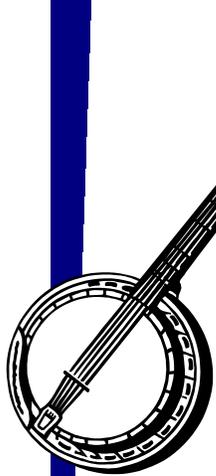


The Association of Bankruptcy Judicial Assistants  
Invites you to ...



# Nashville

Music City U★S★A

The 15th Annual Educational Conference  
& CBA Seminar/Exam

October 9 - 12, 2004

# Come Join Us in Nashville ....

What a privilege it is to be able to extend an invitation to each of you to attend the 15<sup>th</sup> Annual Meeting of the Association of Bankruptcy Judicial Assistants in Nashville, Tennessee on October 9-12. Nashville is filled with many things to see and do, not the least of which is the Country Music Hall of Fame and the Grand Ole Opry. Of course there are numerous restaurants and shopping galore! Our Conference Committee has been very busy putting together a list of optional events for you to choose from so you'll want to bring your family and plan to spend a few extra days to enjoy the fall colors.



Once again we are offering the Certified Bankruptcy Assistant program which will be held on October 9-10, prior to the annual educational conference, and consists of 1 ½ days training with the exam immediately following. What a perfect opportunity to join so many others by taking advantage of this excellent training and becoming certified. We are extremely fortunate to have two bankruptcy judges as well as experienced practitioners to give the training. Whether you are a seasoned judicial assistant with years of experience or brand new on the job, there is something to benefit you.

If you aren't attending the certification program, then plan to get there early on Sunday, as we have been invited by the National Conference of Bankruptcy Judges to attend their opening reception from 5:30 - 7:30 at the Opryland Hotel.



This year's conference is unique in that for the first time it is being held at the same time and place as the National Conference of Bankruptcy Judges. Because of this rare opportunity, we have been blessed to have many of our judges agree to participate in the program. Among them will be my judge, the Hon. Lewis M. Killian who will give a presentation on Bankruptcy Principles; the Hon. R. Thomas Stinnett who is widely known for his course on Financial Planning and How to Avoid Bankruptcy; a panel discussion on the Proper Role of Judicial & Legal Assistants/Secretaries by Judges Jerry A. Brown, Alexander L. Paskay, Paul Glenn, Ronald O. Pearson, John J. Thomas and R. Thomas Stinnett. In addition to our judges, we are pleased to have William Norton, III, Esq. speak to us on U.S. Bankruptcy Procedure. And this is just the first day!

The second day will be filled with presentations on CM/ECF, legal research (West Publishing), and what's new on the J-Net. The day will be capped off by Nashville's very own Dale Smith Thomas, a much sought after motivational speaker. That evening, we hope you will join us for our closing banquet and installation of new officers.

Because of the current budget situation, we are well aware of the financial constraints everyone will be facing so we have tried to jam as much training as possible into two short days in order to keep costs to a minimum.

As always, I'm looking forward to seeing many of you again and hopefully meeting some of you for the first time. Whatever your reasons have been in the past for not attending one of our educational conferences, don't let them stand in your way of attending this one. I guarantee this will be one you won't want to miss. Each time you come away with not only new knowledge and information, but new friendships and a feeling of camaraderie. We learn just as much (if not more) from each other as we do from our presenters and I can't tell you what that means coming from a single judge court to be able to know someone that I can call whenever I have a question.

## Hope to See You In Music City USA!



**October Weather  
in Nashville**

Average high 72 °  
Average low 48 °

Nashville averages 2.6 inches of rain in October  
Prime time for the fall changing of the leaves



# General Information

## Nashville, Tennessee

World famous today as Music City, USA, Nashville, Tennessee was named after Revolutionary War hero General Francis Nash (1742-1777). It became the state capitol in 1843; and, because of its strategic position on the Cumberland River, was devastated by the Civil War. Occupied by Union troops in 1862, it was the scene of the Battle of Nashville - the last great offensive action of the Confederate Army .

It's reputation as a country music center can be traced to the 1920s, when WSM radio launched the WSM Barn Dance (later known as the Grand Ole Opry). The "Nashville Sound" emerged in the 1950s and the city now boasts a multitude of performers, recording companies, nightclubs, concert venues, recording studios, studio musicians, and music publications.

**Dress Code** for the educational seminars will be casual office attire. The Sunday NCBJ President's Opening Reception is business casual. The closing banquet will be semi-formal.

**Doubletree Hotel** is located at 315 4th Avenue North, right in the Nashville downtown district. Traditional Southern charm and contemporary luxury harmonize perfectly at the Doubletree Hotel Nashville.

Inside the Doubletree are 338 well-appointed guest rooms, all offering hairdryers, coffeemakers, iron/ironing boards, work desk, two telephones with dataport and voicemail, in-room movies and other comfort features. All guest rooms have high-speed internet access as well as wireless access in the public areas. In addition, the hotel features an indoor heated swimming pool, exercise room and a Starbucks (for an after workout treat).

Centrally located in downtown Nashville, the Doubletree is within easy walking distance of the Gaylord Entertainment Center (Home of the Nashville Predators and the Visitor Information Center), the Coliseum (Home of NFL Tennessee Titans), the historic Second Avenue as well as entertainment

and dining districts, the State Capitol, Ryman Auditorium, Tennessee Performing Arts Center, Riverfront Park, and the Country Music Hall of Fame. A 15 minute drive to Nashville International Airport and Opryland (Opry Mills and the Grand Ole Opry).

The Doubletree Hotel is also a Hilton HHonors hotel. Become a Hilton HHonors member and begin earning points and miles toward free vacations.

## Hotel Reservations

A block of rooms is being held at the Doubletree Hotel Nashville at a special rate of \$89 per night (1 person plus \$10 for each additional person). A full

breakfast buffet is included in the room rate for each registered guest. The rate extends three days before and after the program. This is a great opportunity to make the most of your vacation. Remember, this is Columbus Day Weekend, most of us are off on Monday, October 11th.

Reservations must be made directly with the hotel at (615) 244-8200. Please state that you

will be attending the ABA Educational Conference. The cut-off date for reservations is September 6, 2004. Check-in time is 3:00 p.m. Check-out time is 12:00 noon. Info on their website - [www.nashville.doubletree.com](http://www.nashville.doubletree.com).

## Transportation Services

Shuttle service is provided by GrayLine at a group rate of \$15.00 roundtrip between the airport and hotel. You must request this rate at the GrayLine counter at the Nashville airport (NOT from the driver).



Free Hotel Stay  
for One Lucky Attendee

See Page 8 for more details

# Program Agenda

## Saturday, October 9, 2004

- 8:00 - 8:45 a.m. Registration for CBA Educational Session
- 8:45 - 9:00 a.m. Welcome *William Norton III, Esq.*
- 9:00 - 12:00 noon **Bankruptcy Code & Rules** - *Hon. Jerry A. Brown, instructor*
- 10:30 - 10:45 a.m. Morning Break (*light refreshments*)
- 12:00 - 1:30 p.m. Lunch (*on your own*)
- 1:30 - 3:30 p.m. **Legal Research** - *Tamara Blenkhorn, Esq., instructor*

## Sunday, October 10, 2004

- 9:00 - 12:00 noon **Legal Writing & Grammar Usage** - *Claude Lightfoot, Jr., Esq., instructor*
- 10:30 - 10:45 a.m. Morning Break (*light refreshments*)
- 12:00 - 1:30 p.m. Lunch (*provided at the Hotel*)
- 1:30 - 3:00 p.m. **Legal Ethics** - *Hon. Douglas Dodd, instructor*
- 3:00 - 3:15 p.m. Break/Open Questions & Answers
- 3:15 - 5:00 p.m. **Administration of CBA Examination**
- 3:00 - 4:45 p.m. **Registration for ABJA Members, CBAs & Guests**  
(Doubletree Hotel)
- 5:30 - 7:30 p.m. **NCBJ President's Opening Reception**  
Gaylord Opryland Resort & Convention Center, Tennessee Ballroom  
- ABJA Members only (you must have your conference ID badge to get in)



*Gaylord Opryland Resort & Convention Center entrance and Garden Conservatory*

# Program Agenda

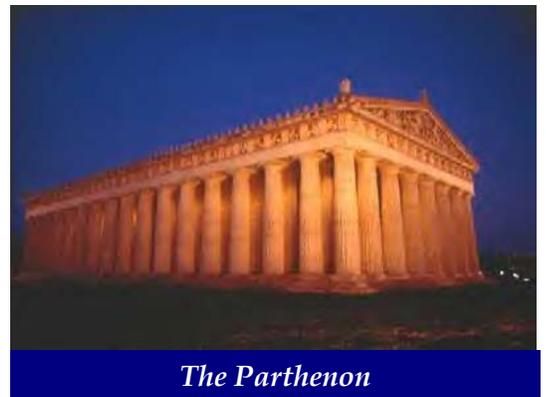
## Monday, October 11, 2004

- 8:00 - 8:30 a.m. Registration for Educational Session
- 8:30 - 8:45 a.m. Opening Remarks & Welcome
- 8:45 - 10:00 a.m. **Bankruptcy Principles** *Hon. Lewis M. Killian, Jr., Instructor*
- 10:00 - 10:15 p.m. Morning break (*light refreshments*)
- 10:15 - 12:00 p.m. **Bankruptcy Procedure** *William Norton III, Esq., Instructor*
- 12:00 - 1:00 p.m. Lunch (*on your own*)
- 1:00 - 2:15 p.m. **Financial Planning - How to Avoid Bankruptcy**  
*Hon. R. Thomas Stinnett, Instructor*
- 2:15 - 3:30 p.m. **Proper Role of Judicial & Legal Assistants/Secretaries  
- How Far Should You Go?** (Panel Discussion)  
*Hon. Jerry A. Brown (Eastern District of Louisiana)*  
*Hon. Paul Glenn (Middle District of Florida)*  
*Hon. Alexander L. Paskay (Middle District of Florida)*  
*Hon. Ronald G. Pearson (Southern District of West Virginia)*  
*Hon. R. Thomas Stinnett (Eastern District of Tennessee)*  
*Hon. John J. Thomas (Middle District of Pennsylvania)*
- 3:30 - 3:45 p.m. Afternoon Break (*light refreshments*)
- 3:45 - 5:00 p.m. ABA Business Meeting



## Tuesday, October 12, 2004

- 8:30 - 10:00 a.m. **Navigating CM/ECF** *Kate Stevens, Instructor*
- 10:00 - 10:15 a.m. Morning break (*light refreshments*)
- 10:15 - 11:00 a.m. **West Publishing Update** *Susan Reale, Instructor*
- 11:00 - 12:00 a.m. **Finding Your Way Around J-Net** *Clare De Cleene, Instructor*
- 12:00 - 1:15 p.m. Lunch (*on your own*)
- 1:15 - 3:15 p.m. **The Game of Life and How to Play It &  
Unleash Your Power**  
*Dale Smith Thomas, Instructor*
- 7:00 - 9:00 p.m. **Closing Banquet/  
Installation of Officers**



*The Parthenon*

# Course Descriptions & Bios

## CBA Educational Sessions (Earns 0.8 CLEs)

Refer to the *ABJA Study Guide & Mock Exam for Certified Bankruptcy Assistants* for course descriptions.

**The Honorable Jerry A. Brown** was appointed as United States Bankruptcy Judge in August 1992. Prior to his appointment, Judge Brown was an Associate and later a Partner at Monroe & Lemann where he practiced commercial law until 1990. From 1991 to August 1992, he was Special Partner at Bronfin & Heller. Judge Brown received his J.D. degree from Tulane Law School (1959).

**Tamara Blenkhorn** is an attorney from Tallahassee, Florida. She is a 1987 honors graduate of the University of Florida College of Law. In addition to teaching legal research and writing at Florida State University College of Law, Ms. Blenkhorn has worked with legal assistants preparing for the Certified Legal Assistant exam. Her journalistic experience includes editing legal publications for The Florida Bar and serving as a legal editor at CCH, Inc.

**Claude C. Lightfoot, Jr.** is an attorney in the New Orleans area where his practice concentrates in bankruptcy and commercial litigation. He is one of the top presenters of bankruptcy seminars in the South. He received his B.A. and J.D. degrees from Loyola University and is the current chairman of the Bankruptcy Committee of the New Orleans bar association.

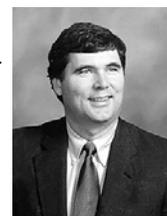
**The Honorable Douglas D. Dodd** is the United States Bankruptcy Judge for the Middle District of Louisiana. Judge Dodd practiced law with the firm of Stone, Pigman, Walther, Wittmann & Hutchinson, L.L.P. for nearly 20 years before his appointment to the bench in May 2002. He graduated from Stanford Law School in 1982, after receiving his undergraduate degree *magna cum laude* with interdisciplinary honors in 1977 from Tulane University.

## U.S. Bankruptcy Principles and Procedures

The course will explain debtor-creditor relations outside of bankruptcy and how bankruptcy principles incorporate those relationships. This will be followed by a discussion on bankruptcy procedures, including strategies for debtors and creditors in a bankruptcy case.

**The Honorable Lewis M Killian, Jr.** was appointed to the U. S. Bankruptcy Court for the Northern District of Florida in September 1986. Prior to his appointment, Judge Killian served in the U.S. Army from 1969 to 1979 and retired from the Army Reserve in 1993 at the rank of LTC. Judge Killian was a member of the law firm of Ervin, Varn, Jacobs, Odom & Kitchen. He is a 1969 graduate from the United States Military Academy at West Point. Judge Killian graduated from Florida State University Law School (1976). He is a member of the NCBJ.

**William L. Norton III**, is a Member of the law firm Boulton, Cummings, Connors & Berry, PLC, Nashville, Tennessee. He practices in the commercial finance area and focuses primarily in creditor's rights and insolvency law. Mr. Norton graduated from Vanderbilt University (B.A., 1975; J.D., 1982). He is Managing Editor of *Norton Bankruptcy Law and Practice 2d* (West), *Norton Annual Survey of Bankruptcy Law* (West), and *Norton Bankruptcy Law Adviser* (West).



## Financial Planning – How to Avoid Bankruptcy

The presentation will aid participants in developing and presenting financial literacy tools to young people ages 16-25. The program will include a viewing of the educational video developed by the National Conference of Bankruptcy Judges entitled *Bankruptcy - Don't Let It Happen To You*.

**The Honorable R. Thomas Stinnett** was appointed to the United States Bankruptcy Court for the Eastern District of Tennessee, on May 4, 1994. Prior to that, he practiced as an attorney in the law firm of Stone & Hinds in Knoxville, Tennessee. Judge Stinnett received his J.D. from the University of Tennessee in 1974. He is a member of the American Bankruptcy Institute, Commercial Law League of America, and National Conference of Bankruptcy Judges, where he is on the Board of Governors and Chairman of the Public Education Committee.



# Course Descriptions & Bios

## Proper Role of Judicial & Legal Assistants/Secretaries - How Far Should You Go?

This is a panel discussion on procedure vs. legal advice. There is a fine line between the two and the panel will discuss the differences. Where do you draw the line for procedure/legal advice? How should you handle it? The panel will be giving scenarios of both. Questions and answers by the judges and the audience (group participation).

The invited panel shall consist of the following judges:

Hon. Jerry A. Brown  
(Eastern District of Louisiana)

Hon. Ronald G. Pearson  
(Southern District of West  
Virginia)

Hon. John J. Thomas  
(Middle District of  
Pennsylvania)



*Hon. R. Thomas Stinnett  
Eastern District  
Of Tennessee*



*Hon. Paul Glenn  
Middle District  
Of Florida*



*Hon. Alexander L Paskay  
Middle District  
Of Florida*

## CM/ECF Efficiency for Chambers

The presentation will discuss the particular features and benefits of CM/ECF for chambers and how it can make your jobs more efficient. Proven tools and experiences from other courts will be provided for you, particularly for e-orders and calendaring.

**Kate Stevens** has been a professional technical trainer for sixteen years in both the private and federal agencies. Ms. Stevens has been involved with CM/ECF since 2000, helping to design the basic CM/ECF starter dictionary and writing the training curriculum for all bankruptcy participants. She graduated from the University of Wisconsin-Whitewater with a Bachelor's degree in English and a Minor in Finance.



## West Publishing Update

This presentation will highlight some of the many new benefits and features on Westlaw.com, such as StatutesPlus, Public Records and Criminal Public Records.

**Susan Reale** is a Government Account Manager for West Publishing. Her duties include servicing, training, and renewing/renegotiating Westlaw contracts in the Government markets in Kentucky and Tennessee. Previously, Ms. Reale practiced in the Commercial Litigation Department in a large, full-service law firm in Nashville, called Bass, Berry & Sims. She graduated from the University of Kentucky with a J.D. in 1999.



## Redesigning the J-Net

Two years ago, the Administrative Office of the US Courts embarked on a complete redesign of its judiciary intranet site, J-Net. This presentation will retrace the steps of the redesign project and include a walk-through of some of the new features available on J-Net.

**Clare De Cleene** manages the web program at the Administrative Office of the U.S. Courts, overseeing the operations of the AO's three web sites. She started with the judiciary in 1988 after spending time in Germany working for the Department of the Army. Ms. De Cleene graduated from Purdue with a Masters degree in Political Science and from the University of Kentucky with a Masters degree in Library Science.

# Course Descriptions ...

## "The Game of Life & How to Play It" and "Unleash Your Power"

What does it take to be successful in today's world? Successful people are not magically blessed or dramatically different, they have simply learned a new set of skills. Learn the skills and techniques you need, not just to survive in the game of life, but WIN in the game of life. Dale Smith Thomas will take you on a journey and share the "Secrets of Success" she learned, and how those secrets took her from a dirt road in Mississippi to stages around the world. Walk away with practical tools that can be immediately applied to your personal and professional life. This dynamic, empowering, educator will have you laughing and learning about winning in all phases of life.

Anyone who meets **Dale Smith Thomas** recognizes that she is an unapologetic optimist and a woman whose passion for making a difference is stamped on every page of her life. Born and raised on a "dirt road" in rural Mississippi this inspiring, "real" woman shares her personal stories and challenges that will inspire you and empower you to make lasting changes in your own life. You will learn the secrets she discovered and how she took those secrets and became an international professional speaker and president of her own company. She not only wins hearts with her "I've known you all my life" personality but she touches lives with her honest, powerful messages.



Dale is a wife, mother, and businesswoman. She is an author, teacher, and spokesperson. She represented the state of Tennessee in an international competition and is a former radio personality. She has hosted radio and television events and co-hosted a syndicated show with Dick Clark. She can now be seen in Nashville on the NBC affiliate with her segment, "Winning Choices For You." Her message and inspiration has touched more than 100,000 audience members worldwide and challenged them to push harder to achieve excellence.

## ...and Conference Social Events!

### **NCBJ President's Opening Reception**

Sunday, 5:30 p.m. - 7:30 p.m.

Gaylord Opryland Resort & Convention Center  
Tennessee Ballroom

The NCBJ has graciously extended an invitation to the members of the ABA to attend the President's Opening Reception at the beautiful Gaylord Opryland Resort. Sorry, this event is not open to spouses and guests. And don't forget your conference badge - security will be tight.

Bus transportation will be provided between the Doubletree Hotel and the Gaylord Opryland.

After the reception, everyone is invited to party at Findley's Irish Pub. This Victorian-style Irish Pub features nightly entertainment and a menu offering delicious Irish staples such as fish-n-chips, corned beef and Yorkshire pudding, as well as a fine selection of drafts.



If you're not into the pub scene, the Opryland Resorts is home to dozens of small shops and restaurants throughout the complex. There are Delta boat rides (they have an indoor river you have to see to believe) and a laser light show.

While spouses and guest can't attend the reception, they can ride along with you on the bus ride to the Opryland Resorts and join you afterwards at the Irish pub.

### **Closing Banquet - "All That Jazz"**

Tuesday, 7:00 - 9:00 p.m.

Doubletree Hotel Ballroom

With this year's conference in Music City USA, it's only appropriate that we have a music theme - All That Jazz! Come join the festivities as we close the conference with a dazzling night of live music and glitter. Don't forget to wear your dancing shoes!



### **Free Hotel Stay on the Doubletree!**

Thanks to the hard work of the Conference Committee, the Doubletree Hotel Nashville has agreed to award a **FREE** hotel stay to one ABA conference attendee. That's not just one night, but the whole stay at the Doubletree Hotel.

The only thing you have to do to get a chance to win this great prize is to register and stay at the Doubletree Hotel in Nashville for the ABA Conference. The winning attendee will be announced at the Closing Banquet.

Now that's the way to close out the conference with a **BANG!**

# ABJA Registration Form

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Spouse's/Guest's Name(s) \_\_\_\_\_

When will you be arriving? Day \_\_\_\_\_ Time \_\_\_\_\_

- " This will be the first Annual Meeting I have attended
- " I would like to participate in the Mentor Program
- " I have made reservations at the Doubletree Nashville

Are you planning to attend the NCBJ President's Opening Reception? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Member Registration (staying at Doubletree Hotel) @ \$125.00 \$ \_\_\_\_\_

*covers all conference materials, continental breakfasts, breaks (Monday & Tuesday),  
closing banquet, transportation to opening reception, and all educational sessions (Mon. & Tues.)*

\_\_\_\_\_ Member Registration (staying elsewhere) @ \$175.00 \$ \_\_\_\_\_

*covers the same items as above*

\_\_\_\_\_ CBA Review Course Registration Fee (Regularly \$150.00) @ \$150.00 \$ \_\_\_\_\_

*covers all certification training materials (including study guide), continental breakfasts and breaks  
(Saturday & Sunday), lunch on Sunday, and all educational sessions (Saturday & Sunday)*

*CBA application fee is a separate cost.*

\_\_\_\_\_ CBA Application Fee @ \$ 99.00 \$ \_\_\_\_\_

\_\_\_\_\_ Advanced Bankruptcy Seminar (for non-ABJA registered guests) @ \$ 75.00 \$ \_\_\_\_\_

\_\_\_\_\_ The Dale Smith Thomas Presentation @ \$ 75.00 \$ \_\_\_\_\_

*ABJA-sponsored course opened to non-ABJA members for fee*

\_\_\_\_\_ Closing Banquet - guest (Tuesday Evening) @ \$40.00 \$ \_\_\_\_\_

\_\_\_\_\_ Roundtrip Transportation for **Guests** to Opryland Resort  
on Sunday evening @ \$10.00 \$ \_\_\_\_\_

TOTAL AMOUNT REMITTED \$ \_\_\_\_\_

Please make your checks payable to "ABJA" and send it along with your completed registration form to:

**Sally Hanson**  
**c/o Hon. Irvin N. Hoyt**  
**225 South Pierre Street, Suite 211**  
**Pierre, South Dakota 57501**

**Deadline for the registration submission is September 6, 2004**

**Absolutely No Refunds after September 24, 2004**