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 docket	4003	804-237-6803	SusanCall@richchap13.com
David Tabakin	Staff Attorney	Visiting Judges docket	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 00-49	4007	804-237-6807	station05@richchap13.com
Melissa Wilkinson	Case Administrator	Cases ending 50-99	4010	804-237-6810	station06@richchap13.com
CASE ADMINISTRATION — Pre-Confirmation					
Sharon Chambers	Senior Case Administrator	Proof of claims; case confirmation; mortgage payment changes	4012	804-237-6812	station07@richchap13.com
Ginger Moorhouse	Case Administrator	341 review; cases ending 00-49	4013	804-237-6813	station14@richchap13.com
Donna Magee	Case Administrator	341 review; 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 modified plans; IRS claims, OPM background report requests	4005	804-237-6805	station10@richchap13.com