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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

Trustee’s Assistant

	<u>Email</u>	<u>Ext.</u>
Kelly Barton , Paralegal	kbarton@ch13cleve.com	120
<i>Attorney Fee Applications</i>		
<i>Attorney email List</i>		
<i>NDC and Document Delivery Portal registration for Debtor Attorney</i>		
<i>Adjournment of Meeting of Creditors</i>		

Legal Department

Tiaon Michele Lynch , Legal Counsel	tlynch@ch13cleve.com	128
Alycia Charney , Paralegal	acharney@ch13cleve.com	135
<i>Judge Koch matters</i>		
<i>Trustee’s Motion to Dismiss</i>		
<i>Trustee’s Objections to Confirmation, Exemption or Fee Application</i>		

Holly Davala , Legal Counsel	hdavala@ch13cleve.com	130
Naj Coleman , Paralegal	ncoleman@ch13cleve.com	124
<i>Judge Price Smith matters</i>		
<i>Trustee’s Motion to Dismiss</i>		
<i>Trustee’s Objections to Confirmation, Exemption or Fee Application</i>		

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

Receipts Department

Nan Robinson , Receipts Administrator	nrobinson@ch13cleve.com	122
Seasons Debose , Receipts Administrator	sdebose@ch13cleve.com	146
<i>Plan payments</i>		
<i>Employee Garnishments</i>		
<i>ACH payments</i>		
<i>ePay – online payments</i>		

Case Administration

	<u>Email</u>	<u>Ext.</u>
Debbie Plaga , Manager	dplaga@ch13cleve.com	125
Nancy Maurer , Case Administrator	nmaurer@ch13cleve.com	144
<i>New Case Entry only</i>		
Tonya McCall , Case Administrator	tmccall@ch13cleve.com	156
Haylee Reyes , Case Administrator	hreyes@ch13cleve.com	134

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

Case Audit

Leslie Bultman , Case Auditor	lbultman@ch13cleve.com	145
Rosa Rosario , Case Auditor	rrosario@ch13cleve.com	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