

# 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. Waller, 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	FAX
Roshanda McCray (00-49)	<a href="mailto:mccrayr@det13.net">mccrayr@det13.net</a>	237-1763	237-1764
Tyra Beckwith (50-99)	<a href="mailto:beckwitht@det13.net">beckwitht@det13.net</a>	237-1717	237-1718
Dawn Gaines (IN-TRAINING)	<a href="mailto:gainesd@det13.net">gainesd@det13.net</a>	237-1713	237-1714

## 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
Kimwan Posey (00-33)	<a href="mailto:poseyk@det13.net">poseyk@det13.net</a>	237-1751	237-1752
Hershell Bell (34-66)	<a href="mailto:bellh@det13.net">bellh@det13.net</a>	237-1753	237-1754
Kim Pugh (67-99)	<a href="mailto:pughk@det13.net">pughk@det13.net</a>	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
Jahayda Rendon (00-33)	<a href="mailto:rendonj@det13.net">rendonj@det13.net</a>	237-1749	237-1750
Mary Lee Boyk (34-66)	<a href="mailto:boykm@det13.net">boykm@det13.net</a>	237-1765	237-1766
Marcus Motley (67-99)	<a href="mailto:motleym@det13.net">motleym@det13.net</a>	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, 84-99)	<a href="mailto:ethridgel@det13.net">ethridgel@det13.net</a>	237-1721	237-1722
Patrice Watson (34-83)	<a href="mailto:watsonp@det13.net">watsonp@det13.net</a>	237-1723	237-1724

## CASE ADMINISTRATORS

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, 25)	<a href="mailto:zachmann@det13.net">zachmann@det13.net</a>	237-1761	237-1762
Karen Hicks (13-24, 26)	<a href="mailto:hicksk@det13.net">hicksk@det13.net</a>	237-1767	237-1768
Marcus Williams (27, 37-49)	<a href="mailto:williamsm@det13.net">williamsm@det13.net</a>	237-1739	237-1740
Shirley Lee (29, 30, 50-62)	<a href="mailto:lees@det13.net">lees@det13.net</a>	237-1757	237-1758
Jacinda Brooks (31, 32, 63-74)	<a href="mailto:brooks@det13.net">brooks@det13.net</a>	237-1745	237-1746
Brenda Clark (33, 34, 75-86)	<a href="mailto:clarkb@det13.net">clarkb@det13.net</a>	237-1747	237-1748
Connie Graham (35, 36, 87-99)	<a href="mailto:grahamc@det13.net">grahamc@det13.net</a>	237-1755	237-1756
Andrea Howard (IN-TRAINING)	<a href="mailto:howarda@det13.net">howarda@det13.net</a>	237-1737	237-1738

## MANAGEMENT

NAME	AREA	PHONE
Patricia A. Waller	HR /Office Operations	X 1721 or 1723
Kimberly Shorter-Siebert	Legal Issues	X 1721 or 1723
Marilyn R. Somers-Kantzer	Legal Issues	X 1721 or 1723
Carl W. Brooks	IT Systems Manager	237-1727

Note: Staff email addresses and fax numbers are for CORRESPONDENCES ONLY.

DO NOT SEND ANY CASE DOCUMENTS TO THE STAFF'S EMAIL ADDRESSES OR FAX NUMBERS!!

You MUST submit ALL bankruptcy related documents (Personal Identifiable Information REDACTED) to <https://www.bkdocs.us>

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: Jan 12, 2024