

## 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  
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TELEPHONE: 248.352.7755 FACSIMILE: 248.352.2902

WEBSITE: [www.det13.com](http://www.det13.com)

[www.ndc.org](http://www.ndc.org)

PAYMENTS: 1593 Reliable Parkway  
 Chicago, Illinois 60686-0015

HOURS: M-F 9:00 A.M. - 5:00 P.M.

Revised: September 18, 2025

## 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 [HERE](#))
- UPLOAD FINANCIAL INFORMATION TO: [www.bkdocs.us](http://www.bkdocs.us) (see directions [HERE](#))
- EMAIL STIPS & OTHER PROPOSED ORDERS TO: [ruskin.stips@det13.com](mailto:ruskin.stips@det13.com) (see memo [HERE](#))

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 .....		383
Closing Cases/including Debtor Refunds and ACH "pull" questions	Julia Ruff .....		383	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:	Deanna Thiel .....		357
Creditor Matters	Julia Ruff .....		383	To Staff Attorneys:	Vanessa Wild .....		356
Inquiries (debtor/creditor)	Receptionist .....		248.352.7755	Extension of Time to File Documents	Deanna Thiel .....		357
Interpreter Services	Deanna Thiel .....		357	Tax Returns	See Paralegal number split listed below		
Legal Issues (case #s ending in even digits)	Christopher P. Reilly .....		356	Telephone Inquiries/Case Status	Receptionist .....		248.352.7755
(case #s ending in odd digits)	Michelle M. Stephenson .....		356	13 Network and National Data Center	Rich Collins .....		374
				Vendors	Staci McWilliams .....		391

*Our Staff strives to provide outstanding assistance, and we welcome your comments and any suggestions on how we may continue to improve our performance. Please direct your comments to David Ruskin either by calling 248.359.6357, e-mailing at [comments@det13.com](mailto:comments@det13.com), or in writing (marking your envelope "personal & confidential").*

## Paralegals

- ❖ 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 Processors

- ❖ Computer Entry of Claims & Orders
- ❖ Mortgage Escrows /Payment Changes

## Data Processors

- ❖ Creditors' Meeting Preparation
- ❖ File Set-Up
- ❖ Service of Payment / Wage Orders
- ❖ Set up of ACH Arrangements

Case Numbers with ending digits 00-19 .....	Heather Tousignant	372
Case Numbers with ending digits 20-39 .....	Pam Altz	361
Case Numbers with ending digits 40-59 .....	Amber Mayer	371
Case Numbers with ending digits 60-79 .....	Shauna Kehrer	359
Case Numbers with ending digits 80-99 .....	Marilee Downs	358

Case Numbers with ending digits 00-49 .....	Terri White	385
Case Numbers with ending digits 50-99 .....	Linda Rippe	362

Case Numbers with ending digits 00-33 .....	Brianna Blanks	370
Case Numbers with ending digits 34-66 .....	Angela Crouch	387
Case Numbers with ending digits 67-99 .....	Angela Tyner	369

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 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>
JUDGE HAGE 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**

<i>Judge</i>	<b>End Digit of Case Number</b>	<i>Trustee</i>	<b>Section 341 Hearing Day</b>	<b>Court Day</b>
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
Maria L. Oxholm	All	Tammy L. Terry	Tuesday	Monday
Paul R. Hage	0, 1, 2, 3, 4, 5, 6	David Wm. Ruskin	Wednesday	Thursday
Paul R. Hage	7, 8, 9	Tammy L. Terry	Tuesday	Thursday

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