

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
Confirmation Documents 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 & Objections to Claims

| NAME | PHONE |
|--------|-------|
| Tracee | 239 |

CASE PARALEGALS (Pre-Confirmation)

§341 Hearing Prep & Confirmation Hearing Prep

| NAME | PHONE |
|------|-------|
| Sara | 222 |

A – G Cases

| | |
|-------|-----|
| Katie | 234 |
|-------|-----|

H-Q Cases

| | |
|-------|-----|
| Kayla | 223 |
|-------|-----|

R-T Cases

| | |
|-------|-----|
| Tenee | 236 |
|-------|-----|

U-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 |
|--------|-----|

Confirmation Document Filing

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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