



## Certified Bankruptcy Assistant Program

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

Tuesday & Wednesday, October 12-13, 2021  
DoubleTree by Hilton Tulsa Downtown  
616 W. 7th Street Tulsa, OK

### AGENDA

#### Monday, October 11

- 4:00—5:00 Early Registration  
6:30—9:00 Meet & Greet

#### Tuesday, October 12

- 8:00—8:45 Registration & Breakfast  
8:50—9:00 Welcome—*Elaine Fountain, ABJA President*  
9:00—10:30 **Ethics**  
*Chief Judge Douglas Dodd, Middle District of LA*  
10:30—10:45 Break  
10:45—12:00 **Grammar Usage & Writing**  
*Lonnie Eck, Chapter 12 & 13 Trustee, Tulsa OK*  
12:00—1:15 Lunch (on your own)  
1:15—3:00 **Grammar Usage & Writing (cont.)**  
3:00—3:15 Break  
3:15—5:00 **EXAM** (Ethics and Grammar Usage & Writing)

#### Wednesday, October 13

- 8:00—9:00 Breakfast & Housekeeping Matters  
9:00—11:00 **Legal Research**  
*Emily Marcum, 10th Circuit Librarian*  
11:15—12:30 Lunch (provided)  
12:30—2:00 **U.S. Bankruptcy Code & Rules**  
*Chief Judge Kathy Ann Surratt-States,  
Eastern District of MO*  
2:00—2:15 Break  
2:15—3:30 **U.S. Bankruptcy Code & Rules (continued)**  
3:30—5:00 **EXAM** (Legal Research and Code & Rules)

*Speakers and topics are subject to change based on availability of speaker*

### REGISTRATION

Complete CBA Application [HERE](#)

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.

The program fee (\$275) includes the Meet & Greet on Monday evening, breakfast on Tuesday and Wednesday, 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 14 & 15 (\$350) for only \$650 - a savings of \$174!

**Register by September 17, 2021**

### Hotel Accommodations

Book your hotel room through the link below to ensure you get the special ABJA Group rate of \$96 per night.

Make your reservation online at:

[DoubleTree by Hilton Tulsa Downtown](#)

Or call 866-568-0896

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, university faculty, and other professionals.