- Date and time stamp information
- Case Title
- Case number hyperlink to docket sheet?
- Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
Document description:	First <i>attached</i> document's description that was entered on the attachment screen by the filer.
Original filename:	Filer's full directory path from the firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.