

Convert Case from Chapter 11 to 7 - Motion to

Instructions:

Select *Bankruptcy*

Select *Motions/Applications*

Enter case number

Verify case number is correct

Select Document Event: [Conversions-Convert from Chapter 11 to 7](#)

Insert "Notice" if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.