

# Office Directory

Office of the Chapter 13 Standing Trustee- Flint

Melissa A. Caouette, Trustee

## Payments:

Chapter 13 Trustee- Flint  
PO Box 2175  
Memphis, TN 38101-2175

## Correspondence:

Chapter 13 Trustee  
400 N. Saginaw St. Suite 331  
Flint, MI 48502  
Phone: 810-238-4675 HRS: M-F 9:00 AM – Noon, 12:30 PM – 3:00 PM  
Fax: 810-238-4712

## Special Purpose E-mail Addresses:

General Inquiries [correspondence@flint13.com](mailto:correspondence@flint13.com)  
Confirmation Documents [confirmations@flint13.com](mailto:confirmations@flint13.com)

**\*\*DUE 6 DAYS PRIOR TO HEARING**

Our staff makes every attempt to provide outstanding assistance. We recognize, however, that there may be occasional concerns. Should this occur, please direct your comments to Melissa A. Caouette at the above phone number or address (please mark your envelope "personal and confidential").

## INQUIRIES

General Case Information, Filing, & ECF Clerk

NAME	PHONE
Tracee	239

## CASE PARALEGALS (Pre-Confirmation)

§341 Hearing Prep & Confirmation Hearing Prep

NAME	PHONE
Sara	222

A – G Cases

Katie	234
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H-Q Cases

Kayla	223
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R-Z Cases

## CASE PARALEGAL (Post-Confirmation)

Post Confirmation Plan Modifications, Attorney Fee Applications

NAME	PHONE
Cindy	284

## FINANCIAL ANALYST/POSTING

Posting/Tracing Receipts & Wage Orders

NAME	PHONE
Tracee	239

## ACCOUNTING ADMINISTRATOR

Creditor/Debtor Refunds & Payments, ACH/EFT Payments, EPay, Approval of Payment Orders, Motions to Incur Debt, Mtg Modifications

NAME	PHONE
Dawn	227

## CASE AUDITORS

NAME	PHONE
Tenee	222

Bar Date

## NAME

Sherry	225
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Confirmation Document Filing  
& Objections to Claims

## PLAN ACCOUNT SUPPORT

Entry of Claims, Transfer/Assignment of Claims, Creditor Address Changes, Debtor Education Certificate Mailing, & Mortgage Payment Changes.

NAME	PHONE
Diane	224

## MANAGEMENT

NAME	PHONE
Tenee	236

HR/Operations Manager

Tax Escrows, Case Closing Auditor

Melissa Trustee	238
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Mark Controller	232
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Chris IT Manager	213
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