

# LEGAL OFFICE PROCEDURES (245)

## REGIONAL – 2014

### Multiple Choice Section:

Multiple Choice (25 @ 5 points each) \_\_\_\_\_ (125 points)

### Production Portion:

Job 1: Letter \_\_\_\_\_ (100 points)

Job 2: Pleading \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ (***325 points***)

**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. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation

No more than 60 minutes actual testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

### GENERAL INSTRUCTIONS

1. Answer the objective questions using the Scantron scoring sheet provided. Write your contestant name, along with the contest number on the scantron sheet.
2. Make certain this test booklet contains Jobs 1 & 2 and the objective test.
3. For any job 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 and job number as a footer in the lower left-hand corner of all work submitted.**  
Example: 99-9999-9999  
Job 1
4. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your Scoring Sheet on top of all your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs.

| Production Standards |            |
|----------------------|------------|
| 0 errors             | 100 points |
| 1 error              | 90 points  |
| 2 errors             | 70 points  |
| 3 errors             | 0 points   |

## PART I – OBJECTIVE

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

- \_\_\_\_\_ 1. What term describes a log containing chronological case entries of court proceedings?
- a. Forum
  - b. Docket
  - c. Court Log
  - d. Case Entry
- \_\_\_\_\_ 2. What term describes representing oneself rather than hiring an attorney?
- a. Pro bono
  - b. Pro Legal
  - c. Legal Aid
  - d. Pro se
- \_\_\_\_\_ 3. What term describes a person authorized by law to administer oaths, collect statements, and witness signatures?
- a. Marshal
  - b. Programmer
  - c. Legal tenant
  - d. Notary public
- \_\_\_\_\_ 4. An attorney's trust account holds funds that
- a. Can be used to buy office furniture
  - b. Belong to the attorney
  - c. Belong to someone else
  - d. Pay office staff
- \_\_\_\_\_ 5. What term describes a person or an entity named in a will to administer the estate?
- a. Personal representative
  - b. Executive
  - c. Guardian
  - d. Grantor
- \_\_\_\_\_ 6. In criminal law, the guarantee that the accused will receive a fair and impartial trial is
- a. Double jeopardy
  - b. Due process
  - c. Expungement
  - d. Jurisprudence
- \_\_\_\_\_ 7. Someone involved in a lawsuit is called a
- a. Libertarian
  - b. Librarian
  - c. Litigant
  - d. Liberal
- \_\_\_\_\_ 8. Which error will not be found with spell check FAIL?
- a. The the filed lawsuit
  - b. The loudist voice
  - c. United sTates Government
  - d. Travel too court

- \_\_\_\_\_ 9. What is an order by the court that stops an individual or individuals from taking action?
- a. Injunction
  - b. Stop action
  - c. Cease demand
  - d. Indictment
- \_\_\_\_\_ 10. What is the term for a jury that is kept separated from outside influences during a trial?
- a. Sequester
  - b. Segregation
  - c. Jury separation
  - d. Isolation
- \_\_\_\_\_ 11. When witnesses repeat information that they were told by someone, that is they were not personally present to see or hear it, this second-hand information is called
- a. Displaced information
  - b. Second-hand evidence
  - c. Untrue testimony
  - d. Hearsay
- \_\_\_\_\_ 12. What is the term for an individual who sues on behalf of an entire group? For this to occur, the court must find that all members have certain facts in common.
- a. Case totality
  - b. Enlarged lawsuit
  - c. Class action
  - d. Total litigation
- \_\_\_\_\_ 13. What is certified mail?
- a. A delivery made by the sheriff
  - b. A class of mail which is sent by Federal Express
  - c. A special mailing sent to the court clerk by hand delivery
  - d. A piece of first-class mail which provides proof of mailing and delivery without indemnity for loss or damage
- \_\_\_\_\_ 14. What does document management software do?
- a. Helps with the naming of law office documents
  - b. Creates unique document numbers to help locate documents while following some standardized programming instructions
  - c. Both a and b
  - d. None of the above
- \_\_\_\_\_ 15. What term describes an action taken in a case upon the application of one party alone?
- a. Writ of Certiorari
  - b. Stare Decisis
  - c. Pro se
  - d. Ex parte
- \_\_\_\_\_ 16. What term describes law that has evolved from custom and judicial precedent?
- a. Common law
  - b. Default
  - c. Jurisdiction in rem
  - d. Back woods law
- \_\_\_\_\_ 17. What is the correct citation abbreviation for the American Jurisprudence, Second Series?
- a. Am. Jur. 2d
  - b. A.J.2d
  - c. AJ2nd
  - d. Am. Jur. 2nd

- \_\_\_\_\_ 18. The Federal Communications Commission (FCC) licenses and regulates
- a. Interstate and foreign communications
  - b. Fishing catch and release
  - c. Fire control coverage
  - d. All handwritten and verbal communication
- \_\_\_\_\_ 19. What is the proper citation abbreviation for the United States Code?
- a. US Code
  - b. USC
  - c. U.S.C.
  - d. U.S.C.A.
- \_\_\_\_\_ 20. Evidence is defined as
- a. Directives of a judge
  - b. Only that physical material collected by criminal investigators
  - c. Testimony, writings, or material objects offered as proof of an alleged fact or proposition
  - d. Whatever a witness says
- \_\_\_\_\_ 21. Which of the following is NOT a pleading?
- a. Notice of Hearing
  - b. Request for Admissions
  - c. E-mails pertinent to the case
  - d. Memorandum of Costs
- \_\_\_\_\_ 22. A deposition can be defined as
- a. Testimony of a witness or a party given under oath in the courtroom
  - b. The legal position of the defendant
  - c. Testimony of a witness or a party taken under oath outside the courtroom
  - d. None of the above
- \_\_\_\_\_ 23. A response to a complaint is called
- a. Response to Complaint
  - b. Answer
  - c. Explanation of Claim
  - d. Reply by Defendant
- \_\_\_\_\_ 24. What is the term for an intentional false verbal communication that injures another's reputation or good name?
- a. Slander
  - b. Defamation
  - c. Voice liability
  - d. Slam tactic
- \_\_\_\_\_ 25. What term describes the formal giving or pronouncing of a judgment or decree in a cause?
- a. Adjudication
  - b. Affidavit
  - c. Answer
  - d. Proclamation

**Job 1—Letter to St. Luke’s Clinic** (*Attach job to Score Sheet*)

You work for Jonathan Smith, Attorney at Law. Please prepare the following letter to St. Luke’s Clinic, 824 S. Diamond Street, Nampa, ID 83686. Instead of the usual subject line as shown in the Style Manual, use the following regarding line above the salutation:

Re: Our Client: Snow White  
Insurance: Aetna XKP-11543  
Date of Accident: 1/5/2014

Use the following for the body of the letter:

This office represents the above-named client who was injured in an automobile accident on the above-mentioned date.

Please forward to this office a copy of the medical records you have on Mrs. White for the two visits she made to your clinic concerning her accident. Mrs. White was seen at the clinic on January 9 and February 6, 2014. Enclosed is a Release of Medical Records signed by Mrs. White as well as our check for the cost of the copies.

If you have any questions or concerns, do not hesitate to call my office at 208-467-4567. Thank you for your attention to this matter.

Sincerely yours

**Job 2—Prepare Pleading** (*Attach job to Score Sheet*)

Please prepare the following pleading according to the Professional Business Associates Style & Reference manual. (Case Number AB-1957)

Final Judgment

This cause having come on for trial on October 23, 2013, and in view of the foregoing, it is ordered and adjudged that Plaintiff Sandra Smith shall recover from Defendant Marvin Johnson the total sum of \$10,000.00 as a settlement in the matter now before the court.

This judgment shall bear interest at the rate of 7.5 percent per annum until paid in full.

Done and ordered in District Court for the County of Ada, Idaho.

District Court Judge



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## REGIONAL – 2014

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### Production:

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***TOTAL POINTS*** \_\_\_\_\_ (***325 points***)

**Judges/Graders: Please double check and verify all scores and answer keys!**

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



**Job 1— Letter to Client**

*(2" top margin)*

Current Date

**(QS)**

St. Luke's Clinic  
824 S. Diamond Street  
Nampa, ID 83686

**(DS)**

Re: Our Client: Snow White  
Insurance: Aetna XKP-11543  
Date of Accident: 1/5/2014

**(DS)**

Ladies and Gentlemen

**(DS)**

This office represents the above-named client who was injured in an automobile accident on the above-mentioned date.

Please forward to this office a copy of the medical records you have on Mrs. White for the two visits she made to your clinic concerning her accident. Mrs. White was seen at the clinic on January 9 and February 6, 2014. Enclosed is a Release of Medical Records signed by Mrs. White as well as our check for the cost of the copies.

If you have any questions or concerns, do not hesitate to call my office at 208-467-4567. Thank you for your attention to this matter.

**(DS)**

Sincerely yours

**(QS)**

Jonathan Smith  
Attorney at Law

**(DS)**

(contestant number)

**(DS)**

Enclosures

Contestant Number

Job Number



**IN THE DISTRICT COURT IN AND  
FOR ADA COUNTY, IDAHO (*bold*)**

(DS)  
SANDRA SMITH,

(DS)  
Plaintiff,

(DS)

v.

(DS)  
MARVIN JOHNSON,

(DS)  
Defendant.

CASE NO. AB 1957

\_\_\_\_\_/ (*grader: 2" line*)

(DS)

**FINAL JUDGMENT (*bold*)**

THIS CAUSE having come on for trial on October 23, 2013, and in view of the foregoing, it is

ORDERED AND ADJUDGED that Plaintiff SANDRA SMITH shall recover from Defendant MARVIN JOHNSON the total sum of Ten Thousand and 00/100 Dollars (\$10,000.00), as a settlement in the matter now before the court.

This judgment shall bear interest at the rate of 7.5 percent (7.5%) per annum until paid in full.

DONE AND ORDERED in District Court for the County of Ada, Idaho, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(QS)

\_\_\_\_\_  
DISTRICT COURT JUDGE

**Grader Note:**  
Wording may vary, but the formatting should be consistent with the Style and Reference Manual.