

# Certified Bankruptcy Assistant Program

Seminar and Examination for Judicial Assistants, Paralegals, and Legal Secretaries

Tuesday & Wednesday, October 17-18, 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 a national organization. Since 1989, our primary objective has been the development of educational programs for our members. Those members include Judicial Assistants holding appointments by United States Bankruptcy Judges and Certified Bankruptcy Assistants ("CBAs") who are eligible as associate members.

Bankruptcy law is ever changing. Work in this field is becoming increasingly sophisticated and technical, which requires a high degree of knowledge and expertise. Our Continuing Legal Education Committee recognized the necessity for professional development and created the CBA Program to promote and maintain these professional standards.

The CBA Program offers judicial assistants, paralegals, legal secretaries, and legal assistants the opportunity to become certified as an assistant in this highly specialized area of law. Annually, we offer a two-day program that is taught by Federal Bankruptcy Judges, attorneys specializing in bankruptcy, and university faculty.

Join us for our 2017 CBA Program at the Hilton Memphis in Memphis, Tennessee. Our program fee (\$275) includes continental breakfast on Tuesday and Wednesday, all Program materials, study guide, and sample exam. The CBA examination fee and certificate of completion are \$149. We are offering a CBA Package, which includes all of the above plus the ABJA Opening Reception (\$50), and our two-day Professional Skills Seminar on October 19 & 20 (\$350) for only \$650 - a savings of \$174!

Register by **September 29, 2017**. Seating is limited.

**Wednesday Opening Reception (October 18):** Please join us from 6:00 p.m. to 9:00 p.m. for hors d'oeuvres while listening to live music. The cost is \$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](http://HiltonMemphisHotel.com)

Or call (901) 684-6664

## CBA PROGRAM AGENDA

### **Monday, October 16**

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

### **Tuesday, October 17**

8:00 - 8:45 a.m. Registration and Continental Breakfast

8:50 - 9:00 a.m. Welcome

9:00 - 10:30 a.m. **U.S. Bankruptcy Code & Rules**

*Hon. Jennie D. Latta, U.S. Bankruptcy Judge, Memphis, TN*

10:30 - 10:45 a.m. Break (*light refreshments*)

10:45 - 12:00 p.m. **U.S. Bankruptcy Code & Rules (continued)**

12:00 - 1:15 p.m. Lunch (*on your own*)

1:15 - 3:00 p.m. **Legal Research**

*Nick Farris, Sixth Circuit Satellite Librarian*

3:00 - 3:15 p.m. Break (*light refreshments*)

3:15 - 5:00 p.m. **EXAM** (Code & Rules AND Legal Research)

### **Wednesday, October 18**

8:00 - 9:00 a.m. Continental Breakfast & Housekeeping

9:00 - 10:30 a.m. **Grammar Usage and Writing**

*Donna T. Snow, Law Clerk to Hon. Paulette J. Delk*

10:30 - 10:45 a.m. Break (*light refreshments*)

10:45 - 12:00 p.m. **Grammar Usage and Writing (continued)**

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

1:30 - 3:30 p.m. **Ethics**

*Hon. Douglas D. Dodd, Chief Bankruptcy Judge, Baton Rouge, LA*

3:30 - 5:00 p.m. **EXAM**

(Grammar AND Ethics)

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

## \*\*\*Registration\*\*\*

Complete CBA Application by accessing the link below:

[CBA APPLICATION](#)

Upon approval of CBA Application, you will receive a link via email to complete your online registration.

Please visit [www.ABJA.org](http://www.ABJA.org) for more information on the CBA Program and eligibility, or contact Beth Morris at 615-736-5587; or [Beth\\_Morris@tnmb.uscourts.gov](mailto:Beth_Morris@tnmb.uscourts.gov)