

Bankruptcy Certification Training

Tenth Anniversary

Seminar and Examination for

Paralegals & Legal Secretaries/Assistants



October 20-21, 2009
The Sheraton Inner Harbor Hotel
300 South Charles Street
Baltimore, Maryland 21201



Sponsored by the
Association of Bankruptcy Judicial Assistants

2009 Bankruptcy Certification Training Seminar and Examination

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization that was chartered in 1989. Secretaries/judicial assistants holding appointments by United States Bankruptcy Judges are eligible for ABJA membership. Additionally, Certified Bankruptcy Assistants may be eligible for associate membership in the ABJA.

One of the primary objectives of the ABJA has been the development of educational programs for our members and the bankruptcy legal community. Understanding that certification in a particular field can promote and maintain professional standards, our Continuing Legal Education Committee developed, for paralegals, legal secretaries/assistants and other non-lawyer persons, a "Bankruptcy Certification Program" (see our website <http://www.abja.org/CBARulesRegs0709.pdf> to see if you meet the criteria to participate in this program). Bankruptcy law has developed into a very sophisticated and technical area of legal expertise. With the recent changes in the bankruptcy laws, the ability and proficiency of those who practice in this field is becoming more demanding. It is imperative that as secretaries, legal assistants, and paralegals, we also develop expertise in this highly specialized area of the law. To assist you in your professional development, the ABJA is offering the opportunity for you to become "certified" as an assistant in the bankruptcy field.

The ABJA Bankruptcy Certification Program registration will begin at 8:00 a.m. on **Tuesday, October 20, 2009**, at the **Sheraton Inner Harbor Hotel, 300 South Charles St., Baltimore, Maryland**. (Early registration October 19 – 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 September 14, 2009. There will be no refund of registration fees after September 25, 2009. Study guides will be mailed, so be sure to register early.**

Hotel Accommodations: A block of rooms is being held at the Sheraton Inner Harbor Hotel (866-716-8115 or 410-962-8300). To take advantage of the special rate of \$157 per night (single/double occupancy) and \$289 (junior suite), your reservation must be made no later than **September 14, 2009**. To obtain the special group rate, please advise the reservationist that you will be attending the ABJA Educational Conference. Additional hotel information is available on their website at <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0906018651&key=30852>. Also, visit <http://baltimore.org/visitor-center> for information on Baltimore.

Reception: The Opening Reception for the ABJA conference will be held on Wednesday, October 21 from 6-9 p.m. at an extra cost of \$60.00. Join us for a night of fun and camaraderie. Meet some of the speakers!

Contact Information

Phone Martie Kantor at 850-521-5031; or e-mail her at martie_kantor@fnb.uscourts.gov

CBA Program Agenda

Monday, October 19, 2009

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

Tuesday, October 20, 2009

8:00 - 8:45 a.m. Registration & Continental Breakfast
8:45 - 9:00 a.m. Welcome - Hon Douglas Dodd, USBJ
9:00 - 10:30 a.m. Ethics - Hon. Douglas Dodd, USBJ
10:30 - 10:45 a.m. Break (light refreshments) & door prizes
10:45 - 12:00 noon Legal Research - Tamara Blenkhorn, Esq.
12:00 - 1:15 p.m. Lunch (on your own)
1:15 - 3:00 p.m. Bankruptcy Code & Rules - Hon. Robert Gordon, USBJ
3:00 - 3:15 p.m. Break (light refreshments) & door prizes
3:15 - 5:00 pm. Bankruptcy Code & Rules (continued)

Wednesday, October 21, 2009

8:00 - 9:00 a.m. Continental Breakfast
9:00 - 10:30 a.m. Grammar Usage & Writing - Claude Lightfoot, Jr., Esq.
10:30 - 10:45 a.m. Break (light refreshments) & door prizes
10:45 - 12:00 noon Grammar Usage & Writing (continued)
12:00 - 1:30 p.m. Lunch (provided)
1:30 - 3:30 p.m. Administration of CBA Examination

6:00 - 9:00 p.m. ABJA Opening Reception - optional event \$60.00

REGISTRATION FORM

2009 CBA COURSE/EXAMINATION – OCTOBER 20-21, 2009

PLEASE PRINT

Name _____

Address _____

Telephone # _____ Fax # _____

E-Mail Address _____

Registration Fees:

Seminar Fee/Study Guide @ \$ 250.00	\$ _____
Examination Fee @ \$ 149.00	\$ _____
Opening ABJA Reception @ \$ 60.00	\$ _____
Total Amount Remitted		\$ _____

This registration form must be accompanied with an approved CBA Application Form. That form can be obtained at <http://www.abja.org/CBAApp&Ins0609.pdf>

Registration deadline is September 14, 2009. Absolutely no refund of registration fees after September 25, 2009 (no exceptions).

Submit this registration form, the approved CBA Application form, and your check to:

Dana Muccie ABJA Treasurer
c/o Hon. Kathryn C. Ferguson
402 East State Street, 3rd Floor
Trenton, New Jersey 08608

Please make checks payable to "ABJA"