

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: September 3, 2019

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)

EMAIL STIPULATIONS & PROPOSED ORDERS TO: ruskin.stips@det13.com (see memo at 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 Jayme DePriest (50-99)..... 382 / 241
Closing Cases/including Debtor Refunds and ACH "pull" questions	Desiree Allard (00-49).....383 / 242 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 To Staff Attorneys:
Creditor Matters	Desiree Allard (00-49).....383 / 242 Jayme DePriest (50-99)..... 382 / 241	Vanessa Wild 356 / 216 Jayme DePriest 355 / 214	Extension of Time to File Documents
Inquiries (debtor/creditor)	Receptionist..... 248.352.7755	Deanna Thiel..... 357 / 217	Tax Returns
Legal Issues (case #'s ending in even digits)	Lisa K. Mullen356	See Paralegal number split listed below	Telephone Inquiries/Case Status
(case #'s ending in odd digits)	Tom DeCarlo356		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	341 preparation.....	Marilee Downs 358 / 218
❖ Pre-Confirmation Matters and Court Hearings	Case Numbers with ending digits 26-50 & 17-25.....	Ken Kuretech 363 / 223
❖ Pre-Confirmation Order Review	Case Numbers with ending digits 51-75 & 0-7.....	Heather Craig 362 / 222
❖ Computer Entry of Orders Confirming Plan	Case Numbers with ending digits 76-99 & 8-16	Pam Altz 361 / 221
❖ Post-Confirmation Matters and Court Hearings	IN TRAINING	Shauna Rinehart 359 / 219
❖ Discharge Preparation and Case Audit		
❖ Notices of Default		
❖ Post-Confirmation Order Review		
❖ Creditor Meeting Adjournments		
❖ Orders Obtaining Credit		
Case Processors		
❖ Computer Entry of Claims & Orders	Case Numbers with ending digits 00-49	Paula Lankin 372 / 232
❖ Mortgage Escrows /Payment Changes	Case Numbers with ending digits 50-99	Terri White 385 / 245
Data Processors		
❖ Creditors' Meeting Preparation	Case Numbers with ending digits 00-33	Stephane Fuller 387 / 247
❖ File Set-Up	Case Numbers with ending digits 34-66	Angela Tyner 369 / 229
❖ Service of Payment / Wage Orders	Case Numbers with ending digits 67-99	Jamie Chlebana 370 / 230
❖ Set up of ACH Arrangements		

**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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