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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\*\*

<b><u>Trustee’s Assistant</u></b>	<b><u>Ext.</u></b>
Kelly Barton, Paralegal & Assistant to Trustee Helbling	120
Attorney Fee Applications	
Attorney email List	
NDC website registration for Debtor Attorney	

<b><u>Legal Department</u></b>	
Tiaon Michele Lynch, Legal Counsel	128
Judge Harris Hearings	
Trustee’s Motion to Dismiss	
Trustee’s Objections to Confirmation, Exemption or Fee Application	

Holly Davala, Legal Counsel	130
Judge Price Smith Hearings	
Trustee’s Motion to Dismiss	
Trustee’s Objections to Confirmation, Exemption or Fee Application	

Alycia Charney, Paralegal	135
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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.)	

<b><u>Receipts Department</u></b>	
Nikki Topoly, Controller	133
Nan Robinson, Finance Assistant	122
Seasons Debose, Receipts & Operations Clerk	146
Plan payments	
Employee Garnishments	
ACH payments	
ePay – online payments	

<b><u>Case Administration</u></b>	<b><u>Ext.</u></b>
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
Samantha Alexander, 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

<b><u>Case Audit</u></b>	
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