

LEGAL OFFICE PROCEDURES (27)

Regional—2004

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

Job 1 - Interrogatory (100 pts.) _____(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.***

30 minutes of orientation/warm-up/wrap up

60 minutes for testing

90 minutes total time allotted

Do NOT open test booklet until instructed to do so.

Property of Business Professionals of America.

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

GENERAL INSTRUCTIONS

1. Answer the 25 objective questions using the Scantron scoring sheet provided.
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. 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.
6. 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 90 minutes to complete the test.
7. 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. An application to a state for a corporate charter is called an Article of Corporation.
2. The Bill of Rights are the first ten (10) amendments to the U.S. Constitution.
3. A grantee is a person receiving ownership with a deed.
4. All states will recognize a holographic will.
5. The subject of the letter should be included on the second page of a letter.
6. There is no difference between mediation and arbitration.
7. To litigate means to resolve a dispute in court.
8. The federal (or U.S.) district court is the lowest level of federal court with general jurisdiction.
9. The person or entity that initiates a lawsuit is known as the Defendant.
10. Attorneys generally are not required in small claims courts.

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

11. A dispute between neighbors involving property damage of \$2,000 would probably be heard in _____.
 - A. federal district court
 - B. probate court
 - C. small claims court
 - D. associate circuit court
12. An example of a felony is _____.
 - A. murder
 - B. embezzlement
 - C. arson
 - D. all of the above

13. Which of the following are good defenses to criminal accusations?
- A. immunity
 - B. insanity
 - C. self-defense
 - D. all are good defenses
14. A tort must have _____.
- A. duty and/or injury
 - B. breach
 - C. causation
 - D. all of the above
15. Which of the following is not a method used to describe real property?
- A. metes and bounds
 - B. fee simple
 - C. rectangular survey
 - D. plats and subdivisions
16. Restitution is _____.
- A. enforcement of an agreement
 - B. repaying someone for loss, damage or injury
 - C. giving someone something you inherited
 - D. backing off of an agreement
17. Charging interest at a rate higher than allowed by law is called _____.
- A. compounding a crime
 - B. wagering
 - C. excessive interest
 - D. usury
18. Which of the following would be unenforceable agreements _____.
- A. wager between two private persons
 - B. gambling agreement between two private persons
 - C. both A and B.
 - D. neither A nor B
19. In a civil case, the judge renders a judgment after hearing the jury's _____.
- A. determination
 - B. resolution
 - C. verdict
 - D. none of the above

20. Courts _____.
- A. avoid damages in criminal cases
 - B. hear witnesses at the appellate level
 - C. juries questions of fact at the trial level
 - D. enforce mediators decisions

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. liquidation B. lien C. litigate D. none are misspelled
22. A. minor B. mortgage C. morgue D. none are misspelled
23. A. warrant B. waiver C. witness D. none are misspelled
24. A. surety B. summons C. spectrograph 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. ab initio A. pledge as security for debt
26. ultra vires B. to the damage
27. corpus delicti C. without authority
28. hypothecate D. from the beginning
29. ad damnum E. essence of the crime

Billing Statement Directions:

30. Based on the information that appears on Ms. Sparks timesheet for the past month, your client, Francis Smith, should receive a bill for the following:

Attorney's fee: \$225 per hour

Client's Name: Francis Smith

Date	Activity	Time	Expenses
12/6	Consultation	2.0 hr	
12/10	Research	1.25 hr	
12/18	Gathering Testimony	4.0 hr	lunch 8.17
12/20	Court Appearance	1.5 hr	

-
- A. 1968.75
 - B. 1976.92
 - C. 1912.50
 - D. 1800.00

Job 1 – Preparation of Interrogatory

You are employed at the law firm of Attorney Beth Carter, State of Ohio, County of Lucas. You have been instructed to type up the interrogatory for next week. Using correct format, prepare this document for Francis Smith'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.

LEGAL OFFICE PROCEDURES
REGIONAL 2004
PAGE 8 of 8

Job 2 – 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) Brian Dack (B) Dack Enterprises (C) Jos. Dack
- _____ 2. (A) University of Michigan (B) Eastern Michigan University (C) Michigan State University
- _____ 3. (A) Hotel California (B) California Widget Co. (C) Captain California
- _____ 4. (A) 7th Avenue Hardware (B) Erickson Learning (C) Dr. Todd Eric
- _____ 5. (A) Holiday Inn of Jackson (B) Holiday Inn of Lansing (C) Holiday Inn of Detroit
- _____ 6. (A) ACO Division (B) A C O Enterprise (C) ACOs Answering Service
- _____ 7. (A) Thomas Webber (B) Tom Weber (C) Tom Webber
- _____ 8. (A) 138 Spartan Services (B) 205 Spartan Services (C) 105 Spartan Services
- _____ 9. (A) Joan McVey-McLaury (B) Joan McLaury-McVey (C) Jeffrey Mcvey-McLaury
- _____ 10. (A) A-1 Awning (B) A1 Bulldozing (C) A-1 Window Cleaning



LEGAL OFFICE PROCEDURES (27)

KEY

Regional—2004

Multiple Choice (30 @ 5 points each)	_____ (150 pts.)
Job 1 - Interrogatory	_____ (100 pts.)
Job 2 - Records Management (5 pts. each)	_____ (50 pts.)
<i>TOTAL POINTS</i>	_____ (<i>300</i>)

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!

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



True/False

1. B
2. A
3. A
4. B
5. B
6. B
7. A
8. A
9. B
10. A

Multiple Choice

11. C
12. D
13. A
14. D
15. C
16. B
17. D
18. C
19. C
20. C

Spelling

21. B
22. D
23. C
24. B
25. D

Latin Terms

26. C
27. E
28. A
29. B
30. B



Job 1 – Preparation of Interrogatory

INTERROGATORIES

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.

Francis Smith

STATE OF OHIO

SS:

COUNTY OF LUCAS

BEFORE ME, the undersigned authority, personally appeared Francis Smith, who, after being first duly sworn, says that the foregoing interrogatories and the answers to same are true and correct.

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20____.

Notary Public

Grader: Interrogatory – 100 pts.
0 errors = 100 pts.
1 error = 90 pts.
2 errors = 70 pts.
3+ errors = 0 pts.



Job 2:

1. *ABC*

2. *BCA*

3. *BCA*

4. *ACB*

5. *CAB*

6. *BAC*

7. *ACB*

8. *CAB*

9. *BCA*

10. *ABC*