

**OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT
TAMMY L. TERRY**

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Tammy L. Terry, Trustee
Kimberly J. Shorter-Siebert, Staff Attorney
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Patricia S. Waller, Operations Manager
Carl W. Brooks, Information Technology Manager
Janet Porch, Controller

Jan 03, 2011

The Office of Tammy L. Terry has created an email address to be used exclusively for the service of income verification (pay stubs, etc) and tax returns (including attached schedules) **PRIOR** to the §341 First Meeting of Creditors.

*This new email address is **tltf Financials@det13.net** and is available immediately.*

Any email sent to this address must** contain the following information in the subject line:

1. Case Number
2. Case Name
3. §341 Hearing Date
4. Document(s) attached

******ALL ATTACHMENTS MUST BE IN PDF FORMAT******

Example Email

From: Debtor Attorney
Sent: Friday, October 13, 2006 11:31 AM
To: tltf Financials@det13.net
Subject: 00-00000 John Doe 341 HRG 00/00/00 - Tax Returns

[Attachment: 00-00000 John Doe 341 HRG: 000000 - Tax Returns.pdf](#)

Thanks,
Debtor Attorney

Please be advised that this email address should be used **ONLY** for the transmission of items **PRIOR** to the §341 First Meeting of Creditors.

Please forward items in response to confirmation objections to the assigned Case Analyst. For post-confirmation cases, please forward items to the Case Auditor from whom they were requested. See the attached "Who Does What at the Trustee's Office".

****Use of this address for items other than those identified herein will not be considered sufficient service. Please also read:**

General Email Policy: <http://www.det13.net/PDF/TLTEmailPolicy.pdf>

Central Email Address: http://det13.net/PDF/Joint_Email_Reader_Memo-010511.pdf