

# LEGAL OFFICE PROCEDURES (245)

## Regional —2015

**Objective Section:** *(40 @ 5 points each)* \_\_\_\_\_ (200 pts.)

**Production Portion:**

Job 1 – Final Judgment \_\_\_\_\_ (50 pts.)

Job 2 – Correspondence \_\_\_\_\_ (100 pts.)

**TOTAL POINTS** \_\_\_\_\_ (350 pts.)

**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

Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.

### GENERAL INSTRUCTIONS

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains Jobs 1 & 2.
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.

<b>Production Standards</b>	
<b>0 errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
<b>2 errors</b>	<b>70 points</b>
<b>3 errors</b>	<b>0 points</b>

## PART I – OBJECTIVE

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

1. Which of the following job duties would you not be expected to perform as a lawyer's assistant?
  - a. Give legal advice
  - b. Greet clients
  - c. Prepare legal documents
  - d. Work with local courts
  
2. Which of the following would be the best way to keep a list of the firm's clients with their contact information, case matters, and other sets of data?
  - a. Database
  - b. File folder in each client's file
  - c. File folder in managing partner's office
  - d. Rolodex
  
3. Which of the following sets of words is usually keyed in all capital letters?
  - a. Ordered and adjudged
  - b. In witness whereof
  - c. Know all persons by these presents
  - d. All of the above
  
4. Lawyers use legal research for which of the following?
  - a. To help with billing clients
  - b. To answer client questions
  - c. To fulfill reading required by the American Bar Association
  - d. All of the above
  
5. A(n) \_\_\_\_\_ is a written notation that refers to legal authorities such as statutes and case law and other printed documentation.
  - a. annotation
  - b. citation
  - c. research
  - d. treatise
  
6. Which of the following best describes the difference between civil law and criminal law?
  - a. Civil law deals with courtroom behaviors, and criminal law deals with jail and jail/penitentiary behaviors.
  - b. Civil law is used only for contract cases, and criminal law is used only for criminal cases.
  - c. Civil law usually involves an individual who is seeking damages, and criminal law usually involves prosecution of someone accused of committing a crime.
  - d. Civil law is not binding upon the parties, and criminal law is binding.

7. The authority of a court to hear and adjudge a case is referred to as the court's
  - a. constitutional authority.
  - b. demographic.
  - c. jurisdiction.
  - d. practice.
  
8. The legal practice of preparing client matters that are handled in the courts is referred to as
  - a. investigation.
  - b. litigation.
  - c. private practice.
  - d. probate.
  
9. In litigated cases, the documents lawyers create to ask the other party questions are called
  - a. briefs.
  - b. injunctions.
  - c. interrogatories.
  - d. responses.
  
10. People or companies who are involved in a lawsuit are referred to as
  - a. complainants.
  - b. defendants.
  - c. guardians.
  - d. litigants.
  
11. Which of the following sentences contains an error that spell check will fail to find?
  - a. Our firm hired two new trail attorneys last month.
  - b. We just settled two two cases.
  - c. Upset and distraught, the protesters left this afternoon.
  - d. All of the above.
  
12. Which of the following are online legal research tools?
  - a. Lexis
  - b. Nexis
  - c. Westlaw
  - d. All of the above
  
13. When an attorney represents a client who is too poor to pay for legal services, it is referred to as \_\_\_\_\_ representation.
  - a. indigent
  - b. insolvent
  - c. *pro bono*
  - d. *pro se*

14. Probate courts handle what types of matters?
  - a. Administration of wills
  - b. Bankruptcies
  - c. Family civil matters
  - d. Tax appeals
  
15. Which computer application software would a lawyer's assistant be expected to know and use?
  - a. Word processing
  - b. Spreadsheets
  - c. Calendaring
  - d. All of the above

**True/False Directions:** Mark A on the Scantron scoring sheet for true and B for false to give the best answer to the following statements.

16. A capital case is one where the maximum penalty is a death sentence.
17. Client confidentiality is critical in a legal office; however, it is generally acceptable for an attorney's assistant to discuss confidential information with his or her spouse.
18. It is the job of the office IT (information technology) employee(s) to ensure network and computer security, so document security is not a concern for the lawyer's assistant.
19. Attorneys are required to uphold the ABA Code of Professional Responsibility.
20. A notary public is a person who files documents with the court.
21. Every private practice attorney or law firm is required to have a separate bank account to keep client monies in trust.
22. Federal courts decide civil actions but not criminal actions.
23. Motions are prepared by judges and orders are prepared by lawyers.
24. Grand juries are convened for both civil and criminal actions.
25. Corporations can own only real estate, but individuals can own both real estate and personal property.
26. Leave of court is the permission the court grants to perform an action.
27. Court documents are typically single-spaced.
28. Sole proprietorships are small businesses owned by only one corporation.
29. A writ is an order of the court.
30. Courts make divorce decisions according to state law.
31. When a person signs a will or trust, the document is said to be executed.

**Matching Directions:** Mark on the Scantron scoring sheet the letter of the answer that best matches the item's description. More options are given than needed; choose only one right answer.

<b>Filing Systems</b>	
32. System of filing that uses a person's or a company's name as the indicator and where files are stored in alphabetical order.	a. Alphabetic b. Alpha-numeric c. Terminal digit d. Numeric
33. System of filing that uses assigned numbers in a straight sequential order. Each new file opened is given the next number.	
34. System of filing that uses a main number plus an extension. Each new file opened for an existing client uses the assigned client number plus the next extension number.	

<b>Office Procedures</b>	
35. Keep track of appointments, deadlines, and projects on this system that can be shared electronically with others.	a. Electronic calendar b. Document management c. Time and billing software d. Presentation software
36. To prepare a slide show for illustrating and showing information to clients, use this software program.	
37. Input attorney billable hours to compile into accurate fee statements for clients using these types of software programs.	

<b>Legal Document Preparation</b>	
38. Use this software feature to edit all instances of a client's misspelled name to the correct spelling.	a. Find and replace b. Header/footer c. Line spacing d. Page orientation
39. Use this software feature to change from portrait to landscape.	
40. Use this software feature to include information on each page, such as a page number.	

**PART 2 – PRODUCTION**

You are Pat LeMeur and you work for Steves & Swenson, Attorneys at Law. Your attorney was recently successful in getting a jury verdict for your clients, the Walkers. Your job is to prepare the Final Judgment and send it to the court for processing. Indicate in your letter to the court that you are sending a copy of the letter to your clients.

Be sure to follow the General Instructions by keying your contestant number and job number as a footer (refer to General Instructions No. 3, located on page 2 of this exam).

**Job 1—Final Judgment** (*Attach printed copy to Score Sheet*)

Please prepare the following pleading according to the Professional Business Associates *Style & Reference Manual* 2014-15 Edition. Create the correct format for the pleading, including line spacing, paragraph indentations, and capitalizations. Correct any misspellings or other errors in the following content, and use words and figures for the numbers expressed in the judgment.

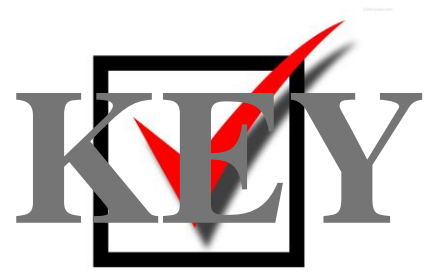
Jurisdiction	In the County Court of the Indianapolis Judicial District in and for the State of Indiana
Case No.	IN-IND-2015
Title	Final Judgment
Plaintiffs	Morey Walker and Jane Walker dba Walker Dry Cleaning
Defendant	Hillary Morgensen
Presiding Judge	M. W. Nielson
Pleading Content	<p>This cause having come before the Indianapolis Judicial District on April 10, 2015, wherein the jury rendered a decision in favor of the plaintiffs, it is Ordered and adjudged that plaintiff Morey Walker and Jane Walker dba Walker Dry Cleaning shall be paid a judgment from the defendant Hillary Morgensen the total sum of \$38,400, for all of which let execution issue. This judgment shall bear interest at the rate of 10% per annum until paid in full.</p> <p>It is hereby done and ordered in the County Court of the Indianapolis Judicial District this ___ day of _____, 2015.</p> <p>_____</p> <p>The Honorable M. W. Nielson County Judge, Indianapolis Judicial District</p>



**Job 2—Correspondence** (*Attach printed letter to Score Sheet*)

Please prepare the following letter according to the *Professional Business Associates Style & Reference Manual* 2014-15 Edition. Create the correct format for the letter, and correct any misspellings and/or errors in the following content.

Date	[use current date]
Addressee	Clerk of the County Court, Indianapolis Judicial District, 4102 State Street, Indianapolis Indiana 46201
Subject Matter	Case No. IN-IND-2014 In the matter of Walker vs. Morgensen
Salutation	Dear County Clerk
Closing	Sincerely Pat LeMeur Assistant to Samantha Steves [student's contestant #]
Presiding Judge	M. W. Nielson
Letter Content	I respectfully request your assistance to obtain the signature of the Honorable M. W. Nielson on the enclosed Final Judgment. Once the Final Judgment has been signed by the judge, please enter the Final Judgment into the official court records.  Also please return a copy of the Final Judgment to this firm in the enclosed, self-addressed envelop.  If you have any questions or concerns, please contact me directly.



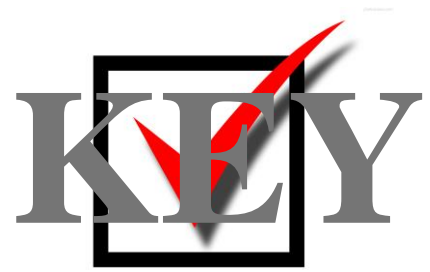
# LEGAL OFFICE PROCEDURES (245)

## REGIONAL – 2015

Objective Portion ( <i>40 @ 5 points each</i> )	_____ (200 pts.)
Job 1 – Final Judgment	_____ ( 50 pts.)
Job 2 – Correspondence	_____ (100 pts.)
<b><i>TOTAL POINTS</i></b>	_____ ( <b><i>350 pts.</i></b> )

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

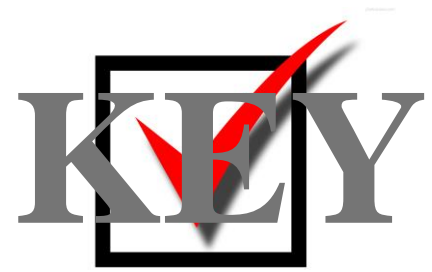
Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.



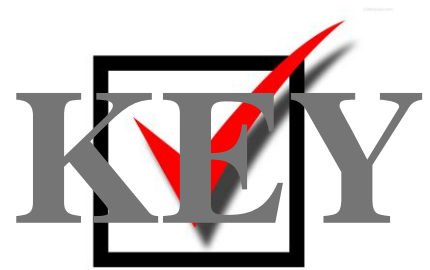
### GENERAL INSTRUCTIONS

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains Jobs 1 and 2.
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



- |     |        |     |        |
|-----|--------|-----|--------|
| 1.  | ANS: a | 21. | ANS: a |
| 2.  | ANS: a | 22. | ANS: b |
| 3.  | ANS: a | 23. | ANS: b |
| 4.  | ANS: b | 24. | ANS: b |
| 5.  | ANS: b | 25. | ANS: b |
| 6.  | ANS: c | 26. | ANS: a |
| 7.  | ANS: c | 27. | ANS: b |
| 8.  | ANS: b | 28. | ANS: b |
| 9.  | ANS: c | 29. | ANS: a |
| 10. | ANS: d | 30. | ANS: a |
| 11. | ANS: a | 31. | ANS: a |
| 12. | ANS: d | 32. | ANS: a |
| 13. | ANS: c | 33. | ANS: d |
| 14. | ANS: a | 34. | ANS: c |
| 15. | ANS: d | 35. | ANS: a |
| 16. | ANS: a | 36. | ANS: d |
| 17. | ANS: b | 37. | ANS: c |
| 18. | ANS: b | 38. | ANS: a |
| 19. | ANS: a | 39. | ANS: d |
| 20. | ANS: b | 40. | ANS: b |



**Job 1—Final Judgment**  
*(top margin 1", side margins 1")*

**IN THE COUNTY COURT OF THE  
INDIANAPOLIS JUDICIAL DISTRICT IN AND  
FOR THE STATE OF INDIANA (BOLD)**

(DS)  
MOREY WALKER and  
JANE WALKER dba  
WALKER DRY CLEANING,

(DS)  
Plaintiffs,

CASE No. IN-IND-2015

(DS)

v.

(DS)  
HILLARY MORGENSEN,

(DS)  
Defendant.

\_\_\_\_\_ /

(DS)

**FINAL JUDGMENT**

(DS)

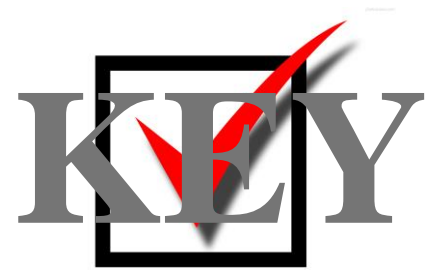
This cause having come before the Indianapolis Judicial District on April 10, 2015, wherein the jury rendered a decision in favor of the plaintiffs, it is

ORDERED AND ADJUDGED that plaintiffs MOREY WALKER and JANE WALKER dba WALKER DRY CLEANING shall be paid a judgment from the defendant HILLARY MORGENSEN the total sum of **Thirty-eight Thousand Four Hundred and 00/100 Dollars (\$38,400.00)**, for all of which let execution issue.

This judgment shall bear interest at the rate of **ten percent (10%)** per annum until paid in full.

Contestant #

Job 1



It is hereby DONE AND ORDERED in the County Court of the Indianapolis  
Judicial District this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

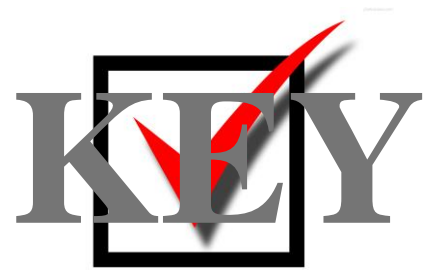
The Honorable M. W. Nielson  
COUNTY JUDGE  
Indianapolis Judicial District

**Standards**

0 Errors = 100 points  
1 Error = 90 points  
2 Errors = 70 points  
3+ Errors = 0 points

Copies furnished: Clients

[Note to grader: It is okay if the signature block looks a little different from this in capitalization or which line the titles appear. Check to be sure all the information is included. Contestants may include a “Copies furnished:” notation after the signature block because one appears in the *Style &Reference Manual*; do not deduct or add points for this. Job 1 should fit on one page; otherwise, it will require a second-page footer (see *Style &Reference Manual*)]



**Job 2— Letter to Court**  
*(top margin 2”, side margins 1”)*

[use current date]

**(QS)**

Clerk of the County Court  
Indianapolis Judicial District  
4102 State Street  
Indianapolis, IN 46201

**(DS)**

Dear County Clerk

**(DS)**

CASE NO. IN-IND-2014 IN THE MATTER OF WALKER VS. MORGENSEN

**(DS)**

I respectfully request your assistance to obtain the signature of the Honorable M. W. Nielson on the enclosed Final Judgment. Once the Final Judgment has been signed by the judge, please enter the Final Judgment into the official court records.

Also please return a copy of the Final Judgment to this firm in the enclosed, self-addressed envelope.

If you have any questions or concerns, please contact me directly.

**(DS)**

Sincerely

**(QS)**

Pat LeMeur  
Assistant to Samantha Steves

**(DS)**

Contestant #

**(DS)**

Enclosures: Final Judgment  
SASE

**(DS)**

c Morey Walker  
Jane Walker

Contestant #

Job #

**Standards**

0 Errors = 100 points

1 Error = 90 points

2 Errors = 70 points

3+ Errors = 0 points

The word Enclosures must be used, but listing the actual enclosures is optional. The Enclosure and Copy notations may appear differently than shown, but if they appear in any proper format, do not deduct points. The *Style & Reference Manual* calls for open punctuation. Job 2 will fit on one page.