

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
Dawn D. Young, CONTROLLER

PAYMENTS:

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

CORRESPONDENCES:

535 Griswold, Suite 2100
Detroit, Michigan 48226
TELEPHONE (313) 967-9857
HRS: M-F 8:30 AM – 4:30 PM

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, creditor request for information:

NAME	EMAIL	PHONE	FAX
Alana Barnes (00-24)	barnesa@det13.net	967-9857	
Katherine Wade (25-49)	wadek@et13.net	967-9857	
Lisa Hill (50-74)	hilll@det13.net	967-9857	
Tamica Lee (75-99)	leet@det13.net	967-9857	

PRE CONFIRMATION CASE ANALYSTS

341 plan review, Creditor Meetings, 341 adjournments, amended pay orders, Debtor address changes, IN WRITING ONLY, by fax, regular mail or e-mail:

NAME	EMAIL	PHONE	FAX
Charise Carter (00-33)	carterc@det13.net	237-1739	237-1740
Dianne Sherman (34-66)	shermamd@det13.net	237-1741	237-1742
Lena Yasso (67-99)	yassol@det13.net	237-1737	237-1738

CASE ANALYSTS

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)	rosettj@det13.net	237-1763	237-1764
Leanna Sobolak (20-39)	sobolakl@det13.net	237-1717	237-1718
Sabrina Greene (40-59)	greenes@det13.net	237-1749	237-1750
Jacinda Brooks (60-79)	brooksjs@det13.net	237-1745	237-1746
Brenda Aniol (80-99)	anolib@det13.net	237-1747	237-1748

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)	franklint@det13.net	237-1743	237-1744
Joslyn Deloach (25-49)	deloachj@det13.net	237-1751	237-1752
Shirley Lee (25-49)	lees@det13.net	237-1757	237-1758
Kristen Emmanuel (50-74)	emmanuelk@det13.net	237-1759	237-1760
Hershell Bell (75-99)	bellh@det13.net	237-1753	237-1754

INFORMATION WITHIN 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.

Debtor Attorneys and Creditors - Signup for 13Network.com Access at our Website – See the Information Tab. Email Agreement to brooksc@det13.net or Fax to 313-237-1728

CASE AUDITORS

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
Timera Waddell (00-16)	waddellt@det13.net	237-1761	237-1762
Onda Berger (17-33)	bergero@det13.net	237-1702	237-1703
Tracey Zachmann (34-50)	zachmann@det13.net	237-1765	237-1766
Shirley Lee (51-67)	lees@det13.net	237-1757	237-1758
Karen Hicks (68-83)	hicksk@det13.net	237-1767	237-1768
Connie Graham (84-99)	grahamc@det13.net	237-1755	237-1756

BOOKKEEPER

Case transfers and creditor refunds:

NAME	EMAIL	PHONE	FAX
Onda Berger	bergero@det13.net	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
Kimwan Posey (00-33)	poseyk@det13.net	237-1708	237-1709
Latoya Henderson (34-66)	hendersonl@det13.net	237-1706	237-1707
Antonio White (67-99)	whitea@det13.net	237-1704	237-1705

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)	gatesc@det13.net	237-1721	237-1722
Patrice Ford (34-66)	fordp@det13.net	237-1723	237-1724
Juatane Miller (67-99)	millerj@det13.net	237-1725	237-1726

MANAGEMENT

NAME	MANAGEMENT AREA	PHONE
Patricia Waller	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
Dawn Young	Controller	X 1721,1723 or 1725
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	terry.orders@det13.net	DUE FRI & TUES PRIOR
TAX RETURNS/PAY STUBS	tltdocs341@det13.net	PRE-341 ONLY

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