

WEISS SPICER CASH PLLC - PHONE & E-MAIL DIRECTORY

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The following is a list of our Email Addresses and Extensions

	Name	Title	Description	Telephone Extension	E-Fax	E-Mail
	Arnold M. Weiss	Attorney		2224	901-881-5330	arnold@weiss-spicer.com
	Theodore K. Cummins	Attorney		2225	901-881-1952	ted@weiss-spicer.com
	Elizabeth Cash	Attorney		2282	901-881-1956	elizabeth@weiss-spicer.com
	Dixie Chambers	Office Manager	Dictation, Stipulation Agreements, Assignments, Warranty Deeds, Prepare DIL, Post Sale - Prepare deeds after foreclosure sale	2227	901-881-1939	dixie@weiss-spicer.com
	Candace Faulkner	IT Finance Manager		2228	901-881-1940	candace@weiss-spicer.com
Foreclosure	Paula Herrod	Foreclosure Supervisor	Reports, Pre-Sale, set foreclosure sale dates for foreclosures	2237	901-881-1943	paula@weiss-spicer.com
	Monica Martin	Processor	Receive and enter new referrals, check BK, order title; Payoffs & Reinstatements Quote fees/costs	2243	901-881-5340	monica@weiss-spicer.com
	Amber Needham	Processor	Pre-Sale – BK searches, request SOT's, set foreclosure sale dates for foreclosures; Initial letters, order appraisals, prepare HUD letters, website uploads; Post Sale- HUD Deed Recordings- orders title policy after sale; Mobile Home Curative	2241	901-881-1963	amber@weiss-spicer.com
	Kathy Ruffin	Processor	Pre-Sale – Obtain bids coordinate sales on sale date, forward sale results	2229	901-881-1947	kathy@weiss-spicer.com
	Kelly Clark	Processor	Pre-Sale – Obtain bids coordinate sales on sale date, forward sale results; loan closing	2246	901-881-1946	kelly@weiss-spicer.com
	Sharon Hogan	Processor	Post-foreclosures-evictions	2236	901-881-5336	sharon@weiss-spicer.com
Bankruptcy	Joyce Emery	Bankruptcy Supervisor	Objections, responses, motions, hearing results, orders, coordination with local attorneys, contested matters, trustee ledger reconciliations, ecf filing, litigation, update websites, monthly and quarterly reports	2232	901-881-1968	joyce@weiss-spicer.com
	Erica McHone	Processor	Poc coordinator, fees and costs, reinstatement and payoff requests, ecf and poc filing, update websites	2244	901-881-1972	erica@weiss-spicer.com
	Sara Adams	Processor	Retrieve and enter new referrals, document preparation, update websites	2233	901-881-1969	sara@weiss-spicer.com
	Angela Williams	Processor	Correspondence coordinator, document preparation, scan and upload documents, pacer retrieval, reaffirmation agreements, update websites	2255	901-881-5272	angelaw@weiss-spicer.com
Closing	Debbie Howell	REO Closer	Loan Closings	2245	901-881-5270	debbieh@weiss-spicer.com
Billing	Sheila Greene	Billor	Billing, receivables, archiving, excess fee reports	2234	901-881-0217	sheila@weiss-spicer.com

FILE MAINTENANCE/COPY/FAX/ASSEMBLY/MAILROOM CENTER

	Name	Telephone Extension	Description	Fax	E-Mail
	Bri Martin	2223	Responsible for pulling and distributing mail, faxing, copying, responding to e-mail and phone messages	901-881-5359	briana@weiss-spicer.com