

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT
TAMMY L. TERRY

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Tammy L. Terry, Trustee
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Notice of Trustee Wage and ACH Stipulation Email Address - terry.stips@det13.net

In an effort to ease the burden on attorneys in submitting proposed Wage and ACH Stipulation and Orders to the Trustee in cases assigned to **Tammy L. Terry**, our office has created a standard e-mail address to which all Wage and ACH stipulations should be submitted.

The Office of Tammy L. Terry, Standing Chapter 13 Trustee, has adopted the following procedures to assist in the submission of these orders:

- 1. E-MAIL ADDRESS:** All proposed Wage and ACH Stipulation and Orders and Amended Stipulation and Orders documents are to be e-mailed to: **terry.stips@det13.net**
 - **Certificates ARE NOT sent to this email address;** Use ECF to submit Chapter 13 Confirmation Hearing Certificates to court
 - Order Confirming Plan and Revised Order Confirming Plans **ARE NOT sent to this email address;** continue to use terry.orders@det13.net for OCPs.
 - PLEASE DO NOT use any other e-mail address to submit Wage or ACH Stipulation and Orders.
 - Any Wage or ACH Stipulation and Orders sent to any other e-mail address likely will not be found or processed.
 - Any other document sent to this E-mail address will be deleted without opening
 - *Please see the "Who Does What" document (<http://www.det13.net/directory>) for the correct email for other documents and purposes.*
- 2. WORD PROCESSING FORMAT:** Documents sent to **terry.stips@det13.net** must be in Word or Word Perfect only.
 - Our office uses and prefers documents in Word format. A Word version of the Stipulations and Orders is available on the Courts website in the Chapter 13 Forms.
 - If you use Word Perfect, please do not use embedded fonts, tables or other complex formatting.
 - We have seen incidents where the WordPerfect documents are considered corrupt when attempted to be opened by our staff. We strongly encourage the Bar to save the document to the Microsoft Word format, using the "Save as" option within WordPerfect before submitting to the above email address.

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3. **DOCUMENT NAME FORMAT:** The Court has imposed strict restrictions on how Orders must be named. Please name and save your Order using the following convention:
- Word Format (2003 or earlier): casenumber_re_X.doc
 - Word Format (2007 or later): casenumber_re_X.docx
 - Word Perfect: casenumber_re_X.wpd
 - NOTES:
 - i. There are NO spaces in the file name
 - ii. Use the full case number with dash (06-12345) but no judge's initials
 - iii. "X" is the docket number of the plan for which confirmation is sought.
 - *For example, if the Order pertains to the confirmation of a plan in case number 06-12345, where the PACER Docket Number of the Plan being confirmed is Docket Number 26, the Order should be saved as "06-12345_re_26.doc", "06-12345_re_26.docx" or "06-12345_re_26.wpd".*
4. **E-MAIL SUBJECT LINE:** The "subject line" of the E-mail must contain:
- The Case Number;
 - Debtor's Last Name
 - Document Type (Amended Wage Order or ACH Order);
 - Examples
 - i. 11-34535 BROWN Amended Wage Order
 - ii. 123454 Jones ACH Order
5. **ONE CASE PER E-MAIL:** Each E-Mail should refer to only one case and should contain only the attachment(s) for that case.