

Who Does What at the Trustee's Office?

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE

DAVID WM. RUSKIN - TRUSTEE
administering bankruptcy cases in the
 EASTERN DISTRICT OF MICHIGAN - DETROIT

David Wm. Ruskin, Esquire, CHAPTER 13 STANDING TRUSTEE
 Lisa K. Mullen, Esquire, STAFF ATTORNEY
 Thomas D. DeCarlo, Esquire, STAFF ATTORNEY
 Drané Beaune, ADMINISTRATIVE MANAGER
 Rich Collins, MANAGER OF INFORMATION SERVICES
 Staci McWilliams, FINANCE MANAGER

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 Southfield, MI 48076-4251 TELEPHONE: 248.352.7755,
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PAYMENTS: 1593 Reliable Parkway
 Chicago, Illinois 60686-0015
 HOURS: M-F 9:00 A.M. - 5:00 P.M.

Revised: February 10, 2010

HOW TO CONTACT US . . . VIA PHONE, FAX & E-MAIL!

* All individuals can be reached through their direct dial number listed using the three-digit extension in bold type listed next to their name as the last three numbers to 248.359.6xxx.

* To send a fax to an individual, please refer to the three digit underlined number listed next to the name and use it as the last three numbers to 248.355.7xxx.

* To send an e-mail to an individual, please set it up as follows: firstname.lastname@det13.com (example: deanna.thiel@det13.com)

TO EMAIL PROPOSED CONFIRMATION ORDERS, PLEASE SEND TO: ruskin.orders@det13.com (see memo at www.det13.com/pdf/ocpmemo.pdf)

FOR QUESTIONS ABOUT OR FOR:	NAME / PHONE / FAX	FOR QUESTIONS ON OR FOR:	NAME / PHONE / FAX
Account Info. (Receipts/disbursements)	Anissa Poole..... 248.352.7755	Motions to Dismiss	Allison Greenlee 355 / <u>215</u> Colleen Weiss 356 / <u>216</u>
Address Changes (in writing only)	Pat Jackson (00-49) 375 / <u>235</u> Candice Thames (50-99) 378 / <u>238</u>	Payments from debtors (tracing)	Pat Jackson (00-49)..... 375 / <u>235</u> Candice Thames (50-99)..... 378 / <u>238</u>
Attorney Information Packets	Deanna Thiel 357 / <u>217</u>	Policies & Suggestions	David Wm. Ruskin 357 / <u>217</u>
Closing Cases/including Debtor Refunds	Kris Wolff (00-49)..... 379 / <u>239</u> Jayme Clark (50-99)..... 380 / <u>240</u>	Secretaries: To Mr. Ruskin:	Deanna Thiel 357 / <u>217</u> Allison Greenlee (00-49) ... 355 / <u>215</u> Colleen Weiss (50-99) 356 / <u>216</u>
Computer Systems	Rich Collins 374 / <u>234</u>	To Staff Attorneys:	
Creditor Meeting Adjournments	Susan Stanley 371 / <u>231</u>	Stipulation to Extend Time to File Documents:	Deanna Thiel..... 357 / <u>217</u>
Creditor Transfers/Assignments	Pat Jackson..... 375 / <u>235</u> Candice Thames 378 / <u>238</u>	Tax Returns: Pre-Confirmation	Email to Pre-Confirmation paralegals
Facilities	Drané Beaune..... 368 / <u>228</u>	Post-Confirmation	Email to Post-Confirmation paralegals
Inquiries (debtor/creditor)	Anissa Poole..... 248.352.7755	Telephone Inquiries/Case Status	Anissa Poole..... 248.352.7755
Legal Issues (case #'s ending in odd digits)	Lisa K. Mullen 355	13 Network and National Data Center	Rich Collins 374 / <u>234</u>
(case #'s ending in even digits)	Tom DeCarlo 355	Vendors	Staci McWilliams..... 391 / <u>251</u>
		Wage Order Releases	Anissa Poole 248.352.7755

Our staff tries to provide outstanding assistance. We recognize, however, that there may be occasional concerns regarding the quality of our service. Should that occur, please address your comments to David Ruskin either by calling 248.359.6357, e-mailing at dwr@det13.com, or in writing (marking your envelope "personal & confidential").

Paralegals - Pre-Confirmation <ul style="list-style-type: none"> ❖ Income verification analysis and 341 Meeting preparation ❖ Pre-Confirmation Matters and Court Hearings ❖ Pre-Confirmation Order Review ❖ Computer Entry of Orders Confirming Plan 	Case Numbers with ending digits 00-19 & 20-24 ... Marilee Downs 358 / <u>218</u> Case Numbers with ending digits 40-59 & 25-29... Deanna Runde 365 / <u>225</u> Case Numbers with ending digits 60-79 & 30-34... Pam Altz 361 / <u>221</u> Case Numbers with ending digits 80-99 & 35-39.... Nicole Chaffin 360 / <u>220</u>
Paralegals - Post-Confirmation & Discharge Review <ul style="list-style-type: none"> ❖ Post-Confirmation Matters and Court Hearings ❖ Discharge Preparation and Case Audit ❖ Notices of Default ❖ Post-Confirmation Order Review 	Case Numbers with ending digits 00-33 Ken Kurelich 363 / <u>223</u> Case Numbers with ending digits 34-66 Liza Koyle 359 / <u>219</u> Case Numbers with ending digits 67-99..... Erin Whitkopf 366 / <u>226</u>
Stipulations to Excuse Payment Orders AND Review of Motions to Lift Automatic Stay :	All Case Numbers Julie Cowles 362 / <u>222</u>
Case Processors <ul style="list-style-type: none"> ❖ Computer Entry of Claims & Orders ❖ Mortgage Escrows /Payment Changes ❖ Objections to Proofs of Claims 	Case Numbers with ending digits 00-33Paula Lankin 372 / <u>232</u> Case Numbers with ending digits 34-66Terri Jones-White 385 / <u>245</u> Case Numbers with ending digits 67-99Susan Stanley 371 / <u>231</u>
Data Processors <ul style="list-style-type: none"> ❖ Creditors' Meeting Preparation ❖ File Set-Up ❖ Service of Payment / Wage Orders 	Case Numbers with ending digits 00-33Ginny Jones 387 / <u>247</u> Case Numbers with ending digits 34-66Angela Tyner 369 / <u>229</u> Case Numbers with ending digits 67-99Carolyn Coleman 370 / <u>230</u>

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DEADLINES FOR PREPARATION OF COURT HEARINGS

We will make every effort to review documents for Court Hearings if submitted to us at least 14 days prior to hearing.
We follow the following schedule:

	Judge McIvor's Cases	Judge Shefferly's Cases
Dockets reviewed by Paralegal 6-13 calendar days prior to hearing, and then given to Staff Attorney by:	Wednesday @ 5:00 p.m. the week prior to hearing date	Monday @ 10:00 a.m. one week prior to hearing date
Dockets reviewed by Staff Attorney, and sent back to Paralegal no later than:	Monday @ 12:00 p.m. prior to hearing date	Wednesday @ 10:00 a.m. one week prior to hearing date
Proposed Orders Confirming Plan pursuant to Court Case Management Order	Friday @ 4:30 p.m. preceding hearing date	Wednesday @ 4:30 p.m. preceding hearing date

341 MEETING MATERIALS

We will make every effort to review documents for 341 meetings when documents are received 14 days prior to the meeting.

DISBURSEMENT

Every effort will be made to process all orders that are received in our office at least seven calendar days prior to disbursement. Effective January 2010, our disbursement date will be the second calendar day of each month.

ASSIGNMENT OF CHAPTER 13 CASES TO JUDGES AND TRUSTEES AND HEARING DATES

Judge	End Digit of Case Number	Trustee	Section 341 Hearing Day	Court Day
Marci B. McIvor	All	David Wm. Ruskin	Monday	Thursday
Phillip J. Shefferly	5, 6, 7, 8, 9	David Wm. Ruskin	Monday	Tuesday
Phillip J. Shefferly	0, 1, 2, 3, 4	Krispen S. Carroll	Friday	Tuesday
Steven W. Rhodes	All	Krispen S. Carroll	Friday	Wednesday
Thomas J. Tucker	All	Tammy L. Terry	Tuesday	Thursday
Walter Shapero	All	Tammy L. Terry	Tuesday	Monday