

Join us in
Indy!



PROFESSIONAL SKILLS SEMINAR

For Paralegals, Legal Secretaries, and Legal Assistants

Thursday and Friday, October 18-19, 2018

Crowne Plaza Convention Center

123 West Louisiana Street, Indianapolis, IN 46225

Sponsored by the Association of Bankruptcy Judicial Assistants

WWW.ABJA.ORG

The Association of Bankruptcy Judicial Assistants ("ABJA") is offering a two-day Professional Skills Seminar on Thursday & Friday, October 18-19, 2018, at the Crowne Plaza, Indianapolis, IN.

The ABJA's Professional Skills Seminar has been developed to enhance the continuing education of judicial assistants, paralegals and assistants to attorneys, trustees, and in-house counsel in the bankruptcy legal community. In order to assist with such professional development, the ABJA hosts an annual conference offering a variety of topics to facilitate such educational enhancement.

The registration fee for this two-day seminar is \$350, and includes breakfast, all seminar materials, and Wednesday opening reception.

Register by August 25 and save \$25.00.

Please join us on Wednesday for the Opening Reception from 6:00 p.m. to 9:00 p.m. enjoying heavy hors d'oeuvres and a cash bar. Additional guest fee is \$50 per person.

REGISTRATION

REGISTER ONLINE:

[Professional Skills Registration](#)

Registration Deadline is September 24, 2018
Absolutely no refund of registration fees after
October 1, 2018.

Hotel Accommodations

Book your hotel room before September 24th to ensure you get the special ABJA Group rate of \$119 per night. Prices will be honored three days pre/post, based on availability.

Make your reservation online at:

[Crowne Plaza Indianapolis](#)

Or call 1-888-233-9527

Professional Skills Agenda

Thursday, October 18

7:30—8:45 a.m. Registration & Breakfast

8:45—9:15 a.m. **Welcome & Introduction**

Laura Stevenson, ABJA President

Kevin Dempsey, Clerk of Court, IN Southern Bankruptcy

Hon. Robyn L. Moberly, Chief Bankruptcy Judge, IN Southern

9:15—10:30 a.m. **Workplace Conduct**

James Robinson, Training Specialist, IN Southern

10:30—10:45 a.m. Break

10:45—12:00 p.m. **Courthouse Visit**

IN Southern District Court

12:00—1:30 p.m. Lunch (on your own)

1:45—2:45 p.m. **Bankruptcy Rules Update**

Hon. Caryl Delano, US Bankruptcy Court FL Middle District

2:45—3:00 p.m. Break

3:00—4:00 p.m. **Best Practices, Tips, & Tricks**

Friday, October 19

7:45—9:00 a.m. Breakfast & Housekeeping

9:00—10:30 a.m. **Collapsible Forms in LiveCycle/AEM Designer**

Nathan Brunaugh, IT Admin, IL Southern Probation

10:30—10:45 a.m. Break

10:45—12:00 p.m. **Discussion of Model Plan**

BREAKOUT *Deb Miller, Chapter 13 Trustee for IN Northern*

10:45—12:00 p.m. **Office 365**

BREAKOUT *Kelly Chadwick, IT Specialist*

Lois McLeod, Home-based Contractor

12:00—1:30 p.m. Lunch (on your own)

1:30—3:00 p.m. **Financial Management**

James De La Torre, FedAdvantage

3:00—3:15 p.m. Break

3:15—4:00 p.m. **Retirement—Q&A or Appointments**

BREAKOUT *James De La Torre, FedAdvantage*

3:15—4:00 p.m. **Work/Personal Life Balance**

BREAKOUT *Tony De La Torre*

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