

# PROFESSIONAL SKILLS SEMINAR

*For Paralegals, Legal Secretaries, and Legal Assistants*

Thursday and Friday, October 20 - 21, 2016

**HOTEL ANDALUZ**

**125 Second Street NW, Albuquerque, New Mexico 87102**

*Sponsored by the Association of Bankruptcy Judicial Assistants*



The Association of Bankruptcy Judicial Assistants ("ABJA") is offering a two-day Professional Skills Seminar on Thursday & Friday, October 20-21, 2016, at the Hotel Andaluz, Albuquerque, New Mexico. The registration fee for this two-day seminar is \$350, and includes all seminar materials and Wednesday Opening reception. Register by August 31 and save \$25.00.

**Wednesday Opening Reception:** Join us at Ibiza, Hotel Andaluz's magnificent rooftop bar and patio overlooking the eastern Albuquerque sky and mountains, from 6:00 p.m. to 9:00 p.m. Guests \$35.00 Per Person/ Cash Bar.



**Hotel Accommodations:** Hotel Andaluz—Group rate of \$100/single or \$120/double will be honored three days pre/post, based on availability.

Make your hotel reservation via the web link:

[Luxury Albuquerque Hotel Reservations](#)

2016 Professional Skills Seminar - October 20 - 21

REGISTER ONLINE

[Professional Skills Registration](#)

Registration Deadline is September 30, 2016.  
Absolutely no refund of registration fees after  
October 5, 2016.

## PROFESSIONAL SKILLS AGENDA

### Thursday, October 20

8:00 - 9:00 a.m. Registration & Continental Breakfast  
9:00 - 9:15 a.m. Welcome & Introduction  
9:15 - 10:30 a.m. **Social Media Issues for Judicial and Legal Staff**  
*Norman Meyer, Clerk of Bankruptcy Court, Albuquerque, NM*  
Break  
10:30 - 10:45 a.m. **Adversary Proceedings 101**  
*Daniel White, Esq., Askew & Mazel, LLC*  
10:45 - 12:00 p.m. Lunch on your own  
12:00 - 1:30 p.m. **Reaffirmation Agreements**  
*Hon. David Thuma, Albuquerque, NM*  
1:30 - 2:45 p.m. Break  
2:45 - 3:00 p.m. **Ethics in the Legal Field—Open Forum Discussion**  
*Hon. Douglas D. Dodd, Chief Bankruptcy Judge, Baton Rouge, LA*  
3:00 - 4:30 p.m.

### Friday, October 21

8:00 - 8:45 a.m. Continental Breakfast  
8:45 - 9:00 a.m. Welcome & Wrap-up  
9:00 - 10:15 a.m. **PowerPoint—Adding Power to Your Point With Great Slides**  
*Esther DeVries, Ed.D, Federal Judicial Center*  
Break  
10:15 - 10:30 a.m. **Retirement Planning—Projection vs. Reality**  
*James A. De La Torre, CRPC, FedAdvantage*  
10:30 - 12:00 p.m. Lunch on your own  
12:00 - 1:30 p.m. **Microsoft Word—Top Ten Word Tips for JAs and Legal Assistants**  
*Lois McLeod, Administrative Offices of the U.S. Courts (AO)*  
1:30 - 2:30 p.m. **Proofs of Claim—Procedures and Requirements**  
*Elizabeth Dranttel, Esq. Senior Managing Litigation Attorney Rose L. Brand & Associates, P.C.*  
2:30 - 3:45 p.m.

*\*\*Speakers are subject to change due to circumstances beyond the ABJA's control.\*\**