

**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

1100 Travelers Tower, 26555 Evergreen Road  
 Southfield, MI 48076-4251 **TELEPHONE:** 248.352.7755,  
**FACSIMILE:** 248.352.2902  
**WEBSITE:** [www.det13.com](http://www.det13.com)  
[www.13network.com](http://www.13network.com)  
**PAYMENTS:** 1593 Reliable Parkway  
 Chicago, Illinois 60686-0015  
**HOURS:** M-F 9:00 A.M. - 5:00 P.M.

Revised: January 9, 2012

**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](mailto:firstname.lastname@det13.com) (example: [deanna.thiel@det13.com](mailto:deanna.thiel@det13.com))*

TO EMAIL PROPOSED CONFIRMATION ORDERS, PLEASE SEND TO: [ruskin.orders@det13.com](mailto:ruskin.orders@det13.com) (see memo at [www.det13.com/PDF/ocpmemo.pdf](http://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 Hooker..... 248.352.7755	Objections to Proofs of Claim	See Paralegal number split listed below
Address Changes (file with the court)	Pat Jackson (00-49) ..... 373 / <u>233</u> Candice Thames (50-99) ..... 382 / <u>242</u>	Payments from debtors (tracing)	Pat Jackson (00-49)..... 373 / <u>233</u> Candice Thames (50-99)..... 382 / <u>242</u>
Attorney Information Packets	Deanna Thiel ..... 357 / <u>217</u>	Policies & Suggestions	David Wm. Ruskin ..... 357 / <u>217</u>
Closing Cases/including Debtor Refunds and ACH implementation questions	Kris Wolff (00-49).....379 / <u>239</u> Jayme Clark (50-99).....380 / <u>240</u>	Secretaries: To Mr. Ruskin: To Staff Attorneys:	Deanna Thiel ..... 357 / <u>217</u> Gabrielle Zoldos (00-49)..... 355 / <u>215</u> Noelle Balloid (50-99)..... 356 / <u>216</u>
Computer Systems	Rich Collins .....374 / <u>234</u>	Stipulation to Extend Time to File Documents	Deanna Thiel..... 357 / <u>217</u>
Creditor Meeting Adjournments	Susan Stanley .....371 / <u>231</u>	Tax Returns	See Paralegal number split listed below
Creditor Matters (file with the court)	Pat Jackson (00-49).....373 / <u>233</u> Candice Thames (50-99)..... 382 / <u>242</u>	Telephone Inquiries/Case Status	Anissa Hooker..... 248.352.7755
Inquiries (debtor/creditor)	Anissa Hooker.....248.352.7755	13 Network and National Data Center	Rich Collins ..... 374 / <u>234</u>
Legal Issues (case #'s ending in odd digits) (case #'s ending in even digits)	Lisa K. Mullen .....356 Tom DeCarlo .....356	Vendors	Staci McWilliams ..... 391 / <u>251</u>
		Wage Order Releases	Anissa Hooker ..... 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](mailto:dwr@det13.com), or in writing (marking your envelope "personal & confidential").*

Paralegals	Case Numbers with ending digits	Name	Phone / Fax
<ul style="list-style-type: none"> <li>❖ Income verification analysis and 341 Meeting preparation</li> <li>❖ Pre-Confirmation Matters and Court Hearings</li> <li>❖ Pre-Confirmation Order Review</li> <li>❖ Computer Entry of Orders Confirming Plan</li> <li>❖ Post-Confirmation Matters and Court Hearings</li> <li>❖ Discharge Preparation and Case Audit</li> <li>❖ Notices of Default</li> <li>❖ Post-Confirmation Order Review</li> </ul>	00-19	Marilee Downs	358 / <u>218</u>
	20-39	Ken Kuretich	363 / <u>223</u>
	40-59	Nichole Bechard	365 / <u>225</u>
	60-79	Pam Altz	361 / <u>221</u>
	80-99	Colleen Weiss	360 / <u>220</u>
	MATERNITY LEAVE	Nicole Chaffin	362 / <u>222</u>
	MATERNITY LEAVE	Deanna Runde	359 / <u>219</u>
Case Processors	Case Numbers with ending digits	Name	Phone / Fax
<ul style="list-style-type: none"> <li>❖ Computer Entry of Claims &amp; Orders</li> <li>❖ Mortgage Escrows /Payment Changes</li> </ul>	00-33	Paula Lankin	372 / <u>232</u>
	34-66	Terri White	385 / <u>245</u>
	67-99	Susan Stanley	371 / <u>231</u>
Data Processors	Case Numbers with ending digits	Name	Phone / Fax
<ul style="list-style-type: none"> <li>❖ Creditors' Meeting Preparation</li> <li>❖ File Set-Up</li> <li>❖ Service of Payment / Wage Orders</li> <li>❖ Submission of ACH Authorization Agreements</li> </ul>	00-33	Ginny Jones	387 / <u>247</u>
	34-66	Angela Tyner	369 / <u>229</u>
	67-99	Carolyn Coleman	370 / <u>230</u>

The central email address for debtor financial documents, [dwrfinancials@det13.com](mailto:dwrfinancials@det13.com), applies only to cases administered by David Wm. Ruskin. Please do not send documents for cases administered by other Trustees. Also note that this address is for financial documents, as defined by our instructions (which can be found at [www.det13.com](http://www.det13.com)). Please do not send documents that are filed with the Court.

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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:*

	<b>Judge McIvor's Cases</b>	<b>Judge Shefferly's Cases</b>
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**

<b>Judge</b>	<b>End Digit of Case Number</b>	<b>Trustee</b>	<b>Section 341 Hearing Day</b>	<b>Court Day</b>
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