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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

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 **Ext.** 128
Judge Harris Hearings K thru Z
Trustee’s Motion to Dismiss
Trustee’s Objections to Confirmation, Exemption or Fee Application

Holly Davala, Legal Counsel **Ext.** 130
Judge Harris Hearings A thru L
Judge Price Smith Hearings
Trustee’s Motion to Dismiss
Trustee’s Objections to Confirmation, Exemption or Fee Application

Rebecca Conway, Case Analyst **Ext.** 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 **Ext.** 133
Nan Robinson, Finance Assistant **Ext.** 122
Seasons Debose, Receipts & Operations Clerk **Ext.** 146
Plan payments
Employee Garnishments
ACH payments
ePay – online payments

Case Administration

Debbie Plaga, Manager **Ext.** 125
Document Delivery Portal
Sandi Jenkins, Case Administrator **Ext.** 131
Adjournment of a Meeting of Creditors
Nancy Mauer, Case Administrator **Ext.** 144
New Case Entry only
Alycia Charney, Paralegal & (Acting) Case Administrator **Ext.** 135
Tonya McCall, Case Administrator **Ext.** 156

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 **Ext.** 145
Rosa Rosario, Case Auditor & (Acting) Case Administrator **Ext.** 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