



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

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. **ABJA Membership Meeting & Lunch**
- 1:30 p.m. Welcome Back/raffle/recap
- 1:45—2:45 p.m. BREAKOUTS
- CBA—Email: Use it Don’t Abuse it or Is PowerPoint Making Us Stupid?**
Henry Wigglesworth, Administrative Office of U.S. Courts
- ABJA—CM/ECF Next Gen for Chambers**
Kathleen Chamberlin & Cassandra Rehn, USBC Spokane, WA
- 2:45—3:00 p.m. Break
- 3:00—4:00 p.m. BREAKOUTS
- CBA—CM/ECF Next Gen for Filers**
Kathleen Chamberlin & Cassandra Rehn, USBC Spokane, WA
- ABJA—Preparation of Travel Vouchers**
Stacy Slette, Administrative Office of U.S. Courts
- 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**



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

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-

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

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.

Make your reservation online at:

[The Centennial](#)

Or call 636-736-4071