

# LEGAL OFFICE PROCEDURES (27)

## Regional—2006

Multiple Choice (30 @ 5 points each) \_\_\_\_\_(150 pts.)

Job 1 - Affidavit \_\_\_\_\_(100 pts.)

Job 2 - Records Management (5 pts. each) \_\_\_\_\_(50 pts.)

**TOTAL POINTS** \_\_\_\_\_(300)

***Failure to adhere to any of the following rules will result in disqualification:***

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area.***
- 3. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 4. Electronic devices will be monitored according to ACT standards.***

No more than ten (10) minutes orientation

No more than 60 minutes testing

No more than ten (10) minutes wrap-up

Do NOT open test booklet until instructed to do so.

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Workplace Skills Assessment Program regional competition.

### **GENERAL INSTRUCTIONS**

1. Answers the multiple choice questions using a No. 2 pencil on the Scantron scoring sheet unless instructed otherwise.
2. Fill in each answer space completely and erase any stray marks.
2. Make certain this test booklet contains Jobs 1 and 2.
3. For any problems where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. Key your contestant number as a footer in the lower left-hand corner of each Job.
4. You may use reference materials, but you may not share references with other contestants. Assume these jobs are waiting for you upon arrival in the morning. You may complete the jobs in any order you choose.
5. Once you have finished, proofread your work carefully.
6. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
7. When turning in your contest, place your Scoring Sheet on top of your jobs. The jobs should be arranged in numeric order. The Scantron scoring sheet should be the first thing in your packet when you turn it in. Use your time wisely. You have 60 minutes to complete the test.
8. Good luck !

**True/False Directions:** Using the Scantron scoring sheet provided, mark Column A if the statement is true; mark Column B if the statement is false.

1. A summons is a document used to command a witness to appear to give testimony.
2. An endorsement is a document that gives one authority to act in another's name.
3. Commercial paper is an unconditional written promise or order to pay a sum of money.
4. One who makes a will is called a testator.
5. A defendant is the party who initiates charges in a court case.
6. A written statement to which one declares that he or she executed an instrument is an acknowledgment.
7. An answer is a plaintiff's response to a defendant's complaint.
8. An agreement that is enforceable by law is a contract.
9. The heading on a court paper which gives the name of the court, names of the parties in the case, and the title of the document is called the Z-ruling.
10. A sworn statement used to prove facts such as birth date or marital status is called a jurat.

**Multiple-Choice Directions:** Mark on your Scantron scoring sheet the letter of the answer that best completes/describes the statement.

11. Unless otherwise specified, the top margins on legal documents should be
  - A. 1 inch on all pages
  - B. 2 inches first page; 1 inch other pages
  - C. 2 inches first page; 1 ½ inches other pages
  - D. 1 ½ inches on all pages
12. In legal documents, amounts should be shown in
  - A. words only
  - B. figures only
  - C. words and figures, with the words first
  - D. figures and words, with the figures first

13. When typing names in legal documents,
  - A. capitalize the first letter in each name
  - B. key the last names only in all caps
  - C. key all names in all caps
  - D. key only the document originator's name in all caps
  
14. On court papers and legal instruments which are not bound in legal backs, responsibility information is typed
  - A. on all copies in the top left-hand corner
  - B. on the file copy only in the top left-hand corner
  - C. on all copies in the top right-hand corner
  - D. on the file copy only in the top right-hand corner
  
15. The page number on the second or subsequent page of a legal document should be
  - A. center, bottom of the page
  - B. centered one-half inch from the top of the page
  - C. keyed on line 7 at the right-hand margin
  - D. keyed at the right-hand margin 7 lines from the bottom
  
16. A contract that has its terms set down in a clear-cut fashion either orally or in writing is called a(an)
  - A. valid contract
  - B. implied contract
  - C. bilateral contract
  - D. express contract
  
17. The power to hear and decide cases is called
  - A. jurisdiction
  - B. statutes
  - C. case law
  - D. constitution
  
18. A group of laws within common law that deal with the wrongs against individual persons is called
  - A. business law
  - B. civil law
  - C. case law
  - D. common law
  
19. Written questions that one party to a lawsuit presents to the opposing party (or opposing party's lawyer) to secure information to help prepare the case for court are called
  - A. interrogatories
  - B. answers
  - C. affidavits
  - D. summons

20. Which of the following is a legal instrument and **NOT** a court paper?
- A. summons
  - B. complaint
  - C. subpoena
  - D. will

**Spelling Directions:** One of the three words on each line below MAY BE misspelled. Indicate the letter of the misspelled word, if any, on your Scantron. **If all the words are correctly spelled, mark Column D.**

21. A. nominal      B. subpoena      C. negotible      D. none are misspelled
22. A. preemptive      B. morgage      C. unilateral      D. none are misspelled
23. A. partnership      B. assault      C. competency      D. none are misspelled
24. A. juret      B. defamation      C. indemnify      D. none are misspelled

**Latin Terms Directions:** Match the correct translation with the numbered terms and mark the appropriate letter on the Scantron sheet.

25. proceeding brought by one person in the absence of another      A. prima facie
26. the body of the offense      B. corpus delicti
27. on the face of it      C. quid pro quo
28. consideration, something for something      D. ex parte
29. forever, without limit, to infinity      E. ad infinitum

**Billing Statement Directions:**

30. Based on the information that appears on Mr. Delaney's timesheet for the past month, your client, Robert Miller, should receive a bill for the following:

Attorney's fee: \$225 per hour

Client's Name: Robert Miller

Date	Activity	Time	Expenses
12/4	Consultation	1.5 hr	
12/12	Research	1.5 hr	
12/14	Depositions	2.0 hr	lunch 7.95 postage 3.75
12/15	Court Appearance	1.5 hr	

- 
- A. \$1475.00
  - B. \$1211.70
  - C. \$1474.20
  - D. \$1462.50

**Job 1—Affidavit as to the Age of a Minor Child**

You are employed at the law firm of Delaney and Aberdome, State of Ohio, County of Jefferson. You have been asked to prepare an affidavit as to the age of a minor child for your client, Hilda Richardson. The case number is DW-5633. She is stating that she is the mother of Jocyn Richardson who was born on June 15, 2005, at Otsego Memorial Hospital in Gaylord, Michigan, county of Otsego, and is now 6 months old. (Show age both in words and figures.)

**Job 2—Records Management**

Directions: Write the following client names in each group in correct alphabetic filing order. Indicate in the blank the order, as ABC, CAB, etc.

- \_\_\_\_\_ 1. (A) Robert J. Williams (B) R. J. Williams (C) Jessica L. Williams
- \_\_\_\_\_ 2. (A) Andrew d'Arcy (B) Andrew D. Arcy (C) A. Darcy
- \_\_\_\_\_ 3. (A) Josie Knapp-White (B) Jane White (C) Joe Whelt
- \_\_\_\_\_ 4. (A) 207 West Diner (B) 2000 West Hotel (C) West 7th Diner
- \_\_\_\_\_ 5. (A) Dr. Robert Hart (B) R. Hart (C) R. Hart Jr.
- \_\_\_\_\_ 6. (A) Busy Bee Haven (B) Bazzett's Bunkhouse (C) A & B Health Club
- \_\_\_\_\_ 7. (A) The Quik-Kopy Printing (B) Osceola Co. Sheriff's Dept. (C) Osceola Cars
- \_\_\_\_\_ 8. (A) Tracey Hote Diaper Service (B) Ferris State Univ. (C) Hotel Grayling
- \_\_\_\_\_ 9. (A) B-1 Towing (B) B 1 Trucking (C) B-1 Sporting Goods
- \_\_\_\_\_ 10. (A) Mr. Pibb (B) Mr. John Pibb (C) John Pibbs



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## *KEY*

### Regional—2006

Multiple Choice (30 @ 5 points each)	_____ (150 pts.)
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Job 2 Records Management (5 pts. each)	_____ (50 pts.)
<b><i>TOTAL POINTS</i></b>	_____ ( <b><i>300</i></b> )

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***Graders:***

When grading computer-generated problems, refer to the Style and Reference Manual and Production Standards in the *Workplace Skills Assessment Program Guidelines* for further instructions.

Double-check and verify all scores!

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**LEGAL OFFICE PROCEDURES  
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KEY  
PAGE 2 of 4**



1. B
2. B
3. A
4. A
5. B
6. A
7. B
8. A
9. B
10. B
11. A
12. C
13. C
14. B
15. A
16. D
17. A
18. B
19. A
20. D
21. C
22. B
23. D
24. A
25. D
26. B
27. A
28. C
29. E
30. C



Job 1 – Preparation of Affidavit

IN THE 4<sup>TH</sup> JUDICIAL CIRCUIT IN AND  
FOR JEFFERSON COUNTY, OHIO

STATE OF OHIO,

Plaintiff,

v.

CASE NO. DW-5633

HILDA RICHARDSON,

Defendant.

**AFFIDAVIT**

I, HILDA RICHARDSON, upon oath, state as follows:

1. I am the mother of Jocynl Richardson; and said child was born at Otsego Memorial Hospital, in the county of Otsego and state of Michigan, on the 15<sup>th</sup> day of June, 2005, and is now six (6) months old.

\_\_\_\_\_  
HILDA RICHARDSON

WITNESS my hand and official seal in the County and State aforesaid this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
*Grader: Affidavit – 100 pts.*  
*0 errors = 100 pts.*  
*1 error = 90 pts.*  
*2 errors = 70 pts.*  
*3+ errors = 0 pts.*

Contestant Number



**Job 2: Records Management**

1. CBA
2. BCA
3. ACB
4. ABC
5. BCA
6. CBA
7. CBA
8. BCA
9. BCA
10. ABC