

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

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In re:

Case No.  
Chapter 7

\_\_\_\_\_  
Debtor /

**ORDER UPON CONVERSION OF CASE UNDER CHAPTER 12  
TO CASE UNDER CHAPTER 7 BY THE DEBTOR**

The debtor has filed a Notice of Conversion on \_\_\_\_\_, pursuant to 11 U.S.C § 1208(a) converting this case to a case under chapter 7 of the Bankruptcy Code.

It is **ORDERED** that:

1. The debtor shall immediately remit to the clerk of court the \$15.00 trustee surcharge fee prescribed by the Judicial Conference of the United States (if not previously paid by the debtor). Failure to pay this fee will result in dismissal of this case.
2. The chapter 12 trustee, within 30 days of the date of the Notice of Conversion, shall file a final report accounting for all receipts and distributions made. A copy of this report must be served on the U.S. trustee.
3. The debtor, within 15 days of the date of the Notice of Conversion, shall file a schedule of unpaid debts incurred after the commencement of the chapter 12 case, as required by Bankruptcy Rule 1019(5) and Local Rule 1019-1(B). The schedule must be accompanied by a matrix of creditors as required by the "Clerk's Instructions to Debtor for Submission of Initial Creditor Service Matrix and Requirements for Submitting Subsequent Amendments". The debtor is required to provide notice to those creditors pursuant to Local Rule 1019-1(B). Failure to comply may also result in sanctions being imposed by the court. Debts not listed or noticed timely will not be discharged. A copy of this schedule shall be served on the chapter 7 trustee.
4. The debtor and chapter 12 trustee forthwith shall turn over to the chapter 7 trustee all records of the estate remaining in the debtor's or chapter 12 trustee's custody and control, as required by Bankruptcy Rule 1019(4).
5. The chapter 12 trustee shall dispose of funds in the trustee's possession in accordance with Local Rule 1019-1(D).

6. The debtor shall file, within 15 days of the date of the Notice of Conversion, the statement and schedules required by Bankruptcy Rule 1007(c) and 1019(1)(A) and in accordance with Local Rules 1007-2 and 1009-1(C), if such documents have not already been filed.
7. If the debtor is an individual, the debtor shall file, within 30 days of the date of the Notice of Conversion, a statement of intention with respect to retention or surrender of property securing consumer debts, as required by 11 U.S.C. § 521(2)(A), and Bankruptcy Rule 1019(1)(B), and conforming to Official Form 8.
8. If the case is converted after the confirmation of a plan, the debtor, shall file within 30 days of the date of the Notice of Conversion:
  - a. A schedule of all property not listed in the final report and account of the chapter 12 trustee which was acquired after the commencement of the chapter 12 case but before the date of the Notice of Conversion;
  - b. A schedule of unpaid debts (and matrix as described in paragraph 3) not listed in the final report and account of the chapter 12 trustee which were incurred after the commencement of the chapter 12 case but before the date of the Notice of Conversion as required by Bankruptcy Rule 1019(5) and provide notice of the claims deadline as required by Bankruptcy Rule 1019(6) and Local Rule 1019-1(B); and
  - c. A schedule of executory contracts and unexpired leases entered into or assumed after the commencement of the chapter 12 case but before the date of the Notice of Conversion.
9. The debtor shall provide notice to affected parties of the deadline set pursuant to Local Rule 1019-1(F)(1) for filing by a nongovernmental unit a request for payment of an administrative expense (including, as permitted by Local Rule 3001-1(B) a proof of claim alleging a section 503 claim).

**ORDERED** in the Southern District of Florida on \_\_\_\_\_.

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UNITED STATES BANKRUPTCY JUDGE

Copies to:  
Debtor  
Attorney for Debtor  
Chapter 12 Trustee  
U.S. trustee