

Who Does What at the Trustee's Office?

OFFICE OF THE CHAPTER 13 TRUSTEE – DETROIT

KRISPEN S. CARROLL - CHAPTER 13 STANDING TRUSTEE
MARGARET CONTI SCHMIDT - ATTORNEY ADMINISTRATOR
MARIA GOTSIS - ATTORNEY ADMINISTRATOR
NANCY A. KAPITAN - OPERATIONS MANAGER
NANCY ARMSTRONG - AUDIT MANAGER
TRAVIS HALL - MANAGER OF INFORMATION SERVICES

PAYMENT ADDRESS:
P.O. Box 2018
Memphis, TN 38101-2018

MAILING ADDRESS:
719 Griswold Street, Ste. 1100
Detroit, MI 48226-3314
PHONE: (313) 962-5035
FAX: (313) 965-1940

www.det13ksc.com
www.ndc.org / www.13network.com

Individuals can be reached directly at the numbers listed below or by using the extensions highlighted in bold with the main number (313) 962-5035

DEPARTMENT / QUESTIONS REGARDING:	EMPLOYEE	EMAIL	DIRECT LINE	EXT.	DIRECT FAX
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ADMINISTRATION & MANAGEMENT	ADMINISTRATIVE ASSISTANT TO KRISPEN S. CARROLL & NANCY A. KAPITAN	Shannon Horton	shannon@det13ksc.com	962-2383	239	962-2384
	ADMINISTRATIVE ASSISTANT TO STAFF ATTORNEYS	Barbara Ecclestone	ON LEAVE - CONTACT SHANNON HORTON FOR ASSISTANCE			
	HUMAN RESOURCES OPERATIONS MANAGER	Nancy A. Kapitan	nancy@det13ksc.com	962-6719	238	962-6720
	AUDITING AND CLAIMS MANAGER	Nancy Armstrong	nancya@det13ksc.com	962-8635	251	962-8636
	COMPUTER SYSTEMS 13 NETWORK / NDC SIGN UP	Travis Hall	travis@det13ksc.com	963-4315	224	963-4316

FINANCE DEPARTMENT	RECEIPTS / DISBURSEMENTS	Jackie Arbogast	jacqlynn@det13ksc.com	963-4364	237	963-4365
		Shannon Horton	shannon@det13ksc.com	962-2383	239	962-2384
		Kathy Sager	kathys@det13ksc.com	962-7948	240	962-7949
	ACH PAYMENTS	Jackie Arbogast	jacqlynn@det13ksc.com	963-4364	237	963-4365
CLOSED CASES	Shannon Horton	shannon@det13ksc.com	962-2383	239	962-2384	

CASE OPENING & STATUS	INQUIRIES / CASE STATUS	Tracey Brown	reception@det13ksc.com		220		
	CASE OPENING / WAGE DEDUCTIONS	Holly Richert (00-49)		holly@det13ksc.com	962-8630	231	962-8631
		Kathy Bay (50-99)		kathleen@det13ksc.com	962-6723	235	962-6724
	CREDITOR MEETING ADJOURNMENTS	Barbara Ecclestone	ON LEAVE - CONTACT SHANNON HORTON FOR ASSISTANCE				
DEBTOR ORIENTATION	Kathy Sager	kathys@det13ksc.com	962-7948	240	962-7949		

LEGAL DEPARTMENT	ALL FILES THROUGH CONFIRMATION PRE-CONFIRMATION FEE APPS	Shefferly Team				
		Jacqueline Plasters (0)	jacqueline@det13ksc.com	962-7955	242	962-7956
		Jeff Lesperance (1,2,3,4)	jeff@det13ksc.com	962-7953	245	962-7954
		Randon Team				
		Jacqueline Plasters (0)	jacqueline@det13ksc.com	962-7955	242	962-7956
		April Terris (1,2,3)	april@det13ksc.com	963-4346	247	963-4347
	Nicole Eagger (4,5,6)	nicole@det13ksc.com	962-2379	244	962-2380	
	Matt Lombardo (7,8,9)	matthew@det13ksc.com	963-4351	246	963-4352	
	STAFF ATTORNEYS	Maria Gotsis (POST-CONF)	maria@det13ksc.com	962-5042	250	962-5043
		Margaret Conti Schmidt (PRE-CONF)	margaret@det13ksc.com	962-7951	248	962-7952

AUDITING & CLAIMS DEPARTMENTS	ALL POST-CONFIRMATION FILES THROUGH EXPIRATION / DISCHARGE	Christina Haley (00-24)	christina@det13ksc.com	962-5038	253	962-5039
		Angie James (25-49)	angie@det13ksc.com	962-5036	252	962-5037
		Jamie Basharrah (50-74)	jamie@det13ksc.com	963-4317	254	963-4318
		BethAnn Schick (75-99)	bethann@det13ksc.com	962-5040	255	962-5041
	ORDER ENTRY / PROOF OF CLAIM ENTRY CREDITOR PAYMENT CHANGES	Kathy Bay (00-49)	kathleen@det13ksc.com	962-6723	235	962-6724
		Holly Richert (50-99)	holly@det13ksc.com	962-8630	231	962-8631
TRUSTEE OBJECTIONS TO CLAIMS	Angie James	angie@det13ksc.com	962-5036	252	962-5037	

INCOME VERIFICATION AND TAX RETURNS

kscfinancials@det13ksc.com

- ONE document per email ONLY! •

OCPs AND CONFIRMATION HEARING STATEMENTS

carroll.orders@det13ksc.com

- ONE document per email ONLY! •

Our staff strives to provide outstanding assistance and we welcome your comments and any suggestions on how we may continue to improve our performance. Please direct your comments to *Krispen S. Carroll* by calling (313) 962-2383, writing to the mailing address above, or via e-mail to krispen@det13ksc.com.

341 Meeting Materials: We will make every effort to review completing documents for 341 Meetings including pleadings, income verification and tax returns received by 4:30 pm on Friday prior to the meeting.

Last Minute ORDERS CONFIRMING PLAN Will Be Accepted No Later Than 4:30 pm on Friday, Prior to the Hearing

ALL OTHER DOCUMENTS related to Confirmation should be received by our office no later than 4:30 pm on Monday of the week prior to the hearing.

*****Please refer to each Judge's Case Management Order for additional deadline information.*****

Disbursements: Every effort will be made to process all documents that are received in our office seven business days prior to disbursement. Disbursement will take place on the first Wednesday of the month. (Please refer to our website for updates to this schedule.)