

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

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 ASSISTANT

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

| NAME | EMAIL | PHONE |
|------------------------|--|----------|
| Givonna Gywn (00-49) | gwyng@det13.net | 967-9857 |
| Dianne Sherman (50-99) | 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 |
|----------------------------|--|----------|----------|
| Brittany Turner (00-49) | turnerb@det13.net | 237-1704 | 237-1705 |
| Chanda Marie Lundy (50-99) | lundyc@det13.net | 237-1739 | 237-1740 |

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 (00-33) | trionej@det13.net | 237-1763 | 237-1764 |
| Jacinda Brooks (34-66) | brooksj@det13.net | 237-1745 | 237-1746 |
| Brenda Clark (67-99) | 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) | franklint@det13.net | 237-1743 | 237-1744 |
| Kimwan Posey (25-49) | poseyk@det13.net | 237-1751 | 237-1752 |
| Lena Schiebold (50-74) | schieboldl@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 | ONLY ACH & WAGE |
| OCF & CERTIFICATES | terry.orders@det13.net | DUE FRI & TUES PRIOR |
| TAX RETURNS/PAY STUBS | tltfincials@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 |
| Brittany Turner (33-49) | turnerb@det13.net | 237-1704 | 237-1705 |
| 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 |
|-----------------------|--|----------|----------|
| Kim Pugh (00-33) | pughk@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 |
| Terri Dooms (67-99) | doomst@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 |
| 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.