

# LEGAL OFFICE PROCEDURES (27)

## Regional– 2010

Objective Questions (35 @ 5 pts. each) \_\_\_\_\_ (175 pts)

**Production Portion**

Job 1 Letter \_\_\_\_\_ (100 pts.)

Job 2 Pleading \_\_\_\_\_ (100 pts.)

**TOTAL POINTS** \_\_\_\_\_ (375)

***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

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*Workplace Skills Assessment Program* competition.

## GENERAL INSTRUCTIONS

1. Answer the objective questions using a No. 2 pencil on the Scantron scoring sheet unless instructed otherwise.
2. Fill in each answer space completely and erase any stray marks.
3. Make certain this test booklet contains Jobs 1-2.
4. Correct all spelling errors. Copy is graded on production standards.
5. For any problem 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

6. 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.
7. 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.

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

**PART I – OBJECTIVE**

**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. A “devise” is a gift of money.
2. State Supreme Courts have exclusive jurisdiction to hear bankruptcy cases.
3. A default judgment may occur when a defendant fails to respond to a complaint.
4. A misdemeanor is the most serious kind of crime.
5. A white collar crime generally involves physical force.
6. When a party has his attorney represent him in a legal action, he is said to be appearing “in propria persona” or “pro per.”
7. False imprisonment is a tort.
8. In contract law the acronym UCC stands for Uniform Commercial Code.
9. Custody is the legal term used to describe who has legal responsibility for raising a child.
10. Jurisdiction means the place or county where the facts are sworn to or where the case is to be tried.

**Matching Directions:** Mark on your Scantron scoring sheet the letter of the answer that corresponds to the definition.

a. Ad hoc	b. Certiorari
c. Bona fide	d. Corpus delicti

11. Sincere, in good faith.
12. The body of the offense.
13. A writ from a higher court to a lower court.
14. For this purpose.

a. De facto	b. Pro tempore
c. Re	d. Verbatim

- 15. In fact.
- 16. In the matter of
- 17. Word by word
- 18. For the time being.

**Filing Directions:** Mark an A on your answer sheet if the three items are in correct filing order and mark a B if they are not.

- 19. (a) Four Person Cleaning (b) Four-Way Rentals (c) Four-Hour Service
- 20. (a) G. & R. Quick Law Clinic (b) Geo. Miller Candies (c) G-R Transit
- 21. (a) B. W. Schmelzer (b) Bruce-Schmelzer, Ltd. (c) Bruce and Schmelzer, Attorneys
- 22. (a) 90 Degrees (b) 9 to 5 Temporary Service (c) Ninth Street Toyota
- 23. (a) #1 Auto Sales (b) NuBell Doorbells (c) Number Crunchers CPA Firm
- 24. (a) Giovanetti Handbags (b) Giovanetti's Inc (c) Giovanetti's Pizza Place
- 25. (a) Union Plumbing Supply (b) United Moving Service (c) United To Protect Animals
- 26. (a) Bert's Gift Shop (b) Peter Bert's Furnace Repair (c) Peterson Bike Shop

**Word Usage Directions:** Choose the appropriate word.

- 27. The criminal defendant was charged with (a) assault (b) default.
- 28. A written command issued by the court to appear at a certain time and a certain place is  
a (a) subpoena (b) summons.
- 29. The term for a handwritten will is (a) holographic (b) nuncupative.

30. A formal court proceeding ending the marital rights and responsibilities is a(n) (a) annulment (b) divorce.
31. An attorney's written arguments are called a (a) brief (b) interrogatory.
32. A decree that is temporary, or leaves unsettled some questions is called (a) interlocutory (b) transitional.
33. The geographic location of the lawsuit is the (a) jurisdiction (b) venue.
34. The amount of money pledged to assure that the defendant will appear in court is (a) bail (b) collateral.
35. Sworn testimony taken by attorneys through oral questioning of a witness prior to the trial is a (a) deposition (b) discovery.

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**Job 1:**

Please prepare the following letter according to the Professional Business Associates Style and Reference manual. Use the current date. The letter is to Hank Henderson at 256 Snowy Street, Tokyo, NY 94832 regarding the interrogatories:

We recently sent out interrogatories to Brenda in your dissolution of marriage case. Pursuant to the New York Rules of Civil Procedure, she must provide answers to the interrogatories within thirty days. If she fails to respond within that time period, we will file a motion to compel discovery.

Thank you for allowing us to handle your divorce case. We will keep you informed of any new discovery developments.

Sincerely, David Thompson, Attorney at Law

**Job 2:**

Please prepare the following pleading according to the Professional Business Associates Style and Reference manual. (Case Number DM-1422)

**Note**...Do not follow the number directions given on page one under the "Formatting Notes" in the Professional Business Associates Style & Reference Manual bulleted list (4<sup>th</sup> bullet) regarding number usage. Instead, use exact number styles shown on the legal documents in the Style and Reference manual.

Final Judgment

This cause having come on for trial on October 23, 2009, and in view of the foregoing, it is ordered and adjudged that Plaintiff Susan Stoner shall recover from Defendant Josh Johnson the total sum of \$4,000.00 as a settlement in the matter now before the court.

This judgment shall bear interest at the rate of six percent per annum until paid in full.

Done and ordered in Small Claims Court for the County of Blair, Colorado.

Small Claims Court Judge



# LEGAL OFFICE PROCEDURES (27)

## KEY

### Regional– 2010

Objective Portion (35 @ 5 points each)	_____ (175 pts.)
Job 1	_____ (100 pts.)
Job 2	_____ (100 pts.)
<b>TOTAL POINTS</b>	_____ <b>(375)</b>

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***Judges/Graders:***

Please double-check and verify all scores!

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Example:   99-9999-9999  
              Job 1

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Production Standards	
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1 error	90 points
2 errors	70 points
3 errors	0 points





**Multiple Choice Questions- 5 points each**

- |     |   |     |   |
|-----|---|-----|---|
| 1.  | B | 19. | B |
| 2.  | B | 20. | A |
| 3.  | A | 21. | B |
| 4.  | B | 22. | B |
| 5.  | B | 23. | B |
| 6.  | B | 24. | A |
| 7.  | A | 25. | A |
| 8.  | A | 26. | A |
| 9.  | A | 27. | A |
| 10. | B | 28. | A |
| 11. | C | 29. | A |
| 12. | D | 30. | B |
| 13. | B | 31. | A |
| 14. | A | 32. | A |
| 15. | A | 33. | B |
| 16. | C | 34. | A |
| 17. | D | 35. | A |
| 18. | B |     |   |



*(grader: 2" top margin)*

November 16, 20\_\_ *(use current date)*

**(QS)**

Mr. Hank Henderson  
256 Snowy Street  
Tokyo, NY 94832

**(DS)**

Dear Mr. Henderson

**(DS)**

INTERROGATORIES

**(DS)**

We recently sent out interrogatories to Brenda in your dissolution of marriage case. Pursuant to the New York Rules of Civil Procedure, she must provide answers to the interrogatories within thirty days. If she fails to respond within that time period, we will file a motion to compel discovery.

Thank you for allowing us to handle your divorce case. We will keep you informed of any new discovery developments.

**(DS)**

Sincerely

**(QS)**

David Thompson  
Attorney at Law

**(DS)**

(contestant number)

Contestant #

Job #



**PLEADING**  
Top Margin: 1"  
Side Margins: 1"

**IN THE SMALL CLAIMS COURT IN AND  
FOR BLAIR COUNTY, COLORADO (*bold*)**

(DS)  
SUSAN STONER,  
(DS)  
Plaintiff,

(DS)  
v.  
(DS)  
JOSH JOHNSON,  
(DS)  
Defendant.

CASE NO. DM 1422

\_\_\_\_\_/ (*grader: 2" line*)

(DS)

**FINAL JUDGMENT (*grader:bold*)**

THIS CAUSE having come on for trial on October 23, 2009, and in view of the foregoing, it is

ORDERED AND ADJUDGED that Plaintiff SUSAN STONER shall recover from Defendant JOSH JOHNSON the total sum of Four Thousand and 00/100 Dollars (\$4,000.00), as a settlement in the matter now before the court.

This judgment shall bear interest at the rate of six percent (6%) per annum until paid in full.

DONE AND ORDERED in Small Claims Court for the County of Blair, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(QS)

\_\_\_\_\_  
SMALL CLAIMS COURT JUDGE

**Grader Note:**

Read the student directions on legal documents regarding number usage. In addition, spacing and footer information in style manual is confusing. Please be flexible if students attempted to follow what was written in the style manual.

Contestant #  
Job #