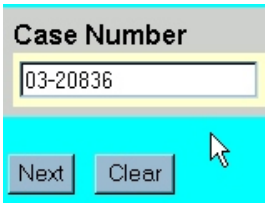
Motion to Convert A Case to Chapter 12.

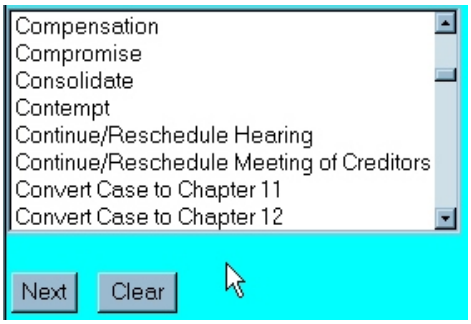
STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.

STEP 2 The **Case Number** entry screen displays.



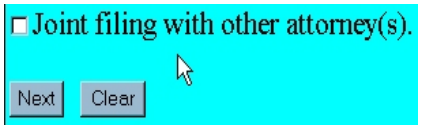
- **Case Number** - enter a case number in **YY-NNNNN** format.
- Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen displays.



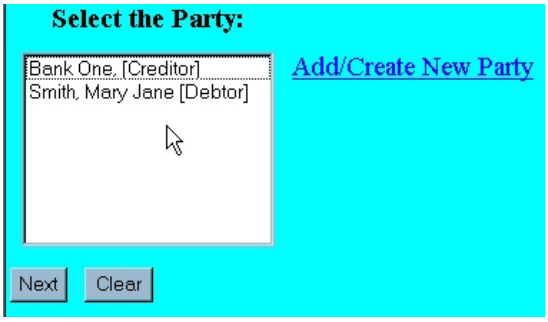
- Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Convert Case to Chapter 12)**.
- Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



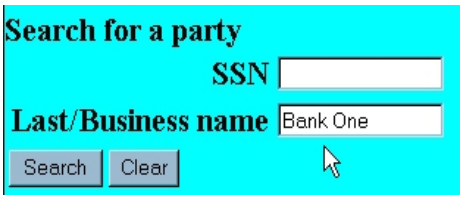
- Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- If the party's name appears, highlight the name, click on the **Next** button and proceed to **Step 10**.
- If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.

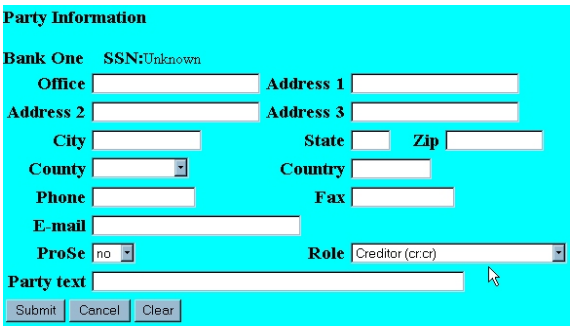


- **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- **Last/Business name**: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- Click on **Search**.

STEP 7 The **Party search results** screen displays.

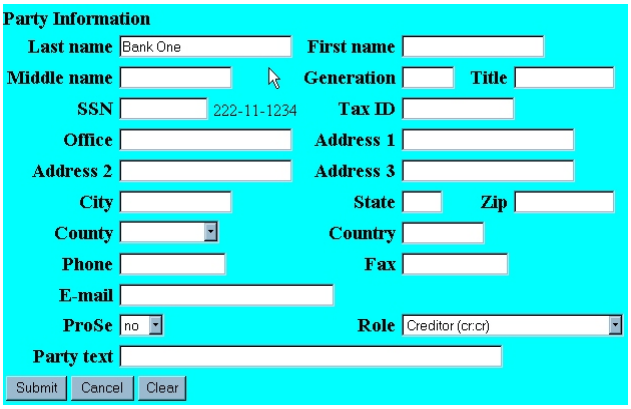
- If the party's name appears, click on it, verify address from pop-up screen that appears, then click on the **Select name from list** button. Proceed to **Step 8.**
- If the party's name is not found, click **Create new party** button and proceed to **Step 9.**

STEP 8 If you picked a party from the pick-list, the **Party Information** screen displays.



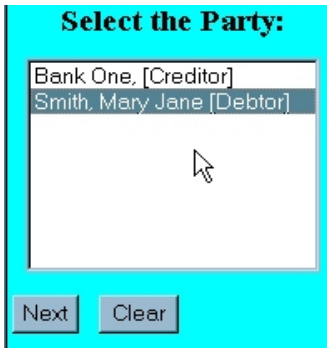
- Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- **Party Text** - add additional information such as 'A West Virginia Corporation' in the box provided.
- Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- Click on **Submit** to continue and proceed to **Step 10.**

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.



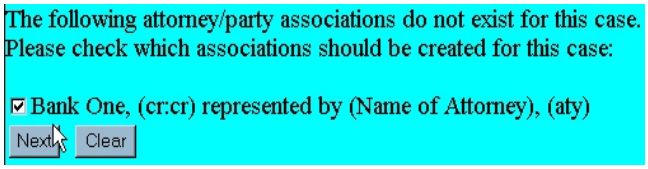
- Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
- **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays.



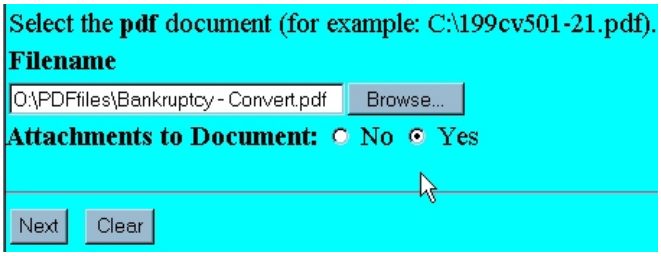
- Click on the filing party.
- Click on the **Next** button to continue.

STEP 11 If an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate.



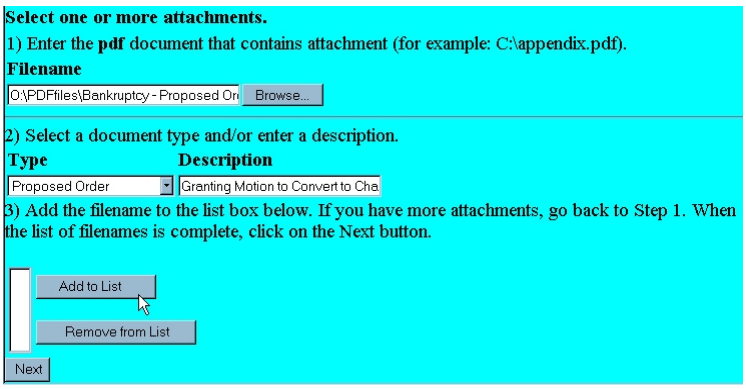
- Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.



- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- To attach the Proposed Order and any other documents (e.g. an exhibit, appendix):
  - Click on the radio button next to '**Yes**.'
  - Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

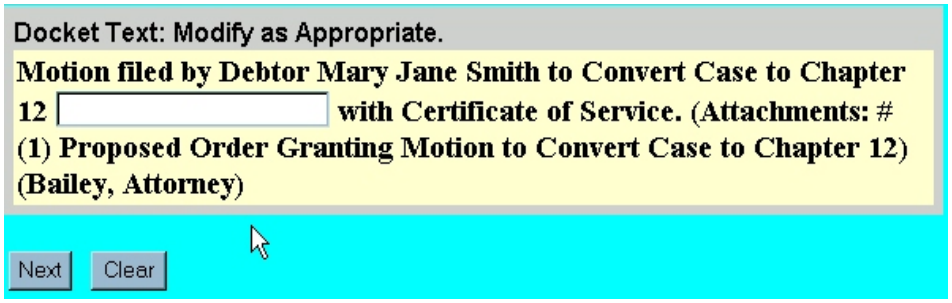


- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** - click on the down arrow to select the type of attachment, if listed.
- **Description** - type in any additional description if needed.
- **Add to List** - click this button to add selected attachment to list.
- As documents are added to list, they will appear in the filename list box.
- Repeat these steps until all attachments have been added.
- Click on the **Next** button.

STEP 14 The **With Certificate of Service?** screen displays.

- Type a lowercase **'y'** if your motion contains a Certificate of Service or a lowercase **'n'** if you are not filing a Certificate of Service.
- Click on the **Next** button.

STEP 15 The **Docket Text: Modify as Appropriate** screen displays.



- Type in additional text in the box provided if needed.
- Click on the **Next** button

STEP 16 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion filed by Debtor Mary Jane Smith to Convert Case to Chapter 12 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Convert Case to Chapter 12) (Bailey, Attorney)

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

Next Clear

- Verify the final docket text. If correct, click **Next**.
- If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/3/2004 at 2:17 PM EDT and filed on 5/3/2004

Case Name: Mary Jane Smith
Case Number: 2:03-bk-20836
Document Number: 11

Docket Text:
Motion filed by Debtor Mary Jane Smith to Convert Case to Chapter 12 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Convert Case to Chapter 12) (Bailey, Attorney)

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

Document description: Main Document
Original filename:O:\PDFfiles\Bankruptcy - Convert.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/3/2004] [FileNumber=13114-0] [