

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
www.ndc.org
 PAYMENTS: P.O. Box 127
 Memphis, TN 38101-0127
 HOURS: M-F 9:00 A.M. - 5:00 P.M.

Revised: December 10, 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 (example: deanna.thiel@det13.com)**

- EMAIL PROPOSED CONFIRMATION ORDERS TO: ruskin.orders@det13.com (see memo [HERE](#))
- UPLOAD FINANCIAL INFORMATION TO: www.bkdocs.us (see directions [HERE](#))
- EMAIL STIPS & OTHER PROPOSED ORDERS TO: 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 Automatic Stay Lift Relief	Jill Hostetler.....	360
Address Changes (file with the court)	Staci McWilliams	391	Payments from debtors (tracing)	Julia Ruff	383
Adequate Protection Payments	Jill Hostetler	360	IN TRAINING - Brianna Blanks.....		370
Closing Cases/including Debtor Refunds and ACH "pull" questions	Julia Ruff	383	Policies & Suggestions	David Wm. Ruskin.....	357
	IN TRAINING - Brianna Blanks....	370	Proof of Claim Objections	See Paralegal number split listed below	
Computer Systems	Rich Collins.....	374	Secretaries: To Mr. Ruskin: To Staff Attorneys:	Deanna Thiel	357
Creditor Meeting Adjournments	See Paralegal number split listed below		Vanessa Wild		356
Creditor Matters	Julia Ruff.....	383	Extension of Time to File Documents	Deanna Thiel	357
	IN TRAINING - Brianna Blanks....	370	Tax Returns	See Paralegal number split listed below	
Inquiries (debtor/creditor)	Receptionist.....	248.352.7755	Telephone Inquiries/Case Status	Receptionist	248.352.7755
Interpreter Services	Deanna Thiel.....	357	13 Network and National Data Center	Rich Collins	374
Legal Issues (case #s ending in even digits)	Christopher P. Reilly.....	356	Vendors	Staci McWilliams.....	391
(case #s ending in odd digits)	Michelle M. Stephenson	356			

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, or in writing (marking your envelope "personal & confidential").

Paralegals	<ul style="list-style-type: none"> ❖ 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 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 Processors	<ul style="list-style-type: none"> ❖ Computer Entry of Claims & Orders ❖ Mortgage Escrows /Payment Changes 	Case Numbers with ending digits 00-49Terri White 385 Case Numbers with ending digits 50-99Linda Rippe 362
Data Processors	<ul style="list-style-type: none"> ❖ Creditors' Meeting Preparation ❖ File Set-Up ❖ Service of Payment / Wage Orders ❖ Set up of ACH Arrangements 	Case Numbers with ending digits 00-49Angela Crouch 387 Case Numbers with ending digits 50-99Angela Tyner 369 IN TRAINING Yolanda Thomas 382

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 14 calendar days preceding the hearing date Proposed Orders Confirming Plan pursuant to Court Case Management Order by 3:00 p.m. on the Tuesday preceding the hearing date
JUDGE HAGE CASES SCHEDULED ON THURSDAY	Documents to our office 14 calendar days preceding the hearing date Proposed Orders Confirming Plan pursuant to Court Case Management Order by 3:00 p.m. on the Tuesday preceding the hearing date

PROPOSED STIPULATIONS AND ORDERS FOR UPCOMING DOCKETS

Proposed Stipulations and Orders for matters on upcoming dockets should be submitted to 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 **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 **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

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