

Contestant Number: _____

Time: _____

Rank: _____



LEGAL OFFICE PROCEDURES

(245)

REGIONAL 2021

PART 1 OBJECTIVE

Multiple Choice/True False _____ (200 points)

PART 2 PRODUCTION

Job 1: Interrogatories _____ (100 points)

Job 2: Letter _____ (100 points)

TOTAL POINTS _____ (400 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

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

1. Contestant must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1 and 2.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your contestant number in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your contestant number and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed 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 1 – OBJECTIVE

Multiple-Choice Directions: Mark the scoring sheet with the letter that best answers the question or completes the statement.

1. What is an action brought by one private party against another to resolve a controversy?
 - A. Appellate Action
 - B. Criminal Proceeding
 - C. Civil Suit
 - D. Embargo
2. A command to appear at a certain time and place to give testimony and to bring items specified therein is referred to as a _____.
 - A. subpoena
 - B. demand
 - C. deposition
 - D. subpoena *duces tecum*
3. A jury is said to be _____ when it is kept separated from outside influences during the trial and deliberations.
 - A. segregated
 - B. contained
 - C. sequestered
 - D. isolated
4. What is the term for a person who represents him/herself in court?
 - A. *pro bono*
 - B. *pro se*
 - C. *ex parte*
 - D. *nolo contendere*
5. While all duties in the legal office are important, which of the following job duties is *most* critical for the lawyer's assistant to understand and practice?
 - A. billable hours
 - B. computer applications
 - C. preparation of legal documents
 - D. confidentiality
6. The term *venue* refers to _____ jurisdiction.
 - A. subject matter
 - B. geographical
 - C. personal
 - D. dollar amount

7. 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

8. Divorce, custody, and adoptions are in the field of law known as _____.
 - A. marriage law
 - B. probate
 - C. litigation
 - D. family law

9. A(n) _____ is a document that holds title to a property until the property has been paid in full.
 - A. warranty deed
 - B. absolute agreement
 - C. affidavit
 - D. official record

10. Bankruptcy courts fall into which of the following categories?
 - A. Municipalities
 - B. Family Courts
 - C. Debtors Courts
 - D. Federal Courts

11. In a criminal proceeding, the plaintiff is always the _____.
 - A. accused
 - B. people
 - C. victim
 - D. witness

12. A document that a person has prepared to outline distribution of personal property and other directives in the event of his or her death is referred to as a _____.
 - A. living will
 - B. Last Will and Testament
 - C. trust
 - D. family contract

13. Trust accounts are used in a legal office *only* to _____.
 - A. fund the payroll
 - B. pay court fees
 - C. keep client monies
 - D. insure assets

14. Which of the following does *not* describe a part of a business letter?
- A. Inside Address
 - B. Salutation
 - C. Reference Initials
 - D. Guide Words
15. A(n) _____ is a document that must be personally served on an individual to inform him or her that a lawsuit has been filed naming him or her in the action.
- A. judgment
 - B. arraignment
 - C. summons
 - D. subpoena

True-False Directions: Select the letter A to indicate TRUE and the letter B to indicate FALSE.

16. Bankruptcy courts are state courts operated by and in each state.
17. Documents that are filed with courts are referred to as *pleadings*.
18. An affidavit must be signed by the person giving the written statement.
19. Only licensed attorneys may practice law.
20. Through experience and training, legal assistants and legal secretaries may qualify to take certification exams to validate their knowledge, skills, and abilities.

PART 2 – PRODUCTION

You work for the law firm Smith & Rodriquez. You are assisting attorney Rene Forsheim in a litigation action involving an alleged dog bite on September 12, 2020.

Plaintiff: Nancy Dorman
1601 Truman Street
Dearborn, Michigan 48120

Represented by attorney Juan Embego
Grainer Law Offices
4820 South Pacific Street
Detroit, Michigan 48205

Defendants: James Redmond and Nora Redmond
652 N. Crater Way
Billings, Montana 59102

Represented by attorney Rene Forsheim
Smith & Rodriquez
3280 Grand Avenue
Billings, Montana 59102

Court: District Court of the 1st Judicial District in and for Yellowstone County, Montana
Action: Case No. BI-389

Job 1: Interrogatories

Ms. Forsheim asks you to prepare a set of interrogatories for this case with the following questions. Correct any obvious errors in grammar, punctuation, number style, and spelling as you prepare this communication in proper pleading format.

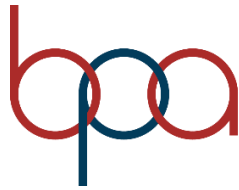
1. Please state your current legal name and current address.
2. Please state your legal name and your address on the date of September 12, 2020.
3. Provide the name and address of any medical office or institution where you sought treatment on or after the date of September 12, 2020, including through the current date.
4. Provide the name of any treating physician or other treating medical provider who provided medical treatment to you on or after September 12, 2020, including through the current date. Include the name and address of the medical office or institution who employed such individual at the time you were treated.

Job 2: Letter to Client

Ms. Forsheim asks you to send a copy of the interrogatories to the clients with a letter to the clients from her. Address the letter to Mr. and Mrs. James Redmond, use the clients' first names in the salutation, use the following text for the body of the letter, and sign the letter with Rene's name and title "attorney at law." Date the letter December 18, 2020. Correct any obvious errors in grammar, punctuation, number style, and spelling as you prepare this communication in proper letter format.

Enclosed is our first set of interrogatories to ask the plaintiff about her medical treatment since the incident. Once we get the answers to these interrogatories, we will most likely request all the medical records and examine them. Then we can determine if we need to schedule depositions of treating physicians or other medical providers to get a full picture of her injuries, prognosis, and total costs of her immediate and future medical treatment.

I will contact you in about six weeks with my analysis and ~~references~~^{recommendations}.



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Multiple Choice/True False _____ (200 points)

PART 2 PRODUCTION

Job 1: Interrogatories _____ (100 points)

Job 2: Letter _____ (100 points)

TOTAL POINTS _____ (400 points)

Test Time: 60 minutes

PART 1 OBJECTIVE

Multiple Choice

1. C
2. D
3. C
4. B
5. D
6. B
7. A
8. D
9. A
10. D
11. B
12. B
13. C
14. D
15. C

True-False

16. B
17. A
18. A
19. A
20. A

Job 1: Interrogatories

**IN THE DISTRICT COURT OF THE
1ST JUDICIAL DISTRICT IN AND
FOR YELLOWSTONE COUNTY, MONTANA**

NANCY DORMAN,

Plaintiff,

v.

JAMES REDMOND and
NORA REDMOND,

CASE NO. BI-389

Defendants.
_____ /

INTERROGATORIES

1. Please state your current legal name and current address.
2. Please state your legal name and your address on the date of September 12, 2020.
3. Provide the name and address of any medical office or institution where you sought treatment on or after the date of September 12, 2020, including through the current date.
4. Provide the name of any treating physician or other treating medical provider who provided medical treatment to you on or after September 12, 2020, including through the current date. Include the name and address of the medical office or institution who employed such individual at the time you were treated.

Rene Forsheim

Contestant #

Job 2: Letter to Client

December 18, 2020

Mr. and Mrs. James Redmond
652 N. (or North) Crater Way
Billings, MT 59102

Dear James and Nora [or Dear Nora and James]

Enclosed is our first set of interrogatories to ask the plaintiff about her medical treatment since the incident. Once we get the answers to these interrogatories, we will most likely request all the medical records and examine them. Then we can determine if we need to schedule depositions of treating physicians or other medical providers to get a full picture of her injuries, prognosis, and total costs of her immediate and future medical treatment.

I will contact you in about six weeks with my analysis and recommendations.

Sincerely

Rene Forsheim
Attorney at Law

Contestant #

Enclosure