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
20750 CIVIC CENTER DR
SUITE 290
SOUTHFIELD, MI 48076

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
Dawn Gaines (00-99)	gainesd@det13.net	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 (00-49)	poseyk@det13.net	237-1751	237-1752
Hershell Bell (50-99)	bellh@det13.net	237-1753	237-1754

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)	rendonj@det13.net	237-1749	237-1750
Mary Lee Boyk (34-66)	boykm@det13.net	237-1765	237-1766
Marcus Motley (67-99)	motleym@det13.net	237-1769	237-1770

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!!

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 (00-49)	ethridgel@det13.net	237-1721	237-1722
Patrice Watson (50-99)	watsonp@det13.net	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)	zachmannt@det13.net	237-1761	237-1762
Karen Hicks (13-24)	hicksk@det13.net	237-1767	237-1768
Kim Pugh (25-36)	pughk@det13.net	237-1706	237-1707
Marcus Williams (37-49)	williamsm@det13.net	237-1739	237-1740
Erin Booth (50-62)	boothe@det13.net	237-1737	237-1738
Jacinda Brooks (63-74)	brooksj@det13.net	237-1745	237-1746
Shirley Lee (75-86)	lees@det13.net	237-1757	237-1758
Connie Graham (87-99)	grahamc@det13.net	237-1755	237-1756

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

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: Oct 08, 2026