

Bankruptcy Certification Training

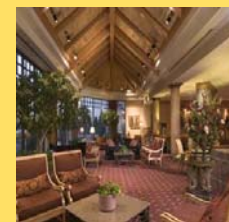
Seminar and Examination for Paralegals & Legal Secretaries/Assistants

October 11-12, 2011
Doubletree Hotel Denver

3203 Quebec Street
Denver, Colorado

Sponsored by the

Association of Bankruptcy Judicial Assistants



2011 Bankruptcy Certification Training Seminar and Examination

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization that was chartered in 1989. Secretaries/judicial assistants holding appointments by United States Bankruptcy Judges are eligible for ABJA membership. Additionally, Certified Bankruptcy Assistants may be eligible for associate membership in the ABJA.

One of the primary objectives of the ABJA has been the development of educational programs for our members and the bankruptcy legal community. Understanding that certification in a particular field can promote and maintain professional standards, our Continuing Legal Education Committee developed, for paralegals, legal secretaries/assistants and other non-lawyer persons, a **"Bankruptcy Certification Program"** (see our website <http://www.abja.org/CBA%20material/CBARulesRegs.pdf> to see if you meet the criteria to participate in this program). Bankruptcy law has developed into a very sophisticated and technical area of legal expertise. With the recent changes in the bankruptcy laws, the work in this field is becoming more demanding, requiring a high degree of knowledge and proficiency. It is imperative that as secretaries, legal assistants, and paralegals we also develop expertise in this highly specialized area of law. To assist you in your professional development, the ABJA is offering the opportunity for you to become "certified" as an assistant in the bankruptcy field.

The ABJA Bankruptcy Certification Program registration will begin at 8:00 a.m. on **Tuesday, October 11, 2011**, at the **Doubletree Hotel Denver, 3203 Quebec Street, Denver, Colorado**. (Early registration is October 10 from 4:00-5:00 p.m.) The seminar fee for this two-day program is \$250.00 and includes break refreshments and lunch on Wednesday, a study guide, and all program materials. The study guide includes a review of materials to be presented and a sample examination. The Certified Bankruptcy Assistant examination fee is \$149.00. **The CBA registration deadline is September 12, 2011. There will be no refund of registration fees after September 23, 2011. Study guides will be mailed, so be sure to register early.**

HOTEL ACCOMMODATIONS: A block of rooms is being held at the Doubletree Hotel Denver (1-800-222-8733 or 303-321-3333). All attendees will receive the standard room at the group rate of \$139.00 single/double occupancy. Reservations must be made directly with the hotel at 303-321-3333 or click on the following link for online reservations: [Doubletree Hotel Denver ABJA Reservations](#). The cut-off date for reservations is **September 12, 2011**. Additional hotel information is available on their website at [Doubletree Hotel Denver](#). Also, visit www.denver.org/tourism for information on Denver.

Reception: You are also invited to attend the Opening Reception for the ABJA conference on Wednesday, October 12 from 6-9 p.m. at an extra cost of \$50.00. Join us for a night of fun and camaraderie. Meet some of the speakers!

Contact Information

Phone Martie Kantor at 850-521-5031; or e-mail her at martie.kantor@flnb.uscourts.gov

CBA Program Agenda

Monday, October 10, 2011

4:00 - 5:00 p.m. EARLY Registration

Tuesday, October 11, 2011

8:00 - 8:45 a.m. Registration & Continental Breakfast
 8:45 - 9:00 a.m. Welcome
 9:00 - 10:30 a.m. Grammar Usage & Writing - Claude Lightfoot, Jr., Esq.
 10:30 - 10:45 a.m. Break (light refreshments) & door prizes
 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. Legal Research - Tamara Blenkhorn, Esq.
 3:00 - 3:15 p.m. Break (light refreshments) & door prizes
 3:15 - 5:00 pm. Ethics - Hon. Douglas D. Dodd, Chief Judge
 Baton Rouge, LA

Wednesday, October 12, 2011

8:00 - 9:00 a.m. Continental Breakfast
 9:00 - 10:30 a.m. U.S. Bankruptcy Code & Rules - Robert D. Lantz, Esq.
 Law Clerk to the Hon. Sidney B. Brooks, Denver, CO
 and Gregory Garvin, Assistant U.S. Trustee, Denver, CO
 10:30 - 10:45 a.m. Break (light refreshments) & door prizes
 10:45 - 12:00 p.m. U.S. Bankruptcy Code & Rules (continued)
 12:00 - 1:30 p.m. Lunch (provided)
 1:30 - 3:30 p.m. Administration of CBA Examination
 6:00 - 9:00 p.m. Optional ABJA reception (additional \$50)

Registration Form

2011 CBA Seminar/Examination – October 11-12, 2011

PLEASE PRINT

Name _____

Firm Name or Gov't Office (if any) _____

Address _____

Telephone # _____ Fax # _____

E-Mail _____

Registration Fees:

Seminar Fee/Study Guide	@	\$ 250.00	\$ _____
Examination Fee	@	\$ 149.00	\$ _____
Opening ABJA Reception	@	\$ 50.00	\$ _____
Total Amount Remitted			\$ _____

Registration deadline is September 12, 2011.
Absolutely no refund of registration fees after
September 23, 2011 (no exceptions).

Submit this registration form and your check to:

Dana Muccie ABJA Treasurer
c/o Hon. Kathryn C. Ferguson
402 East State Street, 3rd Floor
Trenton, New Jersey 08608

Please make checks payable to "ABJA"

Please note that topics and speakers are subject to change due to circumstances beyond the ABJA's control.