

PROFESSIONAL SKILLS SEMINAR

For Judicial Assistants, ABA Members, and Retired JA Members

Thursday and Friday, October 20 - 21, 2016

HOTEL ANDALUZ

125 Second Street NW, Albuquerque, New Mexico 87102

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 20-21, 2016, at the Hotel Andaluz, Albuquerque, New Mexico. The registration fee for this two-day seminar is \$250 for members staying at the hotel, \$300 for members staying elsewhere, and \$350 for non-members. **Register by August 31 and save \$25.00.** Registration for retired JA members is \$125. All seminar materials, Wednesday Opening Reception, and Closing Banquet are included.

Wednesday Opening Reception: Join us at Ibiza, Hotel

Andaluz's magnificent rooftop bar and patio overlooking the eastern Albuquerque sky and mountains, from 6:00 p.m. to 9:00 p.m.

Guests \$35.00 Per Person/
Cash Bar.



Hotel Accommodations: Hotel Andaluz—Group rate of \$100/single or \$120/double will be honored three days pre/post, based on availability.

Make your hotel reservation via the web link:

[**Luxury Albuquerque Hotel Reservations**](#)

2016 Professional Skills Seminar - October 20 - 21

REGISTER ONLINE

[**Professional Skills Registration**](#)

Registration Deadline is September 30, 2016.
Absolutely no refund of registration fees after
October 5, 2016.

PROFESSIONAL SKILLS AGENDA

Thursday, October 20

- 7:45 - 9:00 a.m. Registration, Continental Breakfast & Business Meeting
- 9:00 - 9:15 a.m. Welcome & Introduction
- 9:15 - 10:30 a.m. **Social Media Issues for Judicial and Legal Staff**
Norman Meyer, Clerk of Bankruptcy Court, Albuquerque, NM
- 10:30 - 10:45 a.m. Break
- 10:45 - 12:00 p.m. **NexGen and Office 365**
John L. Leonard, SDS Training Branch Chief
- 10:45 - 12:00 p.m. CBA BREAKOUT Adversary Proceedings 101**
Daniel White, Esq., Askew & Mazel, LLC
- 12:00 - 1:30 p.m. Lunch on your own
- 1:30 - 2:45 p.m. **Reaffirmation Agreements**
Hon. David Thuma, Albuquerque, NM
- 2:45 - 3:00 p.m. Break
- 3:00 - 4:30 p.m. AO New Travel Program JETS
Stacy Slette, Chief, Travel Management, AO
- 3:00 - 4:30 p.m. CBA BREAKOUT Ethics in the Legal Field—Open Forum Discussion**
Hon. Douglas D. Dodd, Chief Bankruptcy Judge Baton Rouge, LA

Friday, October 21

- 8:00 - 8:45 a.m. Continental Breakfast
- 8:45 - 9:00 a.m. Welcome & Wrap-up
- 9:00 - 10:15 a.m. **PowerPoint—Adding Power to Your Point With Great Slides**
Esther DeVries, Ed.D, Federal Judicial Center
- 10:15 - 10:30 a.m. Break
- 10:30 - 12:00 p.m. **Retirement Planning—Projection vs. Reality**
James A. De La Torre, CRPC, FedAdvantage
- 12:00 - 1:30 p.m. Lunch on your own
- 1:30 - 2:30 p.m. **Microsoft Word—Top Ten Word Tips for JAs and Legal Assistants**
Lois McLeod, Administrative Offices of the U.S. Courts (AO)
- 2:30 - 3:45 p.m. **Judicial Services JSAG, Chambers Staff Workshop (CSAW)**
Ellen Fritz, Program Analyst, AO
- 2:30 - 3:45 p.m. CBA BREAKOUT Proofs of Claim—Procedures and Requirements**
Elizabeth Dranttel, Esq., Senior Managing Litigation Attorney
Rose L. Brand & Associates, P.C.

***Speakers are subject to change due to circumstances beyond the ABA's control. ***