

# 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: September 21, 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 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. Mullen .....356	See Paralegal number split listed below	Telephone Inquiries/Case Status
(case #'s ending in odd digits)	Tom DeCarlo .....356		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").*

Paralegals	Case Numbers with ending digits	Name	Phone / Fax
❖ Income verification analysis and 341 Meeting preparation	00-19	Marilee Downs	358 / 218
❖ Pre-Confirmation Matters and Court Hearings	20-39	Ken Kuretych	363 / 223
❖ Pre-Confirmation Order Review	40-59	Dayjanae Taylor	359 / 219
❖ Computer Entry of Orders Confirming Plan	60-79	Heather Craig	362 / 222
❖ Post-Confirmation Matters and Court Hearings	80-99	Pam Altz	361 / 221
❖ Discharge Preparation and Case Audit			
❖ Notices of Default			
❖ Post-Confirmation Order Review			
❖ Creditor Meeting Adjournments			
❖ Orders Obtaining Credit			
Case Processors	Case Numbers with ending digits 00-49	Paula Lankin	372 / 232
❖ Computer Entry of Claims & Orders	Case Numbers with ending digits 50-99	Terri White	385 / 245
❖ Mortgage Escrows /Payment Changes			
Data Processors	Case Numbers with ending digits 00-33	Ginny Jones	387 / 247
❖ Creditors' Meeting Preparation	Case Numbers with ending digits 34-66	Angela Tyner	369 / 229
❖ File Set-Up	Case Numbers with ending digits 67-99	Jamie Chlebana	370 / 230
❖ Service of Payment / Wage Orders			
❖ 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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