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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](http://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**

**Kelly Barton**, Paralegal & Assistant to Trustee Helbling **Ext.** 120  
*Attorney Fee Applications*  
*Attorney email List*  
*NDC website registration for Debtor Attorney*

**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*

**Holly Davala**, Legal Counsel 130  
**Teresa Caraffa**, 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**

**Debbie Plaga**, Manager 125  
*Document Delivery Portal*  
**Sandi Jenkins**, Case Administrator 131  
*Adjournment of a Meeting of Creditors*  
**Nancy Mauer**, Case Administrator 144  
*New Case Entry only*  
**Tonya McCall**, Case Administrator 156  
**Haylee Reyes**, Case Administrator 134

*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