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](#)

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**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, SDSD Training Branch Chief
- 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. 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 Break
- 10:15 - 10:30 a.m. Retirement Planning—Projection vs. Reality
  - James A. De La Torre, CRPC, FedAdvantage
- 10:30 - 12:00 p.m. Lunch on your own
- 12:00 - 1:30 p.m. Microsoft Word—Top Ten Word Tips for JAs and Legal Assistants
  - Lois McLeod, Administrative Offices of the U.S. Courts (AO)
- 1:30 - 2:30 p.m.
- 2:30 - 3:45 p.m. CBA BREAKOUT
  - Judicial Services JSAG, Chambers Staff Workshop (CSAW)
  - Ellen Fritz, Program Analyst, AO

**2:30 - 3:45 p.m.**

- Proofs of Claim—Procedures and Requirements
  - Elizabeth Dranttel, Esq., Senior Managing Litigation Attorney
  - Rose L. Brand & Associates, P.C.

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

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