

**FBA  
BANKRUPTCY STEERING COMMITTEE  
PRESENTS  
BANKRUPTCY BOOT CAMP**

**APRIL 22, 2013**

**8:30 – 5:00  
GVSU EBERHARD CENTER**

DESIGNED FOR ATTORNEYS WITH LESS THAN 5 YEARS OF BANKRUPTCY PRACTICE. COVERING THE BASICS - CLIENT INTAKE, PREPARATION OF SCHEDULES, PREPARATION OF A CHAPTER 13 PLAN, MANAGING CLIENT EXPECTATIONS AND MORE! SPEAKERS INCLUDE THE BANKRUPTCY JUDGES FOR THE WESTERN DISTRICT OF MICHIGAN.

**COST: \$35 FOR FBA MEMBERS  
\$70 FOR NON-MEMBERS**

**LUNCH INCLUDED**

**REGISTER NOW - SPACE IS LIMITED  
(SEE ATTACHED TO REGISTER)**

**REGISTRATION – BANKRUPTCY BOOT CAMP 2013**  
**REGISTRATION DEADLINE: APRIL 15, 2013 (TAX DAY!!)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL: \_\_\_\_\_ YRS BANKRUPTCY PRACTICE: \_\_\_\_\_

Are you a member of the FBA? \_\_\_\_\_

What percentage of your practice is bankruptcy? \_\_\_\_\_

- Payment:     \$35 (I am a member of the FBA)  
                   \$70 (I am not a member of the FBA)

Note:        You can become a member of the FBA by going to  
[www.westmichiganfederalbar.org/pay/](http://www.westmichiganfederalbar.org/pay/) The membership fee is \$35.

**MAIL THIS FORM AND YOUR PAYMENT IN THE FORM OF A CHECK OR MONEY  
ORDER MADE PAYABLE TO THE “FBA” to:**

**Rachel Hillegonds  
Miller Johnson  
Calder Plaza Building  
250 Monroe Ave. NW, Suite 800  
Grand Rapids, MI 49503-2250**

**\*\*\*YOUR CHECK SHOULD BE MADE OUT TO THE “FBA”**

**\*\*\*THE REGISTRATION DEADLINE IS APRIL 15!**

The Eberhard Center is located on the Robert C. Pew Grand Rapids Campus of Grand Valley State University at 301 W. Fulton St., Grand Rapids, MI 49504. Parking is available on the South side of Fulton St.

Call Michelle Wilson at 616-456-2002, ext. 119 with any questions.

## **BANKRUPTCY BOOT CAMP 2013 AGENDA**

- 8:30 – 8:45    **Welcome and Opening Remarks**  
**Michelle M. Wilson, Office of the United States Trustee**
- 8:45 – 9:45    **Client Intake**  
**Steve Bylenga, Chase & Bylenga PLLC**  
Does this client need to file bankruptcy? What chapter is appropriate? What are best practices for intake interviews and questionnaires? What is appropriate to delegate to paralegals? What documents do you need from your client? How do you managing client expectations and employ self-protecting strategies? Your time is worth something, so what should you charge?
- 9:45 – 11:00   **Preparation of Schedules**  
**Hon. James D. Gregg, Chief Judge**  
**Kelly M. Hagan, Chapter 7 Trustee**  
**Paul Bare, Bare & Clough**  
Including: Preparation of Schedules A-J and the Statement of Financial Affairs; Appropriate exemption planning; Determining what constitutes property of the estate; Identifying potential Chapter 5 recoveries; Avoiding client surprise; Valuation of real and personal property; Disclosure of non-tangible assets such as a judgment or cause of action.
- 11:00 – 12:00   **Preparation of a Chapter 13 Plan**  
**Barbara Foley, Chapter 13 Trustee**  
**Elizabeth Clark, Staff Attorney to Chapter 13 Trustee Brett Rodgers**  
**April Hulst, Chase & Bylenga PLLC**
- 12:00 – 12:30   **Lunch (provided)**
- 12:30 – 1:45    **Break-out sessions: Client Intake and Preparation of Schedules**
- 1:45 – 2:45    **Duties of a Debtor and Attorney**  
**Michelle M. Wilson, Office of the U.S. Trustee**  
**Kelly M. Hagan, Chapter 7 Trustee**  
**Andy Gerdes, Andrew J. Gerdes P.L.C.**  
Attorney fees; Ethical pitfalls; Duties post-discharge in Chapter 7; duties post-confirmation in chapter 13.
- 2:45 – 3:00    **Break**

- 3:00 – 4:00    **Preparation of Client and Attorney for 341 Meeting and Court Hearings**  
**Rachel Hillegonds, Miller Johnson**  
**Todd Almassian, Keller & Almassian, PLC**  
Managing client expectations; What questions will the trustee ask? What ID is needed? What documents need to be provided to trustee and when? Best Practices for a one and done 341; Know what you want and the legal basis for the Court granting it.
- 4:00 – 5:00    **Judge’s Panel**  
**Hon. Jeffrey R. Hughes**  
**Hon. Scott W. Dales**