

# 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  
 Christopher P. Reilly, Esquire, STAFF ATTORNEY  
 Michelle M. Stephenson, 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: December 22, 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](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))  
 UPLOAD FINANCIAL INFORMATION TO: [www.bkdocs.us](http://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](mailto:ruskin.stips@det13.com) (see [www.det13.com](http://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 .....	<b>248.352.7755</b>	Payment Orders	Jill Hostetler.....	<b>360</b>
Address Changes (file with the court)	Staci McWilliams .....	<b>391</b>	Automatic Stay Lift Relief		
Adequate Protection Payments	Jill Hostetler .....	<b>360</b>	Payments from debtors (tracing)	Julia Ruff (00-49).....	<b>383</b>
Closing Cases/including Debtor Refunds and ACH "pull" questions	Julia Ruff (00-49).....	<b>383</b>		Jayne DePriest (50-99).....	<b>382</b>
	Jayne DePriest (50-99).....	<b>382</b>	Policies & Suggestions	David Wm. Ruskin.....	<b>357</b>
Computer Systems	Rich Collins.....	<b>374</b>	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 .....	<b>357</b>
Creditor Matters	Julia Ruff (00-49).....	<b>383</b>	To Staff Attorneys:	Vanessa Wild .....	<b>356</b>
	Jayne DePriest (50-99).....	<b>382</b>		Jayne DePriest .....	<b>382</b>
Inquiries (debtor/creditor)	Receptionist.....	<b>248.352.7755</b>	Extension of Time to File Documents	Deanna Thiel .....	<b>357</b>
Legal Issues (case #s ending in even digits)	Christopher P. Reilly.....	<b>356</b>	Tax Returns	See Paralegal number split listed below	
(case #s ending in odd digits)	Michelle M. Stephenson .....	<b>356</b>	Telephone Inquiries/Case Status	Receptionist .....	<b>248.352.7755</b>
			13 Network and National Data Center	Rich Collins .....	<b>374</b>
			Vendors	Staci McWilliams.....	<b>391</b>

*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").*

Paralegals	Pre-Confirmation with ending digits	Paralegal	Phone	Post Confirmation with ending digits
❖ Income verification analysis and 341 Meeting preparation	00-19 .....	Marilee Downs	<b>358</b> .....	00-24
❖ Pre-Confirmation Matters and Court Hearings	20-39 .....	Amber Mayer	<b>371</b> .....	25-49
❖ Pre-Confirmation Order Review	40-59 .....	Shauna Rinehart	<b>359</b> .....	50-74
❖ Computer Entry of Orders Confirming Plan	60-79 .....	Heather Tousignant	<b>372</b> .....	N/A
❖ Post-Confirmation Matters and Court Hearings	80-99 .....	Pam Altz	<b>361</b> .....	75-99
❖ Discharge Preparation and Case Audit				
❖ Notices of Default				
❖ Post-Confirmation Order Review				
❖ Creditor Meeting Adjustments				
❖ Orders Obtaining Credit				
<b>Case Processors</b>	Case Numbers with ending digits 00-49 .....	Linda Rippe		<b>362</b>
❖ Computer Entry of Claims & Orders	Case Numbers with ending digits 50-99 .....	Terri White		<b>385</b>
❖ Mortgage Escrows /Payment Changes				
<b>Data Processors</b>	Case Numbers with ending digits 00-33 .....	Angela Crouch		<b>387</b>
❖ Creditors' Meeting Preparation	Case Numbers with ending digits 34-66 .....	Angela Tyner		<b>369</b>
❖ File Set-Up	Case Numbers with ending digits 67-99 .....	Brianna Blanks		<b>370</b>
❖ Service of Payment / Wage Orders				
❖ Set up of ACH Arrangements				

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

**PROPOSED STIPULATIONS AND ORDERS FOR UPCOMING DOCKETS**

Proposed Stipulations and Orders for matters on upcoming dockets should be submitted to [ruskin.stips@det13.com](mailto: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](mailto: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](mailto: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
Maria L. Oxholm	7, 8, 9	Tammy L. Terry	Tuesday	Monday

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