

**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  
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[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: October 28, 2024

**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%20access))

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 Stmt](#)s | [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><br>Jayme DePriest (50-99)..... <b>382</b> |
| Closing Cases/including Debtor Refunds and ACH "pull" questions | Julia Ruff (00-49) ..... <b>383</b><br>Jayme 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><br>Jayme DePriest (50-99)..... <b>382</b>  | To Staff Attorneys:                 | Vanessa Wild ..... <b>356</b><br>Jayme 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 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").*

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

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<br>CASES SCHEDULED ON THURSDAY | Documents to our office <b>14 calendar days preceding the hearing date</b><br>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<br>CASES SCHEDULED ON THURSDAY     | Documents to our office <b>14 calendar days preceding the hearing date</b><br>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 |
| 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  |