

THE ASSOCIATION OF BANKRUPTCY JUDICIAL ASSISTANTS PRESENTS



Certified Bankruptcy Assistant Program

Seminar and Examination for Judicial Assistants, Paralegals, and Legal Secretaries

Tuesday & Wednesday, October 8-9, 2019
The Centennial Hotel
303 West North River Drive, Spokane WA

AGENDA

Monday, October 7

4:00—5:00 p.m. Early Registration
7:00—9:00 p.m. Meet & Greet

Tuesday, October 8

8:00—8:45 a.m. Registration & Breakfast
8:50—9:00 a.m. Welcome
9:00—10:30 a.m. **Grammar Usage & Writing**
Robert D. Miller Jr., US Trustee (ret), Region 18
10:30—10:45 a.m. Break
10:45—12:00 p.m. **Grammar Usage & Writing (continued)**
12:00—1:15 p.m. Lunch (on your own)
1:15—3:00 p.m. **Ethics**
Hon. Frank L. Kurtz, Eastern WA
3:00—3:15 p.m. Break
3:15—5:00 p.m. **EXAM** (Grammar Usage & Writing and Ethics)

Wednesday, October 9

8:00—9:00 a.m. Breakfast & Housekeeping Matters
9:00—11:00 a.m. **Legal Research**
Tyler Morgan, Law Clerk to Chief Judge Corbit
11:00—12:00 p.m. Lunch (provided)
12:00—2:00 p.m. **U.S. Bankruptcy Code & Rules**
Hon. Chief Judge Frederick Corbit, Eastern WA
Julia D. McGann, Law Clerk to Chief Judge Corbit
2:00—2:15 p.m. Break
2:15—3:30 p.m. **U.S. Bankruptcy Code & Rules (continued)**
3:30—5:00 p.m. **EXAM** (Legal Research and Code & Rules)

Speakers and topics are subject to change based on availability of speaker

Join us for a
meet & greet
on Monday!
Location TBA!

Registration

Complete CBA Application [HERE](#)

Upon approval of CBA Application you will receive a link via email to complete your online registration.

Please visit www.ABJA.org for more information on the CBA program and eligibility, or contact Debbie Reese at (912) 650-4121

debbie_reese@gas.uscourts.gov

The program fee (\$275) includes the meet & greet on Monday, breakfast on Tuesday and Wednesday, lunch on Wednesday, all Program materials, study guide, and sample exam. The CBA examination fee and certificate of completion are \$149. We are offering a CBA Package, which includes all of the above plus the ABJA Opening Reception (\$50), as well as our two-day Professional Skills Seminar on October 10 & 11 (\$350) for only \$650 - a savings of \$174!

Register by September 13, 2019

Hotel Accommodations

Book your hotel with the code **ASSO1007** to receive the special ABJA Group rate of \$105 per night. Prices will be honored three days pre/post, based on availability.

Make your reservation online at:

[The Centennial](#)

Or call 636-736-4071

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization. Since 1989, our primary objective has been the development of educational programs for our members. Those members include Judicial Assistants holding appointments by United States Bankruptcy Judges and Certified Bankruptcy Assistants ("CBAs") who are eligible as associate members.

Bankruptcy law is ever changing. Work in this field is becoming increasingly sophisticated and technical, which requires a high degree of knowledge and expertise. Our Continuing Legal Education Committee recognized the necessity for professional development and created the CBA Program to promote and maintain these professional standards.

The CBA Program offers judicial assistants, paralegals, legal secretaries, and legal assistants the opportunity to become certified as an assistant in this highly specialized area of law. Annually, we offer a two-day program that is taught by Federal Bankruptcy Judges, attorneys specializing in bankruptcy, university faculty, and other professionals.

The Association of Bankruptcy Judicial Assistants presents its

Professional Skills Seminar

Thursday and Friday, October 10 –11, 2019

The Centennial Hotel

303 West North River Drive, Spokane WA



Join us for an
opening
reception on
Wednesday,
October 9!

The Association of Bankruptcy Judicial Assistants (ABJA) is offering a two-day Professional Skills Seminar at the Centennial Hotel in Spokane, WA. This seminar has been developed to enhance the continuing education of judicial assistants, paralegals and assistants to attorneys, trustees, and in-house counsel in the bankruptcy legal community.

REGISTRATION & HOTEL

ABJA MEMBER REGISTRATION

The registration fee for this two-day seminar is \$250 for members staying at the hotel, \$300 for members staying elsewhere, and \$125 for retired members.

NON-MEMBER REGISTRATION

For non-members, the fee is \$350 and does not include the closing banquet.

Deadline is September 13, 2019.

Absolutely no refund of registration fees after September 20, 2019.

JOIN or RENEW your membership now in order to get the membership rate.

Register by August 9 and save \$25.00. All seminar materials, breakfast, Wednesday Opening Reception, and Closing Banquet (for members) are included.

Hotel Accommodations

Book your hotel room with the code **ASSO1007** to ensure you get the special ABJA Group rate of \$105 per night. Prices will be honored three days pre/post, based on availability.

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AGENDA

Thursday, October 10

8:15—9:00 a.m. **Breakfast**

9:00—9:15 a.m. **Welcome & Introduction**

Beth Morris, ABJA President

9:15—10:15 a.m. **Avoiding the “No’s” of Notice**

Pamela D. Combo, Esq., Witherspoon Kelley, Spokane WA

10:15—10:30 a.m. **Break**

10:30—11:30 a.m. **Avoiding the “No’s” of Notice (cont.)**

11:30—1:30 p.m. **U.S. Courthouse Tour (Optional) & Lunch (on your own)**

1:30 p.m. **Welcome Back/raffle/recap**

1:45—2:45 p.m. **Email: Use it Don’t Abuse it or Is PowerPoint Making Us Stupid?**

Henry Wigglesworth, Administrative Office of U.S. Courts

2:45—3:00 p.m. **Break**

3:00—4:00 p.m. **CM/ECF Next Gen for Filers**

Kathleen Chamberlin & Cassandra Rehn, USBC Spokane, WA

4:00—5:00 p.m. **Proofreading: Writing in Plain Language**

Henry Wigglesworth, Administrative Office of U.S. Courts

5:00 p.m. **Announcements and Adjourn**

Friday, October 11

8:00—8:45 a.m. **Breakfast**

8:45—10:45 a.m. **Strategies for Working Effectively in a Multigenerational Workplace**

Phyllis Drum & Beth Johnson, FJC, Washington, DC

10:45—11:00 a.m. **Break**

11:00—12:15 p.m. **Workplace Culture**

Yohance Edwards, Esq., Director of Workplace Relations, 9th Circuit Court of Appeals, San Francisco, CA

12:15—1:30 p.m. **Lunch (on your own)**

1:30—1:45 p.m. **Welcome back/raffle/recap**

1:45—2:45 p.m. **Ten Things Judges Fret About and What You Can Do About Them**

Hon. William J. Lafferty, III, Northern District CA, Oakland Division

2:45—3:00 p.m. **Break**

3:00—4:30 p.m. **Active Shooter Presentation**

U.S. Marshal Service

4:30 p.m. **Announcements and Adjourn**

6:00 p.m. **Depart for Closing Banquet at Barrister Winery**



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