

# 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
Nytosha Scott (00-24)	<a href="mailto:scottn@det13.net">scottn@det13.net</a>	967-9857	
Antonio White (25-49)	<a href="mailto:whitea@det13.net">whitea@det13.net</a>	967-9857	
Brittany Turner (50-74)	<a href="mailto:turnerb@det13.net">turnerb@det13.net</a>	967-9857	
Dianne Sherman (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
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 Yasso (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
Jennifer Rosett (00-19)	<a href="mailto:rosettj@det13.net">rosettj@det13.net</a>	237-1763	237-1764
Leanna Sobolak (20-39)	<a href="mailto:sobolakl@det13.net">sobolakl@det13.net</a>	237-1717	237-1718
Timera Waddell (40-59)	<a href="mailto:waddellt@det13.net">waddellt@det13.net</a>	237-1749	237-1750
Jacinda Brooks (60-79)	<a href="mailto:brooksj@det13.net">brooksj@det13.net</a>	237-1745	237-1746
Brenda Aniol (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
Tiffany Franklin (00-24)	<a href="mailto:franklnt@det13.net">franklnt@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

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
Joslyn DeLoach (00-16)	<a href="mailto:deloachj@det13.net">deloachj@det13.net</a>	237-1761	237-1762
Onda Berger (17-33)	<a href="mailto:bergero@det13.net">bergero@det13.net</a>	237-1702	237-1703
Tracey Zachmann (34-50)	<a href="mailto:zachmann@det13.net">zachmann@det13.net</a>	237-1765	237-1766
Shirley Lee (51-67)	<a href="mailto:lees@det13.net">lees@det13.net</a>	237-1757	237-1758
Karen Hicks (68-83)	<a href="mailto:hicksk@det13.net">hicksk@det13.net</a>	237-1767	237-1768
Connie Graham (84-99)	<a href="mailto:grahamc@det13.net">grahamc@det13.net</a>	237-1755	237-1756
Nisheil Jones (In-Training)	<a href="mailto:jonesn@det13.net">jonesn@det13.net</a>	237-1711	237-1712

### 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
Katherine Wade (25-49)	<a href="mailto:wadek@det13.net">wadek@det13.net</a>	237-1704	237-1705
Latoya Henderson (50-74)	<a href="mailto:hendersonl@det13.net">hendersonl@det13.net</a>	237-1706	237-1707
Marcus Motley (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
Cynthia Gates (00-33)	<a href="mailto:gatesc@det13.net">gatesc@det13.net</a>	237-1721	237-1722
Patrice Ford (34-66)	<a href="mailto:fordp@det13.net">fordp@det13.net</a>	237-1723	237-1724
Juatane Miller (67-99)	<a href="mailto:millerj@det13.net">millerj@det13.net</a>	237-1725	237-1726

### MANAGEMENT

NAME	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
Janet Porch	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	<a href="mailto:terry.orders@det13.net">terry.orders@det13.net</a>	DUE FRI & TUES PRIOR
TAX RETURNS/PAY STUBS	<a href="mailto:tltdocs341@det13.net">tltdocs341@det13.net</a>	PRE-341 ONLY

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

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