Office /Correspondence Address

200 Public Square, Suite 3860 Cleveland, OH 44114-2321 Tel: (216) 621-4268 Email: <u>ch13trustee@ch13cleve.com</u>

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.13trusteecleveland.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**

<u>Trustee's Assistant</u> Kelly Barton, Paralegal & Assistant to Trustee Helbling Attorney Fee Applications Attorney email List NDC and Document Delivery Portal registration for Debtor Attorney	<u>Ext.</u> 120
Legal Department	
Tiaon Michele Lynch, Legal Counsel	128
Alycia Charney, Paralegal	135
Judge Koch matters	
Trustee's Motion to Dismiss	
Trustee's Objections to Confirmation, Exemption or Fee Application	
Adjournment of a Meeting of Creditors	
Holly Davala, Legal Counsel	130
Naj Coleman, Paralegal	124
Judge Price Smith matters	
Trustee's Motion to Dismiss	
Trustee's Objections to Confirmation, Exemption or Fee Application	
Rebecca Conway, Case Analyst	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	
Nikki Topoly, Controller	133
Nan Robinson, Finance Assistant	122
Seasons Debose, Receipts Administrator & Legal Assistant	146
Plan payments	
Employee Garnishments	
ACH payments	
ePay – online payments	

Case Administration	<u>Ext.</u>
Debbie Plaga, Manager	125
Document Delivery Portal	
Nancy Mauer, Case Administrator	144
New Case Entry only	
Tonya McCall, Case Administrator	156
Haylee Reyes, Case Administrator	134
Davia Wright, Case Administrator	131

Confirmation Orders	Proof of Claims		
Conversion to Chapter 7	Objections to Claims		
Limits on Claims	Case Closing for Dismissed Case		
Creditor Disbursements Orders Granting Motion to Modify			

Case Audit

Leslie Bultman, Case Auditor	145
Rosa Rosario, Case Auditor	149
Balance Remaining to Complete Case (Pay off)	
Case closing for completed cases	
Feasibility and Motion to Dismiss for Lack of Feasibility (Confirmed Cases)

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