

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

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Tammy L. Terry, Trustee
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**ECF, E-MAIL and Other Electronic Communications To and From
the Office of Tammy L. Terry**

To better integrate ECF and the internet into our daily office routines, we would like to announce the following policy for our office:

1. Our office is ECF enabled with the Court:

Any office that files their documents electronically with the Court may use the ECF Procedures for Service of documents to our office. Please do not fax, e-mail or mail copies of documents when your ECF filing receipt indicates that our office has been served electronically. Emails sent to mieb_ecfadmin@det13.net, that are not from the U.S. Bankruptcy's ECF automated system, will be rejected.

2. Sending Emails to our Office:

To ensure that your matter is not delayed further, please review our "Who does what" or contact page at <https://www.det13.net/directory/> to determine the proper person that should respond to your concern. Look for the subject matter and/or department that matches the nature of your request. Locate their email address and/or phone number for communications.

Before calling our office, please be aware that we cannot provide you any legal advice. Locate the appropriate phone number of the staff member for your case number (last 2 digits of the case number); otherwise, you may call the main number at 313-967-9857.

For those offices that wish to take advantage of electronic communications, our office will accept e-mail regarding bankruptcy and other office matters.

Bankruptcy related communications must include the following in the Subject line and/or body of the E-mails:

- (1) The Case Number,
- (2) The Debtor Name, and
- (3) The nature of the request
- (4) Your email signature with contact information

Example:

From: Debtor Attorney
Sent: Wednesday, December 14, 2022, 8:41 AM
To: TLT Staff
Subject: 00-00000 – John Doe – Relief of Stay

3. Sending Documents to our Office

Bankruptcy documents should NOT be sent to our office via any email address. You must use the bkdocs.us site to upload those documents. Please use our website's "contact" page for the specific e-mail addresses for our employees and <https://www.bkdocs.us> to upload documents.

The bkdocs.us site requires that a case number and a Form Type be used to upload documents. This is not a problem for 99% of the documents which are associated with the debtor case number.

PRO TIP TO EXPEDITE UPLOADING OF DOCUMENTS: If you place the case number at the beginning of your document's filename, it will fill in the case number field for you. If you place the form type number, after the case number separated by an underscore, in your document's filename, it will fill in the form type number field for you as well. The text after the case number and form type is not used by the Trustee and can include text and numbers to identify your client and the document's content.

For examples:

- a. If you are uploading an Income Tax Return document for Case Number 23-45454 for John Smith's 2019 tax year, you could name the document:
2345454_3708_SMITH_Tax_Year_2019.pdf
- b. If it was an expense document, it could be named
2345454_3709_SMITH_CableBillNov2022.pdf

The Electronic Attorney / Creditor Disbursements (EFT) form type is NOT case specific but requires a case number to be uploaded. Please use case number 2299999 when uploading the Electronic Attorney / Creditor Disbursements (EFT) form and related documents. The EFT form is named 2299999_3717_EFT-Form_New_Agreement.pdf for your convenience. You may bundle all required EFT documents into a single file but remember to keep the case number and form type in the file name (. i.e., 2299999_3717_EFT_SignedBundle_For_TammyLTerry.pdf)

More information is available at https://www.det13.net/eft_disbursement_information/

4. Inquires and Responses to Objections or Motions

Please be advised that our office will not respond to e-mails for general case inquiries, responses to Trustee Motions or Trustee Objections to Confirmation. As in the past, please contact our office either by telephone, written correspondence sent by regular mail or facsimile.

5. Tax Return(s) and Pay Stub(s) Email Handling PRIOR to the §341 First Meeting of Creditors

Please be advised that tax returns and pay stubs and other support documents, prior to 341 First Meeting of Creditors must be uploaded at <https://www.bkdocs.us>.

6. Declaration Regarding the Debtor's Identity and Social Security Number Form must be received 48 hours before the scheduled §341 hearing

Debtor's counsel must provide our office with the completed Declaration regarding the Debtor's Identity and Social Security Number Form within 48 hours before the scheduled §341 hearing. This Form protects the debtor(s) personal information while complying with the U.S. Trustee requirement to verify the debtor(s) identity and social security number before the §341 meetings. **Do not send the debtor's social security card and photo identification to our office.** Upload the Declaration Regarding the Debtor's Identity and Social Security Number Form at <https://www.bkdocs.us>

7. Order Confirming Plan, Certificate and Revised Order Confirming Plan Email Handling

Please be advised that OCPs and Certificates for Confirmation Hearings are no longer emailed to the prior email addresses. Please be advised that these documents must be uploaded, prior to 341 First Meeting of Creditors, at <https://www.bkdocs.us>.