(245) Legal Office Procedures

Description
Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

Eligibility
Any secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC
    Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.**
>
> **No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

Competencies
- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Apply technical skills to produce a variety of office/legal documents
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including affidavits, interrogatories, final judgement, and power of attorney
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

Equipment/supplies provided
Computer, printer, and paper
Software as designated for this event

Method of evaluation
Application and Objective Test - *Reference materials are allowed.*

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time
No more than ten (10) minutes wrap-up

Entries
Each state is allowed five (5) entries

Business Professionals of America Workplace Skills Assessment Program
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