

Bankruptcy Certification Training

Seminar and Examination for Judicial Assistants, Paralegals & Legal Secretaries



Tuesday & Wednesday, October 29 & 30, 2013
Hilton Atlanta
255 Courtland Street, N.E.
Atlanta, Georgia 30303
Sponsored by the Association of Bankruptcy Judicial Assistants



2013 ABJA Educational Seminar

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization which was chartered in 1989. Development of educational programs for our members and the bankruptcy legal community is our primary objective. Judicial Assistants holding appointments by United States Bankruptcy Judges are eligible for membership and Certified Bankruptcy Assistants ("CBA") are eligible for associate membership.

Bankruptcy law is a very sophisticated and technical area of legal expertise. Recent changes in the bankruptcy laws make work in this field more demanding – requiring a high degree of knowledge and proficiency. Developing expertise in this highly specialized area of law is imperative.

Certification in a particular field promotes and maintains professional standards. Thus, our Continuing Legal Education Committee developed a **Bankruptcy Certification Program** for your professional development. The ABJA is offering you – Judicial Assistants, paralegals, legal secretaries, attorneys, and other non-lawyer persons - the opportunity to become "certified" as an assistant in the bankruptcy field (see the [ABJA website](#) for the criteria to participate in this program).

The ABJA Bankruptcy Certification Program registration will begin at 8:00 a.m. on **Tuesday, October 29, 2013**, at the **Hilton Atlanta, 255 Courtland St., N.E., Atlanta, GA.** (Early registration is October 28 from 4:00-5:00 p.m.) The seminar fee for this two-day program is \$250.00 and includes break refreshments and lunch on Wednesday, a study guide, and all program materials. The study guide includes a review of materials to be presented and a sample examination. The Certified Bankruptcy Assistant examination fee is \$149.00. **The CBA registration deadline is October 1, 2013. There will be no refund of registration fees after October 7, 2013. Study guides will be mailed, so be sure to register early.**

HOTEL ACCOMMODATIONS: A block of rooms is being held at the Hilton Atlanta. All attendees will receive the standard room at the group rate of \$133.00 single/double occupancy. Reservations must be made directly with the hotel at **(1-800-445-8667)** or 404-659-2000. Use code "EDC" or click on the following link: [Hilton Atlanta Reservations](#). The cut-off date for reservations is **October 1, 2013**. Additional hotel information is available on their website at [Hilton Atlanta](#). Also, visit the [Atlanta Visitors Bureau](#) for information on Atlanta.

Contact Information

Phone Beth Morris @ 615-736-5587; or e-mail her at:
Beth_Morris@tmb.uscourts.gov

Please note that topics and speakers are subject to change due to circumstances beyond the ABJA's control. Visit the [ABJA website](#) for more information on the CBA program.

Attendee's Emergency Contact name & telephone number

CBA Program Agenda

Monday, October 28, 2013

4:00 - 5:00 p.m. **EARLY Registration**

Tuesday, October 29, 2013

8:00 - 8:45 a.m. **Registration & Continental Breakfast**
 8:45 - 9:00 a.m. **Welcome**
 9:00 - 10:30 a.m. **Grammar Usage & Writing-Alexandra Ragan, Esq. (Law Clerk to Hon. C. Ray Mullins, USBJ, GANB)**
 10:30 - 10:45 a.m. **Break (light refreshments) & door prizes**
 10:45 - 12:00 p.m. **Grammar Usage & Writing (continued)**
 12:00 - 1:15 p.m. **Lunch (on your own)**
 1:15 - 3:00 p.m. **Legal Research - Professor Jessica Gabel (Georgia State University) & Ashley Champion, Esq. (Law Clerk to Hon. Katharine Samson, USBJ, MSSB)**
 3:00 - 3:15 p.m. **Break (light refreshments) & door prizes**
 3:15 - 5:00 p.m. **Ethics - Hon. Douglas D. Dodd, USBJ, LAMB**

Wednesday, October 30, 2013

8:00 - 9:00 a.m. **Continental Breakfast**
 9:00 - 10:30 a.m. **U.S. Bankruptcy Code & Rules Elizabeth B. Rose, Esq. (Law Clerk to Hon. Mary Grace Diehl, USBJ, GANB) Karen D. Visser, Esq. (King and Spalding, LLP)**
 10:30 - 10:45 a.m. **Break (light refreshments) & door prizes**
 10:45 - 12:00 p.m. **U.S. Bankruptcy Code & Rules (continued)**
 12:00 - 1:30 p.m. **Lunch (provided)**
 1:30 - 3:30 p.m. **Administration of CBA Examination**

Registration Form
2013 CBA Seminar/Examination – October 29-30, 2013
PLEASE PRINT

Name _____

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

Address _____

Telephone # _____ Fax # _____

E-Mail _____

Registration Fees:

Seminar Fee/Study Guide	@	\$ 250.00	\$ _____
Examination Fee	@	\$ 149.00	\$ _____
Total Amount Remitted			\$ _____

Registration deadline is October 1, 2013.
Absolutely no refund of registration fees after
October 7, 2013 (no exceptions).

Submit this registration form, together with your check to:

Dorothy Clay, ABJA Treasurer
 219 S. Dearborn St., Rm 600
 Chicago, IL 60604

Please make checks payable to "ABJA"