

## OUR PURPOSE

**B**ankruptcy is a sophisticated area of law that not all practitioners grasp. This field is becoming increasingly sophisticated and technical, requiring a high degree of knowledge and expertise. In this ever-changing world, it's important to be a confident, resourceful employee.

Twenty-eight years ago, the ABJA recognized the necessity for professional development and created the CBA Program to promote and maintain these professional standards.

## CBA PROGRAM

**O**ur purpose is to enhance your work skills and to assist you in your professional career, specifically in the bankruptcy field. This two-day Program provides you with relevant, up-to-date training taught by Federal Judges, Attorneys, Law Professors, and Federal Law Clerks.

Upon completion of the CBA Program, you will successfully navigate the Bankruptcy Code & Rules, refresh your grammar skills, build on your legal research knowledge, and wind your way through treacherous ethics' pitfalls.



**YOU ARE INVITED!**

**I**f you work under the guidance of a judge or an attorney and have at least one-year experience in bankruptcy law, we invite you to become a CBA. Our annual program and conference will be held at Hilton Memphis. Continue to check our website at [abja.org](http://abja.org) for updated information on the conference.

**TENNESSEE, nicknamed the "Volunteer State" SPECIAL:**

**October 17 and 18, 2017**

2017 CBA Package, \$650 includes:

- Program Fee and Study Guide (Reg. \$275)
- Exam & CBA Certificate of Completion (reg. \$149)
- ABJA Opening Reception (\$50)
- ABJA Professional Skills Seminar (\$350)

Application Link:

<https://fs22.formsite.com/abja/form8/index.html>

## BRIEF COURSE OVERVIEW

### **U.S. Bankruptcy Code and Rules:**

Bankruptcy is a remedy for people or businesses who are having trouble paying their debts. Learn how a case commences and moves through the system; who is eligible to file; the Means Test; differences among Chapters 7, 11, 12, 13, and 15; Bankruptcy terminology; and getting a fresh start!

**Grammar Usage and Writing:** In the ever changing world of bff, LOL, and ttyl, know what you are communicating to the world. #Knowledgeispower!

**Legal Research:** Knowing where to find the law and applying it will make you and your documents credible and persuasive to the court!

**Ethics:** If you think ethics is just for attorneys—think again! Ethics is the study of moral values and rules. It is motivation based on ideas of right and wrong. Choose integrity!

**Raising the Bankruptcy Bar  
One Assistant at a Time**

## DISCLAIMER

The CBA Program, CBA certification, and the provided study guide are neither designed nor intended to qualify an individual to practice law, sign legal documents, or teach any of the course materials to anyone for any purpose.

## CERTIFICATION

CBA certification requires six hours of CEU credits every two years. *See* Rules and Regulations at [ABJA.org](http://ABJA.org).

## PROGRAM DEVELOPMENT

The CBA Program was developed with the assistance of the Knapp Designing Certification and Accreditation Programs, in association with the American Bar Association Accreditation of Specialty Certification Programs for Lawyers, through the American Bankruptcy Institute.

AMERICAN BAR ASSOCIATION  
ACCREDITATION



Information Overload? Contact  
CBA Program Chair, Beth Morris:  
[Beth\\_Morris@tnmb.uscourts.gov](mailto:Beth_Morris@tnmb.uscourts.gov)  
615-736-5587

Contact Alexia Bible for more information  
regarding the **Professional Skills  
Program**, (918) 549-7205  
[alexia\\_bible@okeb.uscourts.gov](mailto:alexia_bible@okeb.uscourts.gov)



# ASSOCIATION OF BANKRUPTCY JUDICIAL ASSISTANTS (ABJA)

## PRESENTS

Certified Bankruptcy  
Assistant (CBA) Program

Memphis, TN  
October 17 - 18, 2017

Followed by:  
Professional Skills Seminar  
October 19 - 20, 2017

