OFFICE DIRECTORY

Office of Michael R. Jones, Chapter 13 Trustee

Main 804-237-6800 · Fax 804-237-6801

Name	Title	Key Duties	Ext.	Direct Dial	Email
TRUSTEE					
Michael R. Jones	Trustee		4002	804-237-6802	MRJones@richchap13.com
LEGAL					
Susan Call	Staff Attorney	Judge Phillips cases	4003	804-237-6803	SusanCall@richchap13.com
David Tabakin	Staff Attorney	Judges Kenney/Santoro/Kindred cases	4008	804-237-6808	DavidTabakin@richchap13.com
OPERATIONS					
Eric Stewart	Director of Operations		4017	804-237-6817	station16@richchap13.com
FINANCE					
DeVario Pitchford	Finance Manager	Disbursement, reconciliation, vendor accounting	4016	804-237-6816	station12@richchap13.com
Mike Connors	Financial Administrator	Stale-date check research; receipts; creditor refund research	4004	804-237-6804	station13@richchap13.com
CASE ADMINISTRATION — Post-Confirmation					
Dawn Carter	Senior Case Administrator	Closing audits; 3002.1 process; post-confirmation docket; settlement proceeds tracking; payoff quotes	4006	804-237-6806	station03@richchap13.com
Jessica Gribkoff	Case Administrator	Cases ending 00-33	4007	804-237-6807	station05@richchap13.com
Melissa Wilkinson	Case Administrator	Cases ending 67-99	4010	804-237-6810	station06@richchap13.com
Tracy Rice	Case Administrator	Cases ending 34-66	4011	804-237-6811	station04@richchap13.com
CASE ADMINISTRATION — Pre-Confirmation					
Sharon Chambers	Senior Case Administrator	Proofs of claim; case confirmation; mortgage payment changes	4012	804-237-6812	station07@richchap13.com
Ginger Moorhouse	Case Administrator	Cases ending 00-49	4013	804-237-6813	station14@richchap13.com
Donna Magee	Case Administrator	Cases ending 50-99	4020	804-237-6819	station15@richchap13.com
CASE ADMINISTRATION — New Case Setup					
Kimberly Ries	Case Administrator	First plan & attorney fees; pre-confirmation amended plans; IRS claims; OPM background report requests	4005	804-237-6805	station10@richchap13.com