

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

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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: May 12, 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	FOR QUESTIONS ON OR FOR:	NAME / PHONE / FAX
Account Info. (Receipts/disbursements)	Receptionist 248.352.7755	Payment Orders	Jill Hostetler 360 / 220
Address Changes (file with the court)	Staci McWilliams 391 / 233	Automatic Stay Lift Relief	
Adequate Protection Payments	Jill Hostetler 360 / 220	Payments from debtors (tracing)	Kris Wolff (00-49)..... 379 / 239 Jayme DePriest (50-99)..... 380 / 240
Attorney Information Packets	Deanna Thiel 357 / 217	Policies & Suggestions	David Wm. Ruskin..... 357 / 217
Closing Cases/including Debtor Refunds and ACH implementation questions	Kris Wolff (00-49)..... 379 / 239 Jayme DePriest (50-99)..... 380 / 240	Proof of Claim Objections	See Paralegal number split listed below
Computer Systems	Rich Collins..... 374 / 234	Secretaries: To Mr. Ruskin:	Deanna Thiel 357 / 217
Creditor Meeting Adjournments	See Paralegal number split listed below	To Staff Attorneys:	Vanessa Wild 356 / 216
Creditor Matters (file with the court)	Kris Wolff (00-49)..... 379 / 239 Jayme DePriest (50-99)..... 380 / 240	Extension of Time to File Documents	Deanna Thiel..... 357 / 217
Inquiries (debtor/creditor)	Receptionist..... 248.352.7755	Tax Returns	See Paralegal number split listed below
Legal Issues (case #'s ending in even digits)	Lisa K. Mullen 356	Telephone Inquiries/Case Status	Receptionist 248.352.7755
(case #'s ending in odd digits)	Tom DeCarlo 356	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 Kuretech 363 / 223 Case Numbers with ending digits 67-99 Pam Altz 361 / 221 In Training Heather Craig 362 / 222
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!

Updated May 12, 2017

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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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