

**Professional Skills Seminar
for Paralegals & Legal Secretaries/Assistants
Denver, Colorado**



Thursday, October 13, 2011

Doubletree Hotel Denver

3203 Quebec Street

Denver, Colorado

Sponsored by the

Association of Bankruptcy Judicial Assistants



2011 ABJA Educational Seminar

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 membership in the ABJA. Additionally, Certified Bankruptcy Assistants may be eligible for associate membership.

One of the primary objectives of the ABJA has been the development of educational programs for our members and the bankruptcy legal community. To assist you in your professional development, the ABJA is offering a Professional Skills Seminar on Thursday, October 13, 2011, at the **Doubletree Hotel Denver, 3203 Quebec Street, Denver, Colorado**. The registration fee for this one-day seminar is \$150.00 and includes a continental breakfast, morning and afternoon break refreshments, and all seminar materials.

**PROFESSIONAL SKILLS SEMINAR (6 CEU CREDITS)
Thursday, October 13, 2011**

- 8:00 - 9:00 a.m. Registration & Continental Breakfast
- 9:00 - 9:15 a.m. Welcome
- 9:15 - 10:30 a.m. **Eve of Destruction: Why Bad Things Happen to Good Bands** *(Learn the art of decision making and cooperation in the work place)*
George Prentice, Clerk, Texas Western Bankruptcy Court
- 10:30 - 10:45 a.m. Break (light refreshments)
- 10:45 - 11:45 a.m. Eve of Destruction (continued)
- 11:45 - 1:00 p.m. Lunch (on your own)
- 1:00 - 1:15 p.m. Announcements
Sherie Hitch, ABJA Membership Committee Chair
Ann Virgadamo, ABJA Certified Bankruptcy Assistant
Program Chair
- 1:15 - 2:15 p.m. **How Can We Help You? What The Court Librarians Can Do for You!** *(Learn the best research skills in this technologically advanced world and what the library has to offer everyone)*
Madeline Cohen, J.D., M.L.S., Circuit Librarian
U.S. Court of Appeals, Tenth Circuit
- 2:15 - 3:15 p.m. **Healthful Communications in the Workplace** *(Learn friendship & humor at work; mindful communication on-line and face-to-face)*
Dianne Blomberg, Ph.D.
- 3:15 - 3:30 p.m. Break (light refreshments)
- 3:30 - 4:30 p.m. **Security: Office, Internet, & Home**
Rodney Robinson, Judicial Security Inspector
Office of the U.S. Marshal, District of Colorado

Reception: The Opening Reception for the ABJA conference will be held 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!

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.

Contact Information

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

**REGISTRATION FORM
2011 PROFESSIONAL SKILLS SEMINAR
DOUBLETREE HOTEL DENVER
OCTOBER 13, 2011**

PLEASE PRINT

Name _____
Address _____

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

Telephone # _____ **Fax #** _____

E-Mail _____

I will be staying at the Doubletree Hotel: yes no

I've made reservations at another hotel: yes no

I do not require hotel accommodations:

Registration Fees:

Seminar Fee \$150.00 = \$ _____
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, together with your check to:

**Dana Muccie , ABJA Treasurer
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.