

The Association of Bankruptcy Judicial Assistants Presents  
**CERTIFIED BANKRUPTCY ASSISTANT PROGRAM**

Seminar and Examination for Judicial Assistants, Paralegals, and Legal Secretaries  
Tuesday & Wednesday, October 10-11, 2023  
Lafayette, Louisiana



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, university faculty, and other professionals.

## AGENDA

### Monday, October 9

4:00 - 5:00 p.m. Early Registration  
6:30 - 9:00 p.m. Meet & Greet

### Tuesday, October 10

8:50 - 9:00 a.m. Welcome – Karen Hess, ABJA President  
9:00 - 10:30 a.m. Ethics – presented by Hon. Douglas Dodd, Retired U.S. Bankruptcy Judge  
10:30 - 10:45 a.m. Break  
10:45—12:00 p.m. Grammar Usage & Writing – presented by Stuart Welch,  
Law Clerk to Chief Bankruptcy Judge John Kolwe, Western District of Louisiana  
12:00 - 1:15 p.m. Lunch (on your own)  
1:15 - 3:00 p.m. Grammar Usage & Writing (cont'd)  
3:00 - 3:15 p.m. Break  
3:15 - 5:00 p.m. EXAM (Ethics/Grammar Usage & Writing)

### Wednesday, October 11

8:50 - 9:00 a.m. Housekeeping Matters  
9:00 - 11:00 a.m. Legal Research – presented by Kristin Geiss, 5<sup>th</sup> Circuit Librarian, U.S. Courts Library  
11:15 - 12:30 p.m. Lunch (provided)  
12:30 - 2:00 p.m. U.S. Bankruptcy Code & Rules presented by Hon. Robert Summerhays,  
U.S.D.C. Western District of Louisiana  
2:00 - 2:15 p.m. Break  
2:15 - 3:30 p.m. U.S. Bankruptcy Code & Rules (cont'd)  
3:30 - 5:00 p.m. EXAM (Legal Research and Code & Rules)

Speakers and topic are subject to change based on availability of speakers

Please visit [www.abja.org](http://www.abja.org) for more information on the CBA program and eligibility.

Complete your CBA Application by September 1, 2023. Upon approval of the CBA Application, you will receive a link via email to complete your online registration. Once registration is complete, you will receive a copy of the Study Guide. **Register by September 22, 2023, in order to receive the Study Guide timely. (Registration Fee is Non-Refundable)**

The program fee of \$300 includes the Meet & Greet on Monday evening, lunch on Wednesday, all Program materials, Study Guide, and 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 (\$50), as well as the two-day Professional Skills Seminar on October 12 & 13 (\$375) for only \$675 - a savings of \$199!

Click [HERE](#) or Scan QR code for CBA Application



### **Hotel Accommodations**

SpringHill Suites by Marriott Lafayette  
321 Settlers Trace Boulevard  
Lafayette, LA 70508  
(Breakfast is included)

[Springhill Suites Hotel Reservation Link](#)

Book your hotel room using the link above to ensure you get the special ABJA Group rate of \$109 per night plus taxes or call 337/981-5512 and ask for the GROUP rate for the ASSOCIATION OF BANKRUPTCY JUDICIAL ASSISTANTS. This rate is available 3 days pre- and post-seminar based on availability.

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 Education Committee recognized the necessity for professional development and created the CBA Program to promote and maintain these professional standards.