

# LEGAL OFFICE PROCEDURES (245)

## REGIONAL – 2018

### Part I OBJECTIVE

Written Test (*25 questions @ 4 points each*) \_\_\_\_\_ (100 points)

### Part II PRODUCTION

Job 1 – Affidavit \_\_\_\_\_ (100 points)

Job 2 – Letter \_\_\_\_\_ (100 points)

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

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

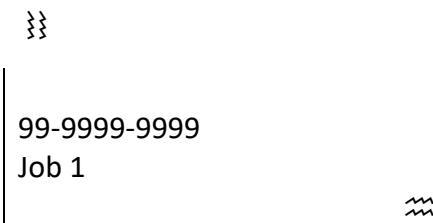
- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, 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 sixty (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. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Make certain this test booklet contains Jobs 1 and 2.
3. Key all jobs according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example: 

8. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

Production Standards	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points

## PART I – OBJECTIVE

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### 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 is a position that does *not* require graduation from law school?
  - a. legal assistant
  - b. law clerk
  - c. attorney
  - d. judge
  
2. Saul's attorney asked him to prepare a bill for her client. She spent 2.5 hours on the client's legal matters, and her time is billed at \$165 per hour. Saul also added \$22.50 in photocopy and delivery expenses and \$82 in court filing fees. What is the total amount due by the client?
  - a. \$492.50
  - b. \$517
  - c. \$519.50
  - d. \$619
  
3. When legal matters are handled in court, the area of law is referred to as \_\_\_\_\_.
  - a. jurisprudence
  - b. public law
  - c. *nolo contendere*
  - d. litigation
  
4. Which of the following is the title for the greeting in a business letter?
  - a. Tag line
  - b. Inside address
  - c. Salutation
  - d. Notation
  
5. The process by which parties to lawsuits obtain documents, information, and records of all types is referred to as \_\_\_\_\_.
  - a. due process
  - b. discovery
  - c. private investigation
  - d. defense
  
6. Which of the following courts is the *proper* court for an appeal?
  - a. Supreme Court
  - b. Probate Court
  - c. Family Court
  - d. Bankruptcy Court

7. The term *jurisdiction* has to do with which aspect of a lawsuit?
  - a. The court district where an action can be heard.
  - b. The people who are allowed to bring a lawsuit.
  - c. Writing a last will and testament.
  - d. Obtaining tax or medical records.
  
8. Divorce, custody, and adoptions are in the field of law known as \_\_\_\_\_.
  - a. respite
  - b. marriage law
  - c. family law
  - d. contract law
  
9. Which of the following documents is filed with the Secretary of State's office to establish a corporation?
  - a. Corporate Charter
  - b. Prospectus
  - c. Bylaws
  - d. Articles of Incorporation
  
10. A(n) \_\_\_\_\_ is a type of corporation intended for professionals who practice together, i.e., a group of accountants.
  - a. business corporation
  - b. nonprofit corporation
  - c. international corporation
  - d. professional corporation
  
11. Placing real and/or personal property into a trust is one of the tasks attorneys perform in which of the following areas of law?
  - a. Contract law
  - b. Estate planning
  - c. Corporate law
  - d. Family law
  
12. A document that a person writes to outline distribution of personal property and other directives in the event of his or her demise is referred to as a \_\_\_\_\_.
  - a. contract
  - b. last will and testament
  - c. trust
  - d. living will
  
13. Bankruptcy courts fall into which of category?
  - a. debtors courts
  - b. federal courts
  - c. government courts
  - d. simple courts

14. Legal assistants can perform the following duties, *except*
    - a. call clients directly.
    - b. appear in court to represent a client.
    - c. create drafts of legal documents.
    - d. witness client signatures.
  
  15. Which of the following legal terms is related to criminal law?
    - a. litigation
    - b. breach of contract
    - c. arraignment
    - d. professional licensure
  
  16. Which of the following statements regarding confidentiality is *not* true?
    - a. Confidentiality is a high priority for all legal office staff.
    - b. Outside of the office, legal assistants may discuss client matters with their spouses.
    - c. Breaching confidentiality is a matter of legal ethics.
    - d. Attorneys may be held liable for breaches of confidentiality by their staff.
  
  17. Which of the following is one of the first documents filed in a lawsuit?
    - a. Judgment
    - b. Notice of Hearing
    - c. Complaint
    - d. Contract Agreement
- 

**TRUE/FALSE**

**Directions:** Mark on the Scantron scoring sheet **A** for **True** and **B** for **False**.

18. Legal office assistants are authorized to enter into law firm/client relationship on behalf of the law firm.
  
19. Attorneys may represent clients only in states where they hold a license to practice law.
  
20. To be legally binding, a contract must contain consideration.
  
21. Some juries convene in secret; some convene in public court.
  
22. Juries should consider only the facts of the case, not the law, when they make their decisions.
  
23. Some documents are not open to public search, such as adoptions and settlement agreements.
  
24. Only special courts called Criminal Courts handle criminal matters.
  
25. The format of court documents is prescribed by the court where they are filed.

## **PART II – PRODUCTION**

You work for attorney James Bradley at the law firm of Bradley, Peterson & Moore.

Your attorney instructs you to prepare an **Affidavit** from the template (Job 1) and gives you the information to fill in the blanks. You will also prepare a **Letter** (Job 2) to set an appointment to review the affidavit with the client.

Be sure to follow the format guidelines in the *Style & Reference Manual*, the General Instructions given in this competitive event packet, and the specific document instructions given to you below.

**Job 1 – Affidavit**

Prepare the following Affidavit. Format affidavit according to the *Style & Reference Manual*. Fill in the blanks with the client information provided, make the edit, and remove the instructions from the template, such as “[full legal name].” Leave no blanks except for the signature lines and the date lines in the attestation clause. Correct any misspellings, grammar, or other keyboarding or obvious errors in the following content.

<b>Client</b>	<b>Marcia Stallones</b>
<b>Affidavit</b>	<p>STATE OF OHIO</p> <p>COUNTY OF HAMILTON</p> <p style="text-align: center;">AFFIDAVIT</p> <p>I, the undersigned <u> Marcia Stallones </u> [full legal name] do hereby state upon oath that:</p> <p>1. I reside at <u> 602 N 7<sup>th</sup> Avenue, Norwood, OH 45212 </u> [residence address].</p> <p>2. I witnessed an automobile accident at approximately 7 pm. on the 3<sup>rd</sup> of March, 2018, at which time I saw a red Ford pickup truck swerve off the road and run into a pole fence at the intersection of Cloverdale and Emerald Roads in Hamilton County, Ohio.</p> <p>4. There were no other cars, pedestrians, or others, involved in the accident. This was a one-car accident.</p> <p style="text-align: center;"><i>(without help)</i></p> <p>5. I witnessed the driver exit his car and walk on his own ▲ to the road, where he spoke to the police who had arrived at the scene of the accident.</p> <p>6. The facts contained in this affidavit are true and correct to the best of my recollection.</p> <p>_____</p> <p>[Deponent's full legal name]</p> <p>WITNESS my hand and official seal in the County and State aforesaid this _____ day of _____, 20____.</p> <p>_____</p> <p>Notary Public</p>

**Job 2 – Letter**

Prepare the following letter to your client. Format according to the *Style & Reference Manual*. Use the current date and no subject line, and make the edits. Correct any misspellings, grammar, or other keyboarding or obvious errors in the following content.

Dear Marcia

Enclosed is the affidavit I prepared based on your recollection of the events surrounding the accident. I would like your to review it for accuracy and then come to my office where we can discuss it once more, ~~and when~~ Once it is in order, you can sign it. At that time I will send it to Mr. Redwing' s attorney.

I will be in my office next Wednesday, Thursday, and Friday. Please call Tamara and request an appointment at your convenience.

Sincerely

James Bradley





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

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

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Example:      }}  
99-9999-9999  
Job 1                      ~~~

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Production Standards for 100-point projects	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points

**LEGAL OFFICE PROCEDURES – REGIONAL 2018**  
**ANSWER KEY**  
**Page 3 of 5**



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



**Job 1 – Affidavit**

**STATE OF OHIO**

**COUNTY OF HAMILTON**

**AFFIDAVIT**

I, the undersigned, Marcia Stallones, do hereby state upon oath that:

1. I reside at 602 N 7<sup>th</sup> Avenue, Norwood, OH 45212.
2. I witnessed an automobile accident at approximately 7 pm. on the 3<sup>rd</sup> of March, 2018, at which time I saw a red Ford pickup truck swerve off the road and run into a pole fence at the intersection of Cloverdale and Emerald Roads in Hamilton County, Ohio.
3. There were no other cars, pedestrians, or others, involved in the accident. This was a one-car accident.
4. I witnessed the driver exit his car and walk on his own (without help) to the road, where he spoke to the police who had arrived at the scene of the accident.
5. The facts contained in this affidavit are true and correct to the best of my recollection.

\_\_\_\_\_  
Marcia Stallones

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

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



**Job 2 – Letter**

[current date]

Ms. Marcia Stallones  
602 N 7<sup>th</sup> Avenue  
Norwood, OH 45212

Dear Marcia

Enclosed is the affidavit I prepared based on your recollection of the events surrounding the accident. I would like you to review it for accuracy and then come to my office where we can discuss it once more. Once it is in order, you can sign it. At that time, I will send it to Mr. Redwing's attorney.

I will be in my office next Wednesday, Thursday, and Friday. Please call Tamara and request an appointment at your convenience.

Sincerely

James Bradley

99-9999-9999

Enclosure