

**Office /Correspondence Address**

200 Public Square, Suite 3860  
Cleveland, OH 44114-2321  
Tel: (216) 621-4268  
Email: [ch13trustee@ch13cleve.com](mailto:ch13trustee@ch13cleve.com)

**OFFICE OF THE CHAPTER 13 TRUSTEE**

**LAUREN A. HELBLING, TRUSTEE**  
**(216) 621-4268**

For Cases Filed Under Chapter 13 in the United States Bankruptcy Court  
Northern District of Ohio – Eastern Division (Cleveland)  
[www.13trusteechicago.com](http://www.13trusteechicago.com)

**Electronic Payments:**

Visit Trustee's website for online ePay,  
automatic ACH payment options, or TFSbillpay

**Mail Payment to:**

Lauren A. Helbling, Trustee

P.O. Box 593

Memphis, TN 38101-0593

\*\*Include Case Number on Check\*\*

**Trustee's Assistant**

**Kelly Barton**, Paralegal [kbarton@ch13cleve.com](mailto:kbarton@ch13cleve.com) 120  
*Attorney Fee Applications*  
*Attorney email List*  
*NDC and Document Delivery Portal registration for Debtor Attorney*  
*Adjournments of a Meeting of Creditors*

**Legal Department**

**Tiaon Michele Lynch**, Legal Counsel [tlynch@ch13cleve.com](mailto:tlynch@ch13cleve.com) 128  
**Alycia Charney**, Paralegal [acharney@ch13cleve.com](mailto:acharney@ch13cleve.com) 135  
*Judge Koch matters*  
*Trustee's Motion to Dismiss*  
*Trustee's Objections to Confirmation, Exemption or Fee Application*  
  
**Holly Davala**, Legal Counsel [hdavala@ch13cleve.com](mailto:hdavala@ch13cleve.com) 130  
**Naj Coleman**, Paralegal [ncoleman@ch13cleve.com](mailto:ncoleman@ch13cleve.com) 124  
*Judge Price Smith matters*  
*Trustee's Motion to Dismiss*  
*Trustee's Objections to Confirmation, Exemption or Fee Application*

**Rebecca Conway**, Case Analyst [rconway@ch13cleve.com](mailto:rconway@ch13cleve.com) 157  
*Annual Case Reviews*  
*Tax Returns - Post-confirmation*  
*Sale or Refinance of Real Estate*  
*Exceptional payments (i.e. tax refunds, inheritance, bonuses, etc.)*

**Receipts Department**

**Nan Robinson**, Receipts Administrator [nrobinson@ch13cleve.com](mailto:nrobinson@ch13cleve.com) 122  
**Seasons Debose**, Receipts Administrator [sdebose@ch13cleve.com](mailto:sdebose@ch13cleve.com) 146  
*Plan payments*  
*Employee Garnishments*  
*ACH payments*  
*ePay – online payments*

**Case Administration**

<b>Case Administration</b>	<b>Email</b>	<b>Ext.</b>
<b>Debbie Plaga</b> , Manager	<a href="mailto:dplaga@ch13cleve.com">dplaga@ch13cleve.com</a>	125
<b>Nancy Maurer</b> , Case Administrator	<a href="mailto:nmaurer@ch13cleve.com">nmaurer@ch13cleve.com</a>	144
<i>New Case Entry only</i>		
<b>Tonya McCall</b> , Case Administrator	<a href="mailto:tmccall@ch13cleve.com">tmccall@ch13cleve.com</a>	156
<b>Haylee Reyes</b> , Case Administrator	<a href="mailto:hreyes@ch13cleve.com">hreyes@ch13cleve.com</a>	134

<b>Case Administration</b>	<b>Email</b>	<b>Ext.</b>
<b>Confirmation Orders</b>	<i>Proof of Claims</i>	
<b>Conversion to Chapter 7</b>	<i>Objections to Claims</i>	
<b>Limits on Claims</b>	<i>Case Closing for Dismissed Case</i>	
<b>Creditor Disbursements Orders</b>	<i>Granting Motion to Modify</i>	

**Case Audit**

<b>Case Audit</b>	<b>Email</b>	<b>Ext.</b>
<b>Leslie Bultman</b> , Case Auditor	<a href="mailto:lbultman@ch13cleve.com">lbultman@ch13cleve.com</a>	145
<b>Rosa Rosario</b> , Case Auditor	<a href="mailto:rrosario@ch13cleve.com">rrosario@ch13cleve.com</a>	149
<i>Balance Remaining to Complete Case (Pay off)</i>		
<i>Case closing for completed cases</i>		
<i>Feasibility and Motion to Dismiss for Lack of Feasibility (Confirmed Cases)</i>		

Matters with case numbers ending in the table below will be handled by the employee as indicated.

Matter	Rosa	Leslie
Payoff Closing Review	00-49	50-99
Feasibility	50-99	00-49