

# Who Does What at the Trustee's Office?

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

**Tammy L. Terry, Esq.**, CHAPTER 13 STANDING TRUSTEE  
**Kimberly Shorter-Siebert, Esq.**, STAFF ATTORNEY  
**Marilyn R. Somers-Kantzer, Esq.**, STAFF ATTORNEY

**Patricia S. Waller**, OPERATIONS MANAGERS  
**Carl W. Brooks**, INFORMATION TECHNOLOGY MANAGER  
**L.J. Ridgeway-Murray**, CONTROLLER

### PAYMENTS:

Chapter 13 Trustee - TL  
P.O. Box 2039  
Memphis, TN 38101-2039

Our staff makes every attempt to provide outstanding assistance. We recognize, however, that there may be occasional concerns. Should this occur, please direct your comments to Ms. Tammy L. Terry at the above phone number or address (please mark your envelope "Personal and Confidential").

### OFFICE ASSISTANTS

General case information, inquiries, receipts/disbursements, open new cases, debtor inquiry report, and creditor request for information:

NAME	EMAIL	PHONE	FAX
Nyotsha Scott (00-24, Antonio White (25-49)	<a href="mailto:scotttn@det13.net">scotttn@det13.net</a>	967-9857	
Steve Waller (50-74)	<a href="mailto:whitea@det13.net">whitea@det13.net</a>	967-9857	
Dianne Sherman (75-99)	<a href="mailto:wallerj@det13.net">wallerj@det13.net</a>	967-9857	
	<a href="mailto:shermand@det13.net">shermand@det13.net</a>	967-9857	

### PRE CONFIRMATION CASE ANALYSTS

(DO NOT SEND DOCUMENTS DIRECTLY TO STAFF)

Case entry, assist at 341 hearings, 341 prep, stipulations/amended payment orders, stipulations/ACH orders, address changes & 341 adjournments.

NAME	EMAIL	PHONE	FAX
Charise Carter (00-24)	<a href="mailto:carterc@det13.net">carterc@det13.net</a>	237-1739	237-1740
Dayjanae Mathews (25-49)	<a href="mailto:mathewsd@det13.net">mathewsd@det13.net</a>	237-1741	237-1742
Lisa Hill (50-74)	<a href="mailto:hilll@det13.net">hilll@det13.net</a>	237-1713	237-1714
Lena Schiebold (75-99)	<a href="mailto:schieboldl@det13.net">schieboldl@det13.net</a>	237-1737	237-1738

### CASE ANALYSTS

(DO NOT SEND DOCUMENTS DIRECTLY TO STAFF)

Court Hearings, Post 341/Pre-Confirmation Matters, court hearings, Confirmation Order Review, stipulated order review, motions to lift stay, motions to dismiss for default in payments, attorney fee applications, review of pre-confirmation amendments and entry:

NAME	EMAIL	PHONE	FAX
Jennifer Rosett (00-19; 40-44)	<a href="mailto:rosettj@det13.net">rosettj@det13.net</a>	237-1763	237-1764
Leanna Sobolak (20-39; 45-49)	<a href="mailto:sobolak@det13.net">sobolak@det13.net</a>	237-1717	237-1718
Jacinda Brooks (50-54; 60-79)	<a href="mailto:brooksjs@det13.net">brooksjs@det13.net</a>	237-1745	237-1746
Brenda Clark (55-59; 80-99)	<a href="mailto:clarkb@det13.net">clarkb@det13.net</a>	237-1747	237-1748
LaToya Henderson (in training)	<a href="mailto:henderson@det13.net">henderson@det13.net</a>	237-1749	237-1750

### CLAIMS ANALYSTS

Entry of claims, transfer/assignment of claims, system confirmation of plans, Notice of Appearances, creditor address changes, notice of intent to pay claims, trustee objection to claims, entry of lift of stay orders and claims bar date audit review:

NAME	EMAIL	PHONE	FAX
Tiffany Franklin (00-24)	<a href="mailto:franklint@det13.net">franklint@det13.net</a>	237-1743	237-1744
Kimwan Posey (25-49)	<a href="mailto:poseyk@det13.net">poseyk@det13.net</a>	237-1751	237-1752
Kristen Emmanuel (50-74)	<a href="mailto:emmanuelk@det13.net">emmanuelk@det13.net</a>	237-1759	237-1760
Hershell Bell (75-99)	<a href="mailto:bellh@det13.net">bellh@det13.net</a>	237-1753	237-1754

THIS DOCUMENT CHANGES PERIODICALLY. PLEASE ENSURE THAT YOU HAVE THE LATEST VERSION PRIOR TO CONTACTING OUR OFFICE. BEFORE CALLING, EMAILING DOCUMENTS AND SENDING FAXES TO OUR OFFICE, PLEASE VERIFY THAT YOU HAVE THE PROPER RECIPIENT. THIS WILL REDUCE DELAYS AND ERRORS.

**DO NOT SEND ATTACHMENTS WITH CASE DOCUMENTS TO STAFF EMAILS ADDRESSES!**

Debtor Attorneys and Creditors - Signup for 13Network.com Access at [www.det13.net](http://www.det13.net) - See the Information Tab. Email Agreement to [brooks@det13.net](mailto:brooks@det13.net) or Fax to 313-237-1728

### CASE AUDITORS

(DO NOT SEND DOCUMENTS DIRECTLY TO STAFF)

Post-Confirmation & Discharge issues, post confirmation tax returns, case audits and pay off reviews, entry of attorney fee orders/CNR/CNO entry of post modification orders, respond to notice of intent to pay claims, escrow changes, and respond to debtor annual report inquiries:

NAME	EMAIL	PHONE	FAX
Joslyn DeLoach (00-13, 28-29)	<a href="mailto:deloachj@det13.net">deloachj@det13.net</a>	237-1761	237-1762
Onda Berger (14-27, 30-31)	<a href="mailto:bergero@det13.net">bergero@det13.net</a>	237-1702	237-1703
Juatane Miller (in Training)	<a href="mailto:millerj@det13.net">millerj@det13.net</a>	237-1765	237-1766
Nishell Jones (43-56, 32-33)	<a href="mailto:jonesn@det13.net">jonesn@det13.net</a>	237-1711	237-1712
Shirley Lee (57-71, 34-36)	<a href="mailto:lees@det13.net">lees@det13.net</a>	237-1757	237-1758
Karen Hicks (72-85, 37-39)	<a href="mailto:hicksk@det13.net">hicksk@det13.net</a>	237-1767	237-1768
Connie Graham (86-99, 40-42)	<a href="mailto:grahamc@det13.net">grahamc@det13.net</a>	237-1755	237-1756

### BOOKKEEPER

Case transfers and creditor refunds:

NAME	EMAIL	PHONE	FAX
Onda Berger	<a href="mailto:bergero@det13.net">bergero@det13.net</a>	237-1702	237-1703

### FINANCIAL ANALYSTS

Posting/tracing receipts, wage release orders, creditor address research, issue debtor/creditor refunds, closed case audit and Final Reports.

NAME	EMAIL	PHONE	FAX
Alana Barnes (00-24)	<a href="mailto:barnesa@det13.net">barnesa@det13.net</a>	237-1708	237-1709
Terri Dooms (25-49)	<a href="mailto:doomst@det13.net">doomst@det13.net</a>	237-1706	237-1707
Brittany Turner (50-74)	<a href="mailto:turnerb@det13.net">turnerb@det13.net</a>	237-1704	237-1705
Marcus Motley (75-99)	<a href="mailto:motleym@det13.net">motleym@det13.net</a>	237-1769	237-1770

### LEGAL ASSISTANTS

2004 exam scheduling, attorney packet information, stipulation and orders to extend time, notice of hearings:

NAME	EMAIL	PHONE	FAX
Cynthia Gates (00-33)	<a href="mailto:gatesc@det13.net">gatesc@det13.net</a>	237-1721	237-1722
Patrice Watson (34-66)	<a href="mailto:watsonp@det13.net">watsonp@det13.net</a>	237-1723	237-1724
Katherine Wade (67-99)	<a href="mailto:wadek@det13.net">wadek@det13.net</a>	237-1725	237-1726

### MANAGEMENT

NAME	AREA	PHONE
Patricia Dickerson	HR /Office Operations	X 1721,1723 or 1725
Kimberly Shorter-Siebert	Legal Issues	X 1721,1723 or 1725
Marilyn R. Somers-Kantzer	Legal Issues	X 1721,1723 or 1725
L. J. Ridgeway-Murray	Controller	237-1715
Carl W. Brooks	IT Manager	237-1727

### SPECIAL PURPOSE EMAIL ADDRESSES

Documents sent to the below addresses must adhere to guidelines. \*\*

DOCUMENT TYPE(S)	EMAIL ADDRESS	REQUIREMENTS**
OCF & CERTIFICATES	<a href="mailto:terry.orders@det13.net">terry.orders@det13.net</a>	DUE FRI & TUES PRIOR
TAX RETURNS\PAY STUBS	<a href="mailto:tlfinancials@det13.net">tlfinancials@det13.net</a>	BOTH PRE & POST
		CONFIRMATION CASES

\*\*Email Guidelines: <http://www.det13.net/PDF/TLTEmailPolicy.pdf>