

PROFESSIONAL SKILLS SEMINAR

For Paralegals, Legal Secretaries, and Legal Assistants

Thursday and Friday, October 19-20, 2017

HILTON MEMPHIS

939 Ridge Lake Boulevard, Memphis, TN 38120

Sponsored by the Association of Bankruptcy Judicial Assistants



The Association of Bankruptcy Judicial Assistants ("ABJA") is offering a two-day Professional Skills Seminar on Thursday & Friday, October 19-20, 2017, at the Hilton Memphis, Memphis, Tennessee. The registration fee for this two-day seminar is \$350, and includes continental breakfasts, all seminar materials and Wednesday Opening reception. Register by August 25 and save \$25.00.

Wednesday Opening Reception: Join us from 6:00 p.m. to 9:00 p.m. for hors d'oeuvres while listening to live music. Guests \$50 Per Person/Cash Bar.



Hotel Accommodations: Hilton Memphis - Book your hotel room before September 29th to ensure you get the special ABJA Group rate of \$106 per night; plus taxes and \$2 tourism fee. Prices will be honored three days pre/post, based on availability. Please note the Early Departure Clause.

Make your hotel reservation online at:

[Hilton Memphis Hotel](#)

or call (901) 684-6664

2017 Professional Skills Seminar - October 19-20

REGISTER ONLINE

[Professional Skills Registration](#)

Registration Deadline is September 29, 2017.
Absolutely no refund of registration fees after
October 4, 2017.

PROFESSIONAL SKILLS AGENDA

Wednesday, October 18

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

Thursday, October 19

7:45 - 8:30 a.m. Registration & Continental Breakfast
8:30 - 9:00 a.m. Welcome & Introduction - *Debbie Reese, ABJA President; Kathleen Ford, Clerk of Court; Hon. David S. Kennedy, Chief Judge*

9:00 - 10:15 a.m. United States Trustee's Program
Samuel Crocker, U.S. Trustee, Sean Haynes, Asst. U.S. Trustee, Western District of TN

10:15 - 10:45 a.m. Break

10:45 - 12:00 p.m. Working Smart on Cloud 9, *Esther DeVries, FJC Director, Information Technology Office*

10:45 - 12:00 p.m. CBA BREAKOUT

Courthouse Visit and Lunch on your own
Lunch on your own

12:00 - 1:30 p.m. Active Shooter Presentation
George Mavromatis, Judicial Security Insp.

3:00 - 3:15 p.m. Break

3:15 - 4:00 p.m. BREAKOUT

- International Travel, *Wanda Rubianes, Supervisory Atty., Advisor of the A.O.*
- 11 U.S.C. § 362 and litigating contested matters, *Hon. Edward Coleman, Bankruptcy Judge, Georgia Southern*

Friday, October 20

8:15 - 9:00 a.m. Continental Breakfast & Housekeeping
President Debbie Reese

9:00 - 10:15 a.m. Microsoft Excel, *Lois McLeod*

10:15 - 10:45 a.m. Break

10:45 - 12:00 p.m. Panel Discussion on Timeline for Chapters 7 and 13 and Organizing Chapter 11, *Hon. Edward Coleman, Sylvia Brown, Chapter 13 Trustee, Toni Parker, Bankruptcy Practitioner*

12:00 - 1:30 p.m. Lunch on your own

1:30 - 2:30 p.m. Motivational Session - "Perspectives"
Esther DeVries, FJC Director, Information Technology Office

2:30 - 2:45 p.m. Break

2:45 - 3:45 p.m. BREAKOUT

- Lien Stripping, *Mary Wilson, Law Clerk to the Hon. Charles M. Walker, Nashville, TN*
- Ethics, *Hon. Edward Coleman, Bankruptcy Judge, Georgia Southern*

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