

# Certified Bankruptcy Assistant Program

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

Tuesday & Wednesday, October 18 - 19, 2016

**HOTEL ANDALUZ**

**125 Second Street NW, Albuquerque, New Mexico 87102**

*Sponsored by the Association of Bankruptcy Judicial Assistants*



Ibiza at Hotel Andaluz

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 2016 CBA Program at the Hotel Andaluz in Albuquerque, New Mexico. Our Program Fee (\$275) includes lunch on Wednesday, all program materials including our Study Guide, and a 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 (\$35), and our two-day Professional Skills Seminar on October 20 & 21 (\$350) for only \$650—a savings of \$159!**

Please register by **September 30, 2016**. Seating is limited.

**Wednesday Opening Reception (October 19):** Ibiza, located in the Hotel Andaluz, is the roof top hot spot of Albuquerque. Please join us from 6:00 p.m. to 9:00 p.m. for authentic New Mexican cuisine combined with a dash of magnificent mountains mixed with nighttime star gazing. \$35 Per Person/Cash Bar.

**Hotel Accommodations:** Hotel Andaluz—Group rate of \$100/single or \$120/double; prices will be honored three days pre/post, based on availability. For Reservations call (877) 987-9090 or reserve online at:

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

## CBA PROGRAM AGENDA

### Tuesday, October 18

- 8:00 - 8:45 a.m. Registration and Continental Breakfast  
8:50 - 9:00 a.m. Welcome  
9:00 - 10:30 a.m. **Grammar Usage and Writing**  
*Hon. David Thuma, Albuquerque, NM*  
10:30 - 10:45 a.m. Break (light refreshments)  
10:45 - 12:00 p.m. **Grammar Usage and Writing** (continued)  
12:00 - 1:15 p.m. Lunch (on your own)  
1:15 - 3:00 p.m. **Legal Research**  
*Hon. Robert Jacobvitz, Albuquerque, NM*  
*Chief Bankruptcy Judge*  
3:00 - 3:15 p.m. Break (light refreshments)  
3:15 - 5:00 p.m. **EXAM** (Grammar Usage and Writing AND Legal Research)

### Wednesday, October 19

- 8:00 - 9:00 a.m. Continental Breakfast  
9:00 - 10:30 a.m. **U.S. Bankruptcy Code & Rules**  
*Edward Mazel, Esq., Askew & Mazel, LLC*  
10:30 - 10:45 a.m. Break (light refreshments)  
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. **Ethics**  
*Hon. Douglas D. Dodd, Chief Bankruptcy Judge*  
*Baton Rouge, LA*  
3:30 - 5:00 p.m. **EXAM**  
(U.S. Bankruptcy Code & Rules AND Ethics)

\*\*Speakers are subject to change due to circumstances beyond the ABJA’s control.\*\*

### \*\*\*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)

## 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 seven 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 professionals—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 The Hotel Andaluz, (877) 987-9090, in—

**Albuquerque, NM**

**THE LAND OF ENCHANTMENT**

**October 18 and 19, 2016**

2016 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 bankruptcy judge is appointed; 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.

CBA certification requires six hours of CEU credits every two years. *See* Rules and Regulations at ABJA.org.

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

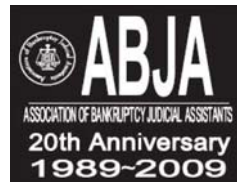


Information Overload? Contact  
CBA Program Chair, Beth Morris:  
[Beth\\_Morris@tnmb.uscourts.gov](mailto:Beth_Morris@tnmb.uscourts.gov)  
615-736-5587

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)

Link for The Hotel Andaluz:

<https://gc.synxis.com/rez.aspx?Hotel=55789&Chain=13589&arrive=10/14/2016&depart=10/25/2016&adult=1&child=0&group=1610ABJAJU>



# ASSOCIATION OF BANKRUPTCY JUDICIAL ASSISTANTS (ABJA)

## PRESENTS

Certified Bankruptcy  
Assistant (CBA) Program

Albuquerque, NM  
October 18 - 19, 2016

Followed by:  
Professional Skills Seminar  
October 20 - 21, 2016

