

EXTRA PRACTICE PROBLEMS

LEGAL OFFICE PROCEDURES

Job 1: Pleading

Prepare the following final judgment in the case of Barry Schmelley, Plaintiff vs. Bigazz TVs, Inc., Defendant in the circuit court of the 9th Judicial Circuit in and for Rock County, Tennessee. The case number is DA-3419. Use the format provided in the Style & Reference Manual. Please place your contestant number and the job number in the lower left hand corner. Also, use your contestant number instead of initials anywhere that typist's initials might normally appear.

This cause having come on for trial on February 21, 2020, and in view of the foregoing, it is Ordered and Adjudged that Plaintiff Barry Schmelley shall recover from Bigazz TVs, Inc. the total sum of 11429.50 for all of which let execution issue. This judgment shall bear interest at the rate of 8.25% per annum until paid in full. Done and ordered in Chambers at Franklin, Rock County, Tennessee, this _____ day of _____, 20__.

Job 2: Preparation of Interrogatory

You are employed at the law firm of Attorney Clark, Clark and Clark, State of Ohio, County of Hamilton. You have been instructed to type up the interrogatory for next week. The defendant is Austin Sellers and the Plaintiff is Khaled El Qasem. Using correct format, prepare this document for Peter Clark's signature. The following questions will be asked:

1. state your name and current address.
2. how far did you go in school (last grade completed)
3. what is the name of the high school you attended
4. describe your educational training after high school
5. where are you presently employed
6. have your work activities changed as a result of your injuries
7. what activities did your job require of you prior to your injuries
8. how many hours a week did you work in any given week before your injuries
9. how many hours a week did you average prior to your injuries
10. did you attempt to return to work after your injuries? If yes, describe any difficulties you had as a result of your injuries.

Job 3: Power of Attorney

According to the Professional Business Associates Style & Reference Manual, draft a Durable Power of Attorney for Tracy Turney-Smith granting Keith Love the ability to become her attorney-in-fact. The bank is COPFCU of Ohio. The witnesses are: Nathan Love and Mike Jones. The date is February 21, 2020.

Job 4: Affidavit

In Montgomery, Hamilton County, Ohio, Case Number 08-7834, on February 1, 2020, in the Judge Jack Jackson's chambers, Plaintiff Esau Itall was awarded a \$50,000 settlement. The Defendant is in the case is Rae Cyst. A 3.50% interest rate per annum will be applied until total sum is paid in full. This Final Judgment was ordered on February 19, 2020. Please prepare a Final Judgment Pleading according to the Professional Business Associates Style and Reference Manual.