

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: June 2, 2026

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) | Brianna Blanks (00-49) | 370 |
| Adequate Protection Payments | Jill Hostetler | 360 | Julia Ruff (50-99)..... | 383 | |
| Closing Cases/including Debtor Refunds and ACH "pull" questions | Brianna Blanks (00-49) | 370 | Policies & Suggestions | David Wm. Ruskin..... | 357 |
| | Julia Ruff (50-99)..... | 383 | 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 | Brianna Blanks (00-49) | 370 | Extension of Time to File Documents | Deanna Thiel | 357 |
| | Julia Ruff (50-99)..... | 383 | 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) (case #s ending in odd digits) | Christopher P. Reilly..... | 356 | Vendors | Staci McWilliams..... | 391 |
| | 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 |

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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