

Case Conversion Procedures

Procedure for converting a case from a chapter 13 to a chapter 7

1. Prepare your notice of conversion.
 - a. Be sure the notice includes the case number, debtor's name, and has a signature block as required by LBR 9011-1.
 - b. You will also need to be prepared to pay the filing fee. Visit the court's website to find a full list of fees: <https://www.almb.uscourts.gov/fees>.
2. File the Notice of Conversion using Bankruptcy > Notices > Conversion from Ch 13 to Ch 7 (Debtor Use Only)
3. Along with the notice of conversion, you will need to prepare a chapter 7 statement of intent, a chapter 7 statement of current monthly income, and a new disclosure of compensation for attorneys. These documents will be filed as new documents as two have never been filed in the case previously, and the disclosure of compensation is for a different chapter.
 - a. Make sure these documents are filed on the most recent versions of the form. The updated forms can be found on the court's website: <https://www.almb.uscourts.gov/forms>.
 - b. Make sure that the documents have the debtor's name and case number and are signed by the appropriate parties.
 - i. Docket the Statement of Intent using Bankruptcy > Miscellaneous/Other > Statement of Intent.
 - ii. Docket the Statement of Current Monthly Income using Bankruptcy > Chapter 7 Statements – Monthly Income (Form 122A-1)/ Exemption Presumption of Abuse (122A-1 Supp)
 - iii. Docket the Disclosure of Compensation using Bankruptcy > Miscellaneous/Other > Disclosure of Compensation of Attorney for Debtor
4. If the debtor has any post-petition debts, you must notify the trustee of these debts by filing amended schedules D and/or E/F within 14 days of the conversion. See Rule 1019(5).
 - a. Docket the amended schedules D and/or E/F using Bankruptcy > Miscellaneous/Other > Schedule of Post Petition Debts Pursuant to 1019 (5)
5. If you intend to amend any other schedules or statements, file those using Bankruptcy > Miscellaneous/Other > Amended Schedules/Statement of Financial Affairs.
6. If the debtor's address has changed, be sure to file a Notice of Address Change so the debtor's address is correctly recorded on the meeting of creditors notice and the debtor receives timely notice of filings in their case.
 - a. Docket the address change using Bankruptcy > Notices > Address change.

Procedure for converting a case from a chapter 7 to a chapter 13

1. Prepare a Rule 9007-1 motion to convert case from a chapter 7 to a chapter 13.
 - a. Be sure the motion includes the debtor's name, case number, signature block, and the required negative notice language as outlined in LBR 9007-1.
 - b. Docket the motion using Bankruptcy > Motions/Applications > Rule 9007-1 Motion.
2. Once the motion has been granted:
 - a. Prepare a Chapter 13 Plan
 - i. Docket the plan using Bankruptcy > Plan > Chapter 13 Plan
 - b. Prepare a Chapter 13 Statement of Current Monthly Income
 - i. Docket the statement using Bankruptcy > Miscellaneous/Other > Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period (Form 122C-1)
 - c. Prepare a Disclosure of Compensation for Attorneys
 - i. Docket the disclosure using: Bankruptcy > Miscellaneous/Other > Disclosure of Compensation for Attorney for Debtor.
3. If the debtor has any post-petition debts, you must notify the trustee of these debts by filing amended schedules D and/or E/F within 14 days of the conversion. See Rule 1019(5).
 - a. Docket the amended schedules D and/or E/F using Bankruptcy > Miscellaneous/Other > Schedule of Post Petition Debts Pursuant to 1019 (5)
4. If you intend to amend any other schedules or statements, file those using Bankruptcy > Miscellaneous/Other > Amended Schedules/Statement of Financial Affairs.
5. If the debtor's address has changed, be sure to file a Notice of Address Change so the debtor's address is correctly recorded on the meeting of creditors notice and the debtor receives timely notice of filings in their case.
 - a. Docket the address change using Bankruptcy > Notices > Address change.