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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)

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Lauren A. Helbling, Trustee  
P.O. Box 593  
Memphis, TN 38101-0593

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

**Trustee’s Assistant**

	<b>Email</b>	<b>Ext.</b>
<b>Kelly Barton</b> , Paralegal	<a href="mailto:kbarton@ch13cleve.com">kbarton@ch13cleve.com</a>	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**

<b>Tiaon Michele Lynch</b> , Legal Counsel	<a href="mailto:tlynch@ch13cleve.com">tlynch@ch13cleve.com</a>	128
<b>Angela Chen</b> , Paralegal	<a href="mailto:achen@ch13cleve.com">achen@ch13cleve.com</a>	134
<i>Judge Koch matters</i>		
<i>Trustee’s Motion to Dismiss</i>		
<i>Trustee’s Objections to Confirmation, Exemption or Fee Application</i>		

<b>Holly Davala</b> , Legal Counsel	<a href="mailto:hdavala@ch13cleve.com">hdavala@ch13cleve.com</a>	130
<b>Naj Coleman</b> , Paralegal	<a href="mailto:ncoleman@ch13cleve.com">ncoleman@ch13cleve.com</a>	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>		

<b>Rebecca Conway</b> , Case Analyst	<a href="mailto:rconway@ch13cleve.com">rconway@ch13cleve.com</a>	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**

<b>Nan Robinson</b> , Receipts Administrator	<a href="mailto:nrobinson@ch13cleve.com">nrobinson@ch13cleve.com</a>	122
<b>Seasons Debose</b> , Receipts Administrator	<a href="mailto:sdebose@ch13cleve.com">sdebose@ch13cleve.com</a>	146
<i>Plan payments</i>		
<i>Employee Garnishments</i>		
<i>ACH payments</i>		
<i>ePay – online payments</i>		

**Case Administration**

	<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>Alycia Charney</b> , Case Administrator	<a href="mailto:acharney@ch13cleve.com">acharney@ch13cleve.com</a>	135

<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**

<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