

Certified Bankruptcy Assistant Program

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



Tuesday & Wednesday, October 6 & 7, 2015
Hilton Tampa Airport Westshore
225 N. Lois Ave
Tampa, Florida, 33607-2355



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 attorneys 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.

The 2015 CBA Program will be held at the Hilton Tampa Airport Westshore. The Program fee is \$275 and includes lunch on Wednesday, all program materials, and a study guide. The study guide includes a review of materials to be presented and a sample examination. The CBA examination fee is \$149. **Program registration and examination fees are due by September 4, 2015.** Please register early.

Wednesday Evening Reception: Join us at the Hilton Westshore pool area from 6:00 p.m. to 10:00 p.m. Savor Cuban delicacies while enjoying a flamenco dancer’s intricate movements to the rhythm of a strumming, Spanish guitar. The cost is \$50 per person.

Hotel Accommodations: A block of rooms will be held at the Hilton Tampa Airport Westshore. Standard rooms will have a group rate of \$104 single/double, and will be honored three days pre/post, based on availability. Buffet breakfast coupons are available in advance for \$15. Make your hotel reservation via the web link http://www.hilton.com/en/hi/groups/personalized/T/TPAAHHF-ABJA15-20151005/index.jhtml?WT.mc_id=POG or by calling the hotel at (813) 877-6688. Mention **group code: ABJA15.**

For Information Contact Beth Morris

615-736-5587; or Beth_Morris@tnmb.uscourts.gov

Please visit www.ABJA.org for more information on eligibility and the CBA Program. ****Topics and speakers are subject to change due to circumstances beyond the ABJA’s control.****

CBA Program Agenda

Tuesday, October 6

- 8:00 - 8:45am Registration
8:50 - 9:00 am Welcome
9:00 - 10:30 am **Grammar Usage and Writing** - Steve Berman, Esq., (Partner at Shumaker, Loop & Kendrick, Tampa, FL)
10:30 - 10:45 am Break
10:45 - 12:00 pm **Grammar Usage and Writing** (continued)
12:00 - 1:15 pm Lunch (on your own)
1:15 - 3:00 pm **Legal Research** - Prof. Tamara Blenkhorn (Legal Writing Professor, Florida State University College of Law, Tallahassee, FL)
3:00 - 3:15 pm Break
3:15 - 5:00 pm **Exam** (Grammar Usage and Writing; Legal Research)

Wednesday, October 7

- 9:00 - 10:30 am **U.S. Bankruptcy Code & Rules** - Hon. Catherine McEwen (Judge - Florida Middle Bankruptcy Court, Tampa, FL)
10:30 - 10:45 am Break
10:45 - 12:00 pm **U.S. Bankruptcy Code and Rules** (continued)
12:00 - 1:30 pm Lunch (provided)
1:30 - 3:30 pm **Ethics** - Hon. Douglas D. Dodd (Chief Judge - Louisiana Middle Bankruptcy Court, Baton Rouge, LA)
3:30 - 5:00 pm **Exam** (U.S. Bankruptcy Code and Rules; Ethics)

Registration Form

2015 CBA Program/Examination—October 6 & 7

Name _____

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

Address _____

Telephone No. _____ Fax No. _____

Email _____

Registration Fees:

Program Fee/Study Guide	@ \$275.00	\$ _____
Examination Fee	@ \$149.00	\$ _____
Breakfast Coupon	@ \$ 15.00 p/d	\$ _____
Wednesday Evening Reception ..	@ \$ 50.00	\$ _____
Total remitted:		\$ _____

Registration Deadline is September 4, 2015

Absolutely no refund of registration fees after September 14, 2015

Submit this registration form, together with your check to:

Ursula C. Hamilton, Treasurer
c/o Chambers of Hon. J. Craig Whitley
U.S. Bankruptcy Court, WDNC
401 West Trade Street, Room 111
Charlotte, NC 28202
Make checks payable to “ABJA”