

**Office /Correspondence Address**

200 Public Square, Suite 3860  
Cleveland, OH 44114-2321  
Tel: (216) 621-4268  
Fax: (216) 621-4806

**OFFICE OF THE CHAPTER 13 TRUSTEE**

**LAUREN A. HELBLING, TRUSTEE**

**(216) 621-4268 Ext. 139**

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 or automatic ACH payment options.

**Mail Payment to:**

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

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

	<b><u>Ext.</u></b>		<b><u>Ext.</u></b>
<b><u>Trustee’s Assistant</u></b>		<b><u>Case Audit (Cont).</u></b>	
Kelly Barton, Paralegal & Assistant to Trustee Helbling	120	Leslie Bultman, Case Auditor	145
<i>Attorney Fee Applications</i>		<i>Balance Remaining to Complete Case (Pay off)</i>	
<i>Reschedule Meeting of Creditors</i>		<i>(Case #'s ending in 50-99)</i>	
<i>Attorney email List</i>		<i>Case closing for completed cases</i>	
<i>NDC website registration for Debtor Attorney</i>		<i>(Case #'s ending in 50-99)</i>	
		<i>Feasibility and Motion to Dismiss for Lack of Feasibility (Confirmed Cases)</i>	
		<i>(Case #'s ending in 00-49)</i>	
<b><u>Legal Department</u></b>		<b><u>Receipts Department</u></b>	
Phil Lamos, Chief Legal Counsel	128	Nikki Topoly, Manager	133
Kelly Barton, Paralegal - <b>Tentative</b>	120	Nan Robinson, Financial Assistant	122
Judge Harris’ Hearings		<i>Plan payments</i>	
<i>Trustee’s Motion to Dismiss</i>		<i>Wage Orders</i>	
<i>Trustee’s Objection to Confirmation, Exemption or Fee Application</i>		<i>Employee Garnishments</i>	
		Maria Petkovic, Financial Assistant	124
Holly Davala, Legal Counsel	130	<i>ACH payments</i>	
Andrea Lavin-Howell, Paralegal	137	<i>ePay – online payments</i>	
Judge Price Smith Hearings			
<i>Trustee’s Motion to Dismiss</i>		<b><u>Case Administration</u></b>	
<i>Trustee’s Objections to Confirmation, Exemption or Fee Application</i>		Debbie Plaga, Manager	125
		<i>Document Delivery Portal</i>	
<b><u>Case Audit</u></b>		Jessica Johnovich, Case Administration Supervisor	134
Maureen Gregory, Case Analyst	140	<i>Insurance claims</i>	
<i>Annual Case Reviews</i>		<i>Conduit Mortgage Payments and Payment Changes</i>	
<i>Tax Returns - Post-confirmation</i>		Tonya McCall, Administrator	156
<i>Sale or Refinance of Real Estate</i>		(Cases #'s ending in 00 – 18)	
<i>Exceptional payments (i.e. tax refunds, inheritance, bonuses, etc.)</i>		Alycia Charney, Administrator	135
		(“      “      19 – 59)	
Rebecca Conway, Case Auditor	157	Rosa Rosario, Administrator	149
<i>Balance Remaining to Complete Case (Pay off)</i>		(“      “      60 – 99)	
<i>(Case #'s ending in 00-49)</i>		<i>Confirmation Orders</i>	
<i>Case closing for completed cases</i>		<i>Conversion to Chapter 7</i>	
<i>(Case #'s ending in 00-49)</i>		<i>Limits on Claims</i>	
<i>Feasibility and Motion to Dismiss for Lack of Feasibility (Confirmed Cases)</i>		<i>Creditor Disbursements Orders Granting Motion to Modify</i>	
<i>(Case #'s ending in 50-99)</i>			