

# 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](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: August 30, 2018

### 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))

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

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

EMAIL STIPULATIONS & PROPOSED ORDERS TO: [ruskin.stips@det13.com](mailto:ruskin.stips@det13.com) (see memo at [www.det13.com](http://www.det13.com) | [Atty](#) | [Policy Stmts](#) | [Notice Re Stips](#))

| 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 / 251                                              | Automatic Stay Lift Relief          |                                                                               |
| Adequate Protection Payments                                    | Jill Hostetler ..... 360 / 220                                                | Payments from debtors (tracing)     | Desiree Allard (00-49).....383 / 242<br>Jayme DePriest (50-99)..... 382 / 241 |
| Closing Cases/including Debtor Refunds and ACH "pull" questions | Desiree Allard (00-49).....383 / 242<br>Jayme DePriest (50-99)..... 382 / 241 | Policies & Suggestions              | David Wm. Ruskin..... 357 / 217                                               |
| Computer Systems                                                | Rich Collins..... 374 / 234                                                   | Proof of Claim Objections           | See Paralegal number split listed below                                       |
| Creditor Meeting Adjournments                                   | See Paralegal number split listed below                                       | Secretaries: To Mr. Ruskin:         | Deanna Thiel ..... 357 / 217                                                  |
| Creditor Matters                                                | Desiree Allard (00-49).....383 / 242<br>Jayme DePriest (50-99)..... 382 / 241 | To Staff Attorneys:                 | Vanessa Wild ..... 356 / 216<br>Jayme DePriest ..... 355 / 214                |
| Inquiries (debtor/creditor)                                     | Receptionist..... 248.352.7755                                                | Extension of Time to File Documents | Deanna Thiel..... 357 / 217                                                   |
| Legal Issues (case #'s ending in even digits)                   | Lisa K. Mullen .....356                                                       | Tax Returns                         | See Paralegal number split listed below                                       |
| (case #'s ending in odd digits)                                 | Tom DeCarlo .....356                                                          | 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](mailto:dwr@det13.com), or in writing (marking your envelope "personal & confidential").*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Paralegals</b><br><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> <li>❖ Creditor Meeting Adjournments</li> <li>❖ Orders Obtaining Credit</li> </ul> | Case Numbers with ending digits 00-19 .....Marilee Downs 358 / 218<br>Case Numbers with ending digits 20-39 .....Ken Kuretych 363 / 223<br>Case Numbers with ending digits 40-59 ..... Dayjanae Taylor 359 / 219<br>Case Numbers with ending digits 60-79 ..... Heather Craig 362 / 222<br>Case Numbers with ending digits 80-99 .....Pam Altz 361 / 221 |
| <b>Case Processors</b><br><ul style="list-style-type: none"> <li>❖ Computer Entry of Claims &amp; Orders</li> <li>❖ Mortgage Escrows /Payment Changes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  | Case Numbers with ending digits 00-49 .....Paula Lankin 372 / 232<br>Case Numbers with ending digits 50-99 .....Terri White 385 / 245                                                                                                                                                                                                                    |
| <b>Data Processors</b><br><ul style="list-style-type: none"> <li>❖ Creditors' Meeting Preparation</li> <li>❖ File Set-Up</li> <li>❖ Service of Payment / Wage Orders</li> <li>❖ Set up of ACH Arrangements</li> </ul>                                                                                                                                                                                                                                                                                                                             | Case Numbers with ending digits 00-49 .....Ginny Jones 387 / 247<br>Case Numbers with ending digits 50-99 .....Angela Tyner 369 / 229<br>In Training ..... Jamie Chlebana 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.  
Adjourned 341 meetings will be held at noon with orientation to follow.

**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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