

**OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT  
TAMMY L. TERRY**

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Tammy L. Terry, Trustee  
Kimberly J. Shorter-Siebert, Staff Attorney  
Marilyn R. Somers, Staff Attorney

Patricia S. Waller, Operations Manager  
Carl W. Brooks, Information Technology Manager  
Dawn D. Young, Controller

**ECF, E-MAIL and Other Electronic Communications To and From  
the Office of Tammy L. Terry**

To better integrate ECF and the internet into our daily office routines, we would like to announce the following policy for our office:

**1. Our office is ECF enabled with the Court:**

Any office that files their documents electronically with the Court may use the ECF Procedures for Service of documents to our office. Please do not fax, e-mail or mail copies of documents when your ECF filing receipt indicates that our office has been served electronically. Emails sent to [mieb\\_ecfadmin@det13.net](mailto:mieb_ecfadmin@det13.net), that are not from the U.S. Bankruptcy's ECF automated system, will be rejected.

**2. Sending Documents to our Office via E-mail:**

For those offices that wish to take advantage of electronic media for transmitting documents, our office will accept documents via e-mail in PDF format only.

The Subject line, of the E-mails received, must contain

- (1) The Case Number,
- (2) The Debtor Name, and
- (3) The Document Description.

The body of the e-mail must refer to the case number and the type of document attached and provide sender contact information (i.e. signature block).

Example:

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**From:** [Debtor Attorney](#)  
**Sent:** [Wednesday, December 14, 2005 8:41 AM](#)  
**To:** [TLT Staff](#)  
**Subject:** [04-00000 – Mister Debtor – Pay Stub](#)  
[Please find the attached pay stubs for Mister Debtor, Case 04-00000](#)

[Debtor Attorney](#)  
[Debtor Attorney Company](#)  
[Debtor Attorney Address](#)  
[Debtor Attorney City, State Zip](#)  
[Phone: \(555\) 555-555-5555](#)

[<< File: 04-0000Paystub.pdf >>](#)

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Our office will refuse any e-mails without these descriptions or in any other format. Any document that would normally be faxed can be sent in PDF by e-mail. Please see our office's "*Who Does What*" for the specific e-mail addresses for our employees.

**3. Inquires and Responses to Objections or Motions**

Please be advised that our office will not respond to e-mails for general case inquiries, responses to Trustee Motions or Trustee Objections to Confirmation. As in the past, please contact our office either by telephone, written correspondence sent by regular mail or facsimile.

**4. Tax Return(s) and Pay Stub(s) Email Handling PRIOR to the §341 First Meeting of Creditors**

Please be advised that tax returns and pay stubs, prior to 341 First Meeting of Creditors should be emailed to: [tltfincials@det13.net](mailto:tltfincials@det13.net)

Please read further details at <http://www.det13.net/PDF/Pre-341DocEmailPolicy.pdf>

**5. Order Confirming Plan, Certificate and Revised Order Confirming Plan Email Handling**

Please be advised that OCPs and Certificates for Confirmation Hearings must be sent to: [terry.orders@det13.net](mailto:terry.orders@det13.net)

Please read further details at <http://www.det13.net/PDF/OCPEmailNotice.pdf>