

Who Does What at the Trustee's Office?

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT

TAMMY L. TERRY, TRUSTEE

535 Griswold, Suite 2100, Detroit, MI 48226; TELEPHONE (313) 967-9857; Public Office Hours: M-F 8:00 AM - 4:00 PM

Tammy L. Terry, Esq., TRUSTEE

Kimberly Shorter-Siebert, Esq., STAFF ATTORNEY

Marilyn R. Somers-Kantzer, Esq., STAFF ATTORNEY

Patricia A. Stewart, OPERATIONS MANAGER

Carl W. Brooks, INFORMATION TECHNOLOGY MANAGER

MAIL DEBTOR PLAN PAYMENTS TO:

CHAPTER 13 TRUSTEE - TLT
P.O. Box 2039
MEMPHIS, TN 38101-2039

MAIL CREDITOR REFUNDS & TRUSTEE CHECKS

CHAPTER 13 TRUSTEE - T TERRY
535 GRISWOLD ST
SUITE 111-615
DETROIT, MI 48226

GENERAL CORRESPONDENCE:

OFFICEASSISTANTS@DET13.NET

EMPLOYER CORRESPONDENCE:

FINANCIALANALYSTS@DET13.NET

OFFICE ASSISTANTS

General case information, inquiries and correspondence via phone, mail or ECF, new case entry, debtor inquiries and creditor request for information, serve wage orders, process stipulations/amended payment orders, stipulations/ACH orders, debtor address changes, and requests for ACH plan payments and EFT disbursements:

| NAME | EMAIL | PHONE |
|------------------------|--|----------|
| Deanna Crowder (00-49) | crowderd@det13.net | 967-9857 |
| Dianne Sherman (50-99) | shermamd@det13.net | 967-9857 |

CLAIMS ANALYSTS

Creditor, claim and disbursement inquiries, entry of plan and claims; transfer or assignment of claims, system confirmation of plans, notice of appearances, creditor address changes, attorney address change, substitution of attorney, notice and response to notice of intent to pay claims, trustee objection to claims, entry of all orders regarding claims, adjust claim records due to creditor refunds, entry of amended plans, entry of notice of mortgage payment changes and claims bar date audit review:

| NAME | EMAIL | PHONE | FAX |
|------------------------------|--|----------|----------|
| Hershell Bell (66-99) | bellh@det13.net | 237-1753 | 237-1754 |
| Khalil Mims (In Training) | mimsk@det13.net | 237-1759 | 237-1760 |
| Kimwan Posey (25-49) (58-65) | poseyk@det13.net | 237-1751 | 237-1752 |
| Kim Pugh (00-24) (50-57) | pughk@det13.net | 237-1706 | 237-1707 |

FINANCIAL ANALYSTS

Post daily debtor plan payments, trace receipts, issue miscellaneous checks per court order, issue daily debtor refunds, manage stale dated checks, creditor address research, reissue disbursement checks, post creditor refunds, closing case audit for dismissed and converted cases, process wage release orders for dismissed and converted cases and process final reports.

| NAME | EMAIL | PHONE | FAX |
|------------------------------|--|----------|----------|
| Mary Lee Boyk (00-16, 34-66) | boykm@det13.net | 237-1765 | 237-1766 |
| Marcus Motley (17-33, 67-99) | motleym@det13.net | 237-1769 | 237-1770 |

LEGAL ASSISTANTS

Legal pleadings, ECF filing of pleadings, management of office calendar and scheduling, entry of closing orders for dismissed and converted cases, stipulation, and orders to extend time, notice of hearings, administrative support to Trustee, Staff Attorneys and Managers:

| 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 |

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.

CASE ADMINISTRATORS

**Scroll down to "SPECIAL PURPOSES EMAIL ADDRESSES" to ensure that you comply with our guidelines for submission of documents such as, REDACTED proof of income, wage stubs, tax returns, etc.

DO NOT SEND PII INFORMATION TO INDIVIDUAL STAFF EMAILS!!

341 hearing preparation and adjournments; confirmation hearing preparation and adjournments, adversary matters; pre and post-confirmation matters, audit of proposed confirmation orders and; miscellaneous court hearings, such as motions to lift stay, motions to dismiss, objection to claim, objection to discharge, objection to final report; review and audit tax returns, post confirmation case audits, audit and entry of attorney fee applications and fee orders; audit and entry of post plan modifications and orders, respond to debtor annual report inquiries; stipulations, discharge issues and case closings:

| NAME | EMAIL | PHONE | FAX |
|-------------------------|--|----------|----------|
| Tracey Zachmann (00-12) | zachmann@det13.net | 237-1761 | 237-1762 |
| Karen Hicks (13-24) | hicksk@det13.net | 237-1767 | 237-1768 |
| Onda Berger (25-36) | bergero@det13.net | 237-1702 | 237-1703 |
| Marcus Williams (37-49) | williamsm@det13.net | 237-1739 | 237-1740 |
| Shirley Lee (50-62) | lees@det13.net | 237-1757 | 237-1758 |
| Jacinda Brooks (63-74) | brooksj@det13.net | 237-1745 | 237-1746 |
| Brenda Clark (75-86) | clarkb@det13.net | 237-1747 | 237-1748 |
| Connie Graham (87-99) | grahamc@det13.net | 237-1755 | 237-1756 |

MANAGEMENT

| NAME | AREA | PHONE |
|---------------------------|-----------------------|---------------------|
| Patricia A. 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 |

SPECIAL PURPOSE EMAIL ADDRESSES

Note: Case Administrator emails are for CORRESPONDENCE ONLY. If you need to submit documentation, please submit REDACTED documentation to our special purpose email address by type of document indicated below

BEFORE EMAILING REDACTED DOCUMENTS AND SUPPORT: Review our email guidelines and COMPLY with guidelines to avoid "bounce back" emails.
<https://det13.net/wp-content/uploads/2020/03/TLTEmailPolicy.pdf>

| 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 | titfinancials@det13.net | BOTH PRE & POST CONFIRMATION CASES |

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 Mrs. Tammy L. Terry at the above phone number or address (please mark your envelope "Personal and Confidential").

Revised: October 06, 2020