

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

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 ASSISTANT

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

NAME	EMAIL	PHONE
Dianne Sherman (00-99)	shermand@det13.net	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
Kim Pugh (00-33)	pughk@det13.net	237-1737	237-1738
Brittany Turner (34-66)	turnerb@det13.net	237-1704	237-1705
Darrin Williams (67-99)	williamsd@det13.net	237-1741	237-1742

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 Trione (00-24)	trionej@det13.net	237-1763	237-1764
Leanna Sikes (25-49)	sikesl@det13.net	237-1717	237-1718
Jacinda Brooks (50-74)	brooksja@det13.net	237-1745	237-1746
Brenda Clark (75-99)	clarkb@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)	franklnt@det13.net	237-1743	237-1744
Kimwan Posey (25-49)	poseyk@det13.net	237-1751	237-1752
Lena Schiebold (50-74)	schiebold@det13.net	237-1759	237-1760
Hershell Bell (75-99)	bellh@det13.net	237-1753	237-1754

DO NOT SEND BELOW DOCUMENTS TYPES TO OUR STAFF'S OFFICE EMAIL ADDRESSES!

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

SPECIAL PURPOSE EMAIL ADDRESSES

DOCUMENT TYPES	EMAIL ADDRESS	REQUIREMENTS**
ACH/WAGE STIPS & ORDERS	terry.stips@det13.net terry.orders@det13.net	ONLY ACH & WAGE DUE FRI & TUES PRIOR
OCP & CERTIFICATES TAX RETURNS/PAY STUBS	tltfinancials@det13.net	BOTH PRE & POST CONFIRMATION CASES

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 (00-16)	deloachj@det13.net	237-1761	237-1762
Onda Berger (17-32)	bergero@det13.net	237-1702	237-1703
Nishell Jones (33-49)	jonesn@det13.net	237-1711	237-1712
Shirley Lee (50-65)	lees@det13.net	237-1757	237-1758
Karen Hicks (66-82)	hicksk@det13.net	237-1767	237-1768
Connie Graham (83-99)	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
Terri Dooms (00-33)	doomst@det13.net	237-1706	237-1707
Mary Lee Boyk (34-66)	boykm@det13.net	237-1765	237-1766
Marcus Motley (67-99)	motleym@det13.net	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
LaToya Ethridge (00-33)	ethridgel@det13.net	237-1721	237-1722
Patrice Watson (34-66)	watsonp@det13.net	237-1723	237-1724
Juatane Miller (67-99)	millerj@det13.net	237-1725	237-1726

MANAGEMENT

NAME	AREA	PHONE
Patricia Snell-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
L. J. Ridgeway-Murray	Controller	237-1715
Carl W. Brooks	IT Systems Manager	237-1727

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.

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