

# 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  
**Janet Porch**, 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
<b>Nytocha Scott</b> (00-24 & 75-83)	<a href="mailto:scottn@det13.net">scottn@det13.net</a>	967-9857	
<b>Antonio White</b> (25-49 & 84-91)	<a href="mailto:whitea@det13.net">whitea@det13.net</a>	967-9857	
<b>Brittany Turner</b> (50-74 & 92-99)	<a href="mailto:turnerb@det13.net">turnerb@det13.net</a>	967-9857	
<b>Dianne Sherman</b> (75-99)	<a href="mailto:shermamd@det13.net">shermamd@det13.net</a>	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
<b>Charise Carter</b> (00-24)	<a href="mailto:carterc@det13.net">carterc@det13.net</a>	237-1739	237-1740
<b>Dayjanae Mathews</b> (25-49)	<a href="mailto:mathewsd@det13.net">mathewsd@det13.net</a>	237-1741	237-1742
<b>Lisa Hill</b> (50-74)	<a href="mailto:hilll@det13.net">hilll@det13.net</a>	237-1713	237-1714
<b>Lena Yasso</b> (75-99)	<a href="mailto:yassol@det13.net">yassol@det13.net</a>	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
<b>Jennifer Rosett</b> (00-19)	<a href="mailto:rosetti@det13.net">rosetti@det13.net</a>	237-1763	237-1764
<b>Leanna Sobolak</b> (20-39)	<a href="mailto:sobolak@det13.net">sobolak@det13.net</a>	237-1717	237-1718
<b>Timera Waddell</b> (40-59)	<a href="mailto:waddellt@det13.net">waddellt@det13.net</a>	237-1749	237-1750
<b>Jacinda Brooks</b> (60-79)	<a href="mailto:brooks@det13.net">brooks@det13.net</a>	237-1745	237-1746
<b>Brenda Aniol</b> (80-99)	<a href="mailto:aniolb@det13.net">aniolb@det13.net</a>	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
<b>Tiffany Franklin</b> (00-24)	<a href="mailto:franklnt@det13.net">franklnt@det13.net</a>	237-1743	237-1744
<b>Kimwan Posey</b> (25-49)	<a href="mailto:poseyk@det13.net">poseyk@det13.net</a>	237-1751	237-1752
<b>Kristen Emmanuel</b> (50-74)	<a href="mailto:emmanuelk@det13.net">emmanuelk@det13.net</a>	237-1759	237-1760
<b>Hershell Bell</b> (75-99)	<a href="mailto:bellh@det13.net">bellh@det13.net</a>	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](mailto: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
<b>Joslyn DeLoach</b> (00-16)	<a href="mailto:deloachj@det13.net">deloachj@det13.net</a>	237-1761	237-1762
<b>Onda Berger</b> (17-33)	<a href="mailto:bergero@det13.net">bergero@det13.net</a>	237-1702	237-1703
<b>Tracey Zachmann</b> (34-50)	<a href="mailto:zachmann@det13.net">zachmann@det13.net</a>	237-1765	237-1766
<b>Shirley Lee</b> (51-67)	<a href="mailto:lees@det13.net">lees@det13.net</a>	237-1757	237-1758
<b>Karen Hicks</b> (68-83)	<a href="mailto:hicksk@det13.net">hicksk@det13.net</a>	237-1767	237-1768
<b>Connie Graham</b> (84-99)	<a href="mailto:grahamc@det13.net">grahamc@det13.net</a>	237-1755	237-1756
<b>Nishell Jones</b> ( In-Training)	<a href="mailto:ionesn@det13.net">ionesn@det13.net</a>	237-1711	237-1712

### BOOKKEEPER

Case transfers and creditor refunds:

NAME	EMAIL	PHONE	FAX
<b>Onda Berger</b>	<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
<b>Alana Barnes</b> (00-24)	<a href="mailto:barnesa@det13.net">barnesa@det13.net</a>	237-1708	237-1709
<b>Katherine Wade</b> (25-49)	<a href="mailto:wadek@det13.net">wadek@det13.net</a>	237-1704	237-1705
<b>Latoya Henderson</b> (50-74)	<a href="mailto:hendersonl@det13.net">hendersonl@det13.net</a>	237-1706	237-1707
<b>Marcus Motley</b> (75-99)	<a href="mailto:motley@det13.net">motley@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
<b>Cynthia Gates</b> (00-33)	<a href="mailto:gatesc@det13.net">gatesc@det13.net</a>	237-1721	237-1722
<b>Patrice Ford</b> (34-66)	<a href="mailto:fordp@det13.net">fordp@det13.net</a>	237-1723	237-1724
<b>Juatane Miller</b> (67-99)	<a href="mailto:millerj@det13.net">millerj@det13.net</a>	237-1725	237-1726

### MANAGEMENT

NAME	AREA	PHONE
<b>Patricia Waller</b>	HR /Office Operations	X 1721,1723 or 1725
<b>Kimberly Shorter-Siebert</b>	Legal Issues	X 1721,1723 or 1725
<b>Marilyn R. Somers-Kantzer</b>	Legal Issues	X 1721,1723 or 1725
<b>Janet Porch</b>	Controller	X 1721,1723 or 1725
<b>Carl W. Brooks</b>	IT Manager	237-1727

### SPECIAL PURPOSE EMAIL ADDRESSES

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

DOCUMENT TYPE(S)	EMAIL ADDRESS	REQUIREMENTS**
OCP & CERTIFICATES	<a href="mailto:terry.orders@det13.net">terry.orders@det13.net</a>	DUE FRI & TUES PRIOR
TAX RETURNS/PAY STUBS	<a href="mailto:tldocs341@det13.net">tldocs341@det13.net</a>	PRE-341 ONLY

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