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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

Ext.

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

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Legal Department

Tiaon Michele Lynch, Legal Counsel
Alycia Charney, Paralegal
Judge Koch matters
Trustee’s Motion to Dismiss
Trustee’s Objections to Confirmation, Exemption or Fee Application
Adjournment of a Meeting of Creditors

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Holly Davala, Legal Counsel
Judge Price Smith matters
Trustee’s Motion to Dismiss
Trustee’s Objections to Confirmation, Exemption or Fee Application

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Rebecca Conway, Case Analyst
Annual Case Reviews
Tax Returns - Post-confirmation
Sale or Refinance of Real Estate
Exceptional payments (i.e. tax refunds, inheritance, bonuses, etc.)

157

Receipts Department

Nikki Topoly, Controller
Nan Robinson, Finance Assistant
Seasons Debose, Receipts Administrator & Legal Assistant
Plan payments
Employee Garnishments
ACH payments
ePay – online payments

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Case Administration

Ext.

Debbie Plaga, Manager
Document Delivery Portal
Nancy Mauer, Case Administrator
 New Case Entry only
Tonya McCall, Case Administrator
Haylee Reyes, Case Administrator

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

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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