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, OPERATIONS DIRECTOR
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
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, 2017

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** ***)***

EMAIL PROPOSED CONFIRMATION ORDERS TO: ruskin.orders@det13.com (see memo at www.det13.com/forms/ocpmemo-042312.pdf)

EMAIL FINANCIAL INFORMATION TO: dwrfinancials@det13.com (see memo at www.det13.com/forms/jtemaildoc-103013.pdf)

FOR QUESTIONS ABOUT OR FOR:	NAME / PHONE / FAX
Account Info. (Receipts/disbursements)	Receptionist **248.352.7755**
Address Changes (file with the court)	Staci McWilliams .... **391** / 233
Adequate Protection Payments	Jill Hostetler ..... **360** / 220
Attorney Information Packets	Deanna Thiel ..... **357** / 217
Closing Cases/including Debtor Refunds and ACH implementation questions	Kris Wolff (00-49).....**379** / 239 Jayme DePriest (50-99)..... **380** / 240
Computer Systems	Rich Collins..... **374** / 234
Creditor Meeting Adjournments	See Paralegal number split listed below
Creditor Matters (file with the court)	Kris Wolff (00-49).....**379** / 239 Jayme DePriest (50-99)..... **380** / 240
Inquiries (debtor/creditor)	Receptionist..... **248.352.7755**
Legal Issues (case #'s ending in even digits)	Lisa K. Mullen **356**
(case #'s ending in odd digits)	Tom DeCarlo **356**

FOR QUESTIONS ON OR FOR:	NAME / PHONE / FAX
Payment Orders **Automatic Stay Lift Relief**	Jill Hostetler.....**360** / 220
Payments from debtors (tracing)	Kris Wolff (00-49).....**379** / 239 Jayme DePriest (50-99)..... **380** / 240
Policies & Suggestions	David Wm. Ruskin.....**357** / 217
Proof of Claim Objections	See Paralegal number split listed below
Secretaries: To Mr. Ruskin: To Staff Attorneys:	Deanna Thiel ..... **357** / 217 Vanessa Wild ..... **356** / 216
Extension of Time to File Documents	Deanna Thiel..... **357** / 217
Tax Returns	See Paralegal number split listed below
Telephone Inquiries/Case Status	Receptionist **248.352.7755**
13 Network and National Data Center	Rich Collins ..... **374** / 234
Vendors	Staci McWilliams..... **391** / 251

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

- Income verification analysis and 341 Meeting preparation
- Pre-Confirmation Matters and Court Hearings
- Pre-Confirmation Order Review
- Computer Entry of Orders Confirming Plan
- Post-Confirmation Matters and Court Hearings
- Discharge Preparation and Case Audit
- Notices of Default
- Post-Confirmation Order Review
- Creditor Meeting Adjournments

Case Numbers with ending digits 00-34 .....Marilee Downs **358** / 218
Case Numbers with ending digits 35-66.....Ken Kuretich **363** / 223
Case Numbers with ending digits 67-99 .....Pam Altz **361** / 221
In Training ..... Carole Snyder **359** / 219
In Training ..... Heather Craig **384** / 244

Case Processors

- Computer Entry of Claims & Orders
- Mortgage Escrows /Payment Changes

Case Numbers with ending digits 00-49 .....Paula Lankin **372** / 232
Case Numbers with ending digits 50-99 .....Terri White **385** / 245

Data Processors

- Creditors' Meeting Preparation
- File Set-Up
- Service of Payment / Wage Orders
- Submission of ACH Authorization Agreements

Case Numbers with ending digits 00-33 .....Ginny Jones **387** / 247
Case Numbers with ending digits 34-66 .....Angela Tyner **369** / 229
Case Numbers with ending digits 67-99 .....Carolyn Coleman **370** / 230

PLEASE DO NOT SEND DOCUMENTS FOR CASES ADMINISTERED BY OTHER TRUSTEES.
PLEASE DO NOT SEND DOCUMENTS THAT ARE FILED WITH THE COURT.

PLEASE SEE OTHER SIDE FOR MORE INFORMATION!

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DOCUMENT DEADLINES FOR 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. the week prior to hearing date
Dockets reviewed by Staff Attorney, and sent back to Paralegal no later than:	Monday @ 12:00 p.m. the week prior to hearing date	Wednesday @ 10:00 a.m. the 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.

DEBTOR ORIENTATION

Our debtor orientation will start at the same time as our 341 Notice.

DISBURSEMENT

We will make every effort will be made to process all orders that are received in our office at least seven calendar days prior to disbursement.

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
Mark A. Randon	All	Krispen S. Carroll	Friday	Wednesday
Thomas J. Tucker	All	Tammy L. Terry	Tuesday	Thursday
Maria L. Oxholm	All	Tammy L. Terry	Tuesday	Monday

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