

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

Deputy Clerk Workstation Extensions

This listing is subject to change to reflect changes to personnel profile and work assignments. It is offered for the convenience of the Court's customers: unless you are certain that you need to contact a specific Clerks Office employee, please punch '0' in lieu of a workstation extension number, and ask the telephone attendant for assistance in reaching the most appropriate person to discuss your item of business.

Key

Intake - Greets public; accepts documents for filing; processes new case filings.

Case Administrator - Processes pleadings in cases and adversary proceedings, including preparing notices, making docket entries, scheduling hearings, and reviewing orders.

Case Management Specialist-For Greensboro and Durham cases and adversary proceedings, process case conversions and Chapter 13 dismissals, discharges and closings; prepares 341 Calendars for entire District.

Generalist - Scans and files documents; completes copy work; also processes some documents.

**Winston-Salem Office
(336) 631-5340**

Name	Title	Extension
Barbara	Case Administrator	3212
Janice	Case Administrator	3204
Tonya	Case Administrator	3205
Shari	Courtroom Deputy(Judge Carruthers)	3203
Brenda	Divisional Office Manager	3201
Carolyn	Front Intake	3200
Hope	Generalist	3214
Monica	Generalist	3209
Netanna	Generalist	3202
Amanda	Operations Support Technician	3219

Greensboro Office
(336) 333-5647

Name	Title	Extension
Karen	Administrative Analyst	3120
Brent	Assistant Director of Automation	3132
Charissa	Automation Specialist	3111
John	Automation Specialist II	3134
Ann*	Case Administrator	3144
Christy	Case Administrator	3142
Yasmin*	Case Administrator	3107
Mary*	Case Administrator	3133
Sandy*	Case Administrator	3117
Sandra	Case Administrator	3124
Karen*	Case Administrator	3151
Susan*	Case Administrator	3140
Linda	Chief Deputy	3104
Jennifer	Courtroom Deputy (Judge Stocks)	3125
Joe	Director of Automation	3106
Alva	Financial/Budget Administrator I	3186
Debbie	Financial Administrator	3110
Glenda	Front Intake	3100
Pat	Front Intake	3109
Tiffany	Front Intake	3160
Mirinda	Generalist	3188
Selma	Generalist	3123
Annette	Generalist	3145
Annette	Intake	3135
Marcella	Intake	3114
Abby	Intake	3137

Ken	Network Administrator II	3131
Matt	Operation Support Technician I	3161
Donna	Operations Support Specialist	3119
Reid	Operations Manager	3103

*Chapter 7 and Chapter 13 Case Administration work for Greensboro and Durham cases is allocated according to the last digit of the case number. For example Ann would have the primary responsibility of handling the Case Administrator duties associated with case number 99-16431 since her digits are 0 and 1, and case number 99-16432 would be assigned to Mary since she works on cases ending in 2 or 3. Chapter 11 cases are handled separately by two Case Administrators, Yasmin and Christy. Below is a chart further detailing the system in Greensboro:

Primary	Digits	Other
ANN ex. 3144	0-1	
MARY ex. 3133	2-3	
KAREN ex. 3151	4	Courtroom Deputy - Judge Wolfe
CHRISTY ex. 3142	5,9	Ch. 11
SANDY ex. 3117	6-7	
YASMIN ex. 3107	8	Ch. 11
SUSAN ex. 3140	Floater	
SANDRA ex. 3124	Floater	

Winston-Salem cases are *not* allocated according to a digit system.