Office /Correspondence Address
7550 Lucerne Drive, Suite 110
Middleburg Hts., OH 44130
Tel: (216) 621-4268
Email: ch13trustee@ch13cleve.com

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	**Email**	**Ext.**
Kelly Barton, Paralegal	kbarton@ch13cleve.com	120
Attorney Fee Applications		
Attorney email List		
NDC and Document Delivery Portal registration for Debtor Attorney		

Legal Department

T. Michele Lynch, Legal Counsel	tlynch@ch13cleve.com	128
Angela Chen, Paralegal	achen@ch13cleve.com	134
Judge Koch matters		
Trustee's Motion to Dismiss		
Trustee's Objections to Confirmation, Exemption or Fee Application		
Holly Davala, Legal Counsel	hdavala@ch13cleve.com	130
Naj Coleman, Paralegal	ncoleman@ch13cleve.com	124
Judge Price Smith matters		
Trustee's Motion to Dismiss		
Trustee's Objections to Confirmation, Exemption or Fee Application		
Rebecca Conway, Case Analyst	rconway@ch13cleve.com	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

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

Case Administration	**Email**	**Ext.**
Debbie Plaga, Manager	dplaga@ch13cleve.com	125
Tonya McCall, Case Administrator	tmccall@ch13cleve.com	156
Alycia Charney, Case Administrator	acharney@ch13cleve.com	135
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*	
Karla Galati, Case Administrator	kgalati@ch13cleve.com	131
Adjournment of Meeting of Creditors		
Nancy Maurer, Case Administrator	nmaurer@ch13cleve.com	144
New Case Entry only		

Case Audit

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

Revised November 2026