

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
 John P. Kapitan, Esquire, STAFF ATTORNEY
 Christopher P. Reilly, 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: March 1, 2023

HOW TO CONTACT US . . . VIA PHONE AND 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 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)

UPLOAD FINANCIAL INFORMATION TO: www.bkdocs.us (see directions at [www.det13.com/forms/attorneys/computer access](http://www.det13.com/forms/attorneys/computer_access))

EMAIL STIPS & OTHER PROPOSED ORDERS TO: ruskin.stips@det13.com (see www.det13.com | [Atty](#) | [Policy Stmts](#) | [Notice Re Stips](#))

FOR QUESTIONS ABOUT OR FOR:	NAME / PHONE	FOR QUESTIONS ON OR FOR:	NAME / PHONE
Account Info. (Receipts/disbursements)	Receptionist 248.352.7755	Payment Orders	Jill Hostetler..... 360
Address Changes (file with the court)	Staci McWilliams 391	Automatic Stay Lift Relief	
Adequate Protection Payments	Jill Hostetler 360	Payments from debtors (tracing)	Julia Ruff (00-49)..... 383 Jayme DePriest (50-99)..... 382
Closing Cases/including Debtor Refunds and ACH "pull" questions	Julia Ruff (00-49) 383 Jayme DePriest (50-99)..... 382	Policies & Suggestions	David Wm. Ruskin..... 357
Computer Systems	Rich Collins..... 374	Proof of Claim Objections	See Paralegal number split listed below
Creditor Meeting Adjournments	See Paralegal number split listed below	Secretaries: To Mr. Ruskin: To Staff Attorneys:	Deanna Thiel 357 Vanessa Wild 356 Jayme DePriest 382
Creditor Matters	Julia Ruff (00-49)..... 383 Jayme DePriest (50-99)..... 382	Extension of Time to File Documents	Deanna Thiel 357
Inquiries (debtor/creditor)	Receptionist..... 248.352.7755	Tax Returns	See Paralegal number split listed below
Legal Issues (ALL CASES 00-99)	John P. Kapitan..... 356 Christopher P. Reilly 356	Telephone Inquiries/Case Status	Receptionist 248.352.7755
		13 Network and National Data Center	Rich Collins 374
		Vendors	Staci McWilliams..... 391

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 <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 ❖ Post-Confirmation Matters and Court Hearings ❖ Discharge Preparation and Case Audit ❖ Notices of Default ❖ Post-Confirmation Order Review ❖ Creditor Meeting Adjustments ❖ Orders Obtaining Credit 	Case Numbers with ending digits 00--19 Marilee Downs 358 Case Numbers with ending digits 20--39 Amber Mayer 371 Case Numbers with ending digits 40-59..... Shauna Rinehart 359 Case Numbers with ending digits 60-79..... Heather Craig 362 Case Numbers with ending digits 80-99 Pam Altz 361
Case Processors <ul style="list-style-type: none"> ❖ Computer Entry of Claims & Orders ❖ Mortgage Escrows /Payment Changes 	Case Numbers with ending digits 00-49Heather Tousignant 372 Case Numbers with ending digits 50-99 Terri White 385
Data Processors <ul style="list-style-type: none"> ❖ Creditors' Meeting Preparation ❖ File Set-Up ❖ Service of Payment / Wage Orders ❖ Set up of ACH Arrangements 	Case Numbers with ending digits 00-49Angela Crouch 387 Case Numbers with ending digits 50-99Angela Tyner 369 (IN TRAINING)Brianna Blanks 370

PLEASE SEE OTHER SIDE FOR MORE INFORMATION!

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE

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

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	DEADLINE DATES
JUDGE OXHOLM CASES SCHEDULED ON MONDAY; STATUS CONFERENCES ON PRIOR TUESDAY	Documents to our office 14 calendar days prior to the hearing date Proposed Orders Confirming Plan pursuant to Court Case Management Order by: 3:00 p.m. on Thursday preceding the hearing date
JUDGE GRETCHKO CASES SCHEDULED ON THURSDAY	Documents to our office 14 calendar days preceding the hearing date Proposed Orders Confirming Plan pursuant to Court Case Management Order by 3:00 p.m. on the Tuesday preceding the hearing date

PROPOSED STIPULATIONS AND ORDERS FOR UPCOMING DOCKETS

Proposed Stipulations and Orders for matters on upcoming dockets should be submitted to ruskin.stips@det13.com **no later than 3:00 p.m. two business days before the hearing.** Stipulations received after that time may not be reviewed and the parties may be required to attend the contested docket as scheduled. If a matter is resolved or the parties agree to adjourn a matter after the 3:00 p.m. deadline, the matter will still be heard on the contested docket.

SUBMISSION OF ORDERS FOLLOWING HEARINGS

Proposed Stipulations and Orders for all matters resolved on the Contested Docket (OTHER THAN ORDERS CONFIRMING PLANS) should be submitted to ruskin.stips@det13.com **no later than 4:30 on the first business day following the hearing.**

Proposed Orders Confirming Plan for matters resolved on the Contested Docket should be submitted to ruskin.orders@det13.com **no later than 4:30 on the first business day following the hearing consistent with the Court's Case Management Order.**

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

We will make every effort to process all orders that are received in our office at least seven calendar days prior to disbursement. Consult our website for the disbursement schedule.

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
Lisa S. Gretchko	0, 1, 2, 3, 4, 5, 6	David Wm. Ruskin	Wednesday	Thursday
Lisa S. Gretchko	7, 8, 9	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	0, 1, 2, 3, 4, 5, 6	David Wm. Ruskin	Wednesday	Monday Status Conferences on prior Tuesday
Maria L. Oxholm	7, 8, 9	Tammy L. Terry	Tuesday	Monday

PLEASE SEE OTHER SIDE FOR MORE INFORMATION!