

# LEGAL OFFICE PROCEDURES (27)

## Regional—2009

Objective Portion ( <i>40 @ 5 points each</i> )	_____ (200 pts.)
Job 1 - Record Management	_____ (50 pts.)
Job 2 - Letter to Client	_____ (100 pts.)
<b>TOTAL POINTS</b>	_____ ( <b>350 pts.</b> )

***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 the Scantron scoring sheet provided.
2. Make certain this test booklet contains Jobs 1 and 2.
3. For any job 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.**
4. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your Scoring Sheet on top of all your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs.

**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. It is illegal and irresponsible to not inform customers of possible dangers of the products you sell.
2. In a dispute with a supplier, you should try to work out a solution that is fair to both you and your investors.
3. The Robinson-Patman Act makes it illegal for competitors to get together and set prices on the products or services they sell.
4. An employee who has been discriminated against illegally can file a complaint with the Federal Trade Commission.
5. The Wheeler-Lea Act bans false or misleading advertising.
6. The Consumer Product Safety Act bans the sale of impure, improperly labeled, falsely guaranteed, and unhealthful foods, drugs, and cosmetics.
7. All contracts of those who lack capacity are void.
8. Any contract entered into while a minor can be disaffirmed.
9. If OSHA suspects that your business has unsafe practices, its inspectors will examine your facility and you may be required to make changes.
10. Contracts in which one person pays another to commit a felony are unenforceable.

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

11. The antitrust law that makes it illegal for a business to require a customer to purchase one good in order to be able to purchase another good is the
  - A. Sherman Act
  - B. Clayton Act
  - C. Robinson-Patman Act
  - D. Wheeler-Lea Act
  
12. Activities that Federal Trade Commission monitors include all of the following *except*:
  - A. false or misleading advertising
  - B. price setting by competitors
  - C. price discrimination
  - D. patent violations
  
13. The legal right to exclusive publication, production, sale, or distribution of a literary or artistic work is a:
  - A. patent
  - B. trademark
  - C. copyright
  - D. license to publish
  
14. The Consumer Product Safety Act sets safety standards for:
  - A. food and drugs
  - B. products other than food and drugs
  - C. licensed products
  - D. businesses
  
15. Regulations that protect employees involve:
  - A. discrimination in the workplace
  - B. working conditions
  - C. minimum wages
  - D. all of these
  
16. Ethics is the study of:
  - A. moral choices and values
  - B. business behavior
  - C. different countries
  - D. consumer awareness
  
17. A written code of ethics for your business:
  - A. is not necessary if you have no employees
  - B. is required to get a license
  - C. will help your employees make ethical decisions
  - D. should be sent to your competitors

18. As an entrepreneur, you have responsibilities to:
- A. your investors
  - B. your suppliers
  - C. your community
  - D. all of these
19. If feasible, you should allow employees to:
- A. take time off from work to go shopping
  - B. work flexible hours
  - C. stay home during bad weather
  - D. all of these
20. Unless otherwise specified, the top margins on legal documents should be:
- A. 1 inch on all pages
  - B. 2 inches first page; 1 inch other pages
  - C. 2 inches first page; 1 ½ inches other pages
  - D. 1 ½ inches on all pages
21. To meet your environmental responsibilities, you should:
- A. use nonrenewable resources
  - B. dispose of hazardous material improperly
  - C. recycle as many materials as possible
  - D. none of these
22. The power to hear and decide cases is called:
- A. jurisdiction
  - B. statutes
  - C. case law
  - D. constitution
23. A contract in which all elements are specifically stated (offer, acceptance, consideration), and the terms are stated
- A. valid contract
  - B. implied contract
  - C. bilateral contract
  - D. express contract
24. When typing names in legal documents:
- A. capitalize the first letter in each name
  - B. key the last names only in all caps
  - C. key all names in all caps
  - D. key only the document originator's name in all caps

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25. Which of the following is a legal instrument and NOT a court paper:
- A. summons
  - B. complaint
  - C. subpoena
  - D. will
26. The Consumer Product Safety Commission can:
- A. close an unsafe business
  - B. make businesses recall and stop selling a product
  - C. take away the license of a business
  - D. prosecute a business for selling an unsafe product
27. The legal document that gives an inventor the sole right to produce, use and sell an invention is a:
- A. patent
  - B. trademark
  - C. copyright
  - D. License
28. Activities the Federal Trade Commission monitors include:
- A. false or misleading tax returns
  - B. price setting by competitors
  - C. discrimination in hiring practices
  - D. copyright violations
29. Regulations that protect employees involve all of the following *except*:
- A. unsafe products
  - B. time away from work
  - C. minimum wages
  - D. discrimination in the workplace
30. The antitrust law that makes it illegal for a business to charge different prices to different groups of non-retail consumers is the:
- A. Sherman Act
  - B. Clayton Act
  - C. Robinson-Patman Act
  - D. Wheeler-Lea Act

**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.**

31. A. bailee  
B. bailor  
C. arbitrator  
D. none are misspelled
  
32. A. assigner  
B. agent  
C. conspiracy  
D. none are misspelled
  
33. A. scofflaw  
B. colateral  
C. sovereignty  
D. none are misspelled
  
34. A. principal  
B. tender  
C. consppiracy  
D. none are misspelled
  
35. A. creditor  
B. contractual  
C. dividends  
D. none are misspelled
  
36. A. amendment  
B. debentures  
C. dissolution  
D. none are misspelled
  
37. A. decedent  
B. criminal  
C. disollution  
D. none are misspelled
  
38. A. larseny  
B. lien  
C. liquidation  
D. none are misspelled

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39.    A. implied  
       B. restitution  
       C. separation  
       D. none are misspelled
40.    A. primary  
       B. ordinance  
       C. offeree  
       D. none are misspelled



**Job 1— Records Management** – Write the following client names in each group in correct alphabetic filing order. Indicate in the space provided as ABC, CAB, etc.  
(*Attach to Score Sheet*)

- \_\_\_\_\_ 1. (A) B E Page (B) David C Page (C) C E Page
- \_\_\_\_\_ 2. (A) Gamino's of Eudora (B) Gambino's Pizza (C) Godfathers Pizza
- \_\_\_\_\_ 3. (A) Mark Lawson (B) Ma Lawson (C) Mark A. Lawson
- \_\_\_\_\_ 4. (A) Debra K. Kline (B) Debbie Anderson (C) Debra A. Kline
- \_\_\_\_\_ 6. (A) Bluejacket K-Lawn Care (B) Blue Brothers Lawn Care (C)Beck's Lawn Care
- \_\_\_\_\_ 7. (A) Parkside Realty (B) Quinn Real Estate (C) Raven Crest Realty
- \_\_\_\_\_ 8. (A) Luina Estrada (B) Louie F Estrada (C) Luis Estrada
- \_\_\_\_\_ 9. (A) Blue Ridge Autoplex (B) Blue Ridge Baptist Church (C) Blue Ridge Bank
- \_\_\_\_\_ 10. (A) Block Allen J. (B) Bloch Leon E Jr. (C) Bloch Cancer Hotline

**Job 2—Letter to Client** (*Attach job to Score Sheet*)

You work for Serna Wilson, Attorney at Law of Wilson & Jones Law Firm. Please prepare the following letter to Hunter Jones at this address: 2343 Washington Avenue, Minneapolis, MN 55401. Please list the subject as AFFIDAVIT VEHICLE CERTIFICATE OF REGISTRATION

Enclosed are the original and one copy of the affidavit requested and prepared on your behalf. After reviewing the document, please sign it in the presence of a notary public. The original affidavit should be returned to our office at your earliest convenience and the copy is for your file.

Thank you for giving us the opportunity to serve you in this matter. If you have any questions, please do not hesitate to contact me. Sincerely yours



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## KEY

### Regional– 2009

Objective Portion ( <i>40 @ 5 points each</i> )	_____ (200 pts.)
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<b>TOTAL POINTS</b>	_____ ( <b>350 pts.</b> )

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***Judges/Graders:***

Please double-check and verify all scores!

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



**Job 1— Records Management**

1. ACB
2. BAC
3. BAC
4. BCA
5. CBA
6. CBA
7. ABC
8. BAC
9. ACB
10. CBA



**Job 2—Letter to Client:** refer to Style and Reference Manual for proper spacing. **See letter on following page.**

**Standards**

- 0 Errors = 100
- 1 Error = 90
- 2 Errors = 70
- 3+ Errors = 0



*(note to grader: 2" top margin, 1" side/bottom margins)*

Current Date

Mr. Hunter Jones  
2343 Washington Avenue  
Minneapolis, MN 55401

Dear Mr. Jones

**AFFIDAVIT VEHICLE CERTIFICATE OF REGISTRATION**

Enclosed are the original and one copy of the affidavit requested and prepared on your behalf. After reviewing the document, please sign it in the presence of a notary public. The original affidavit should be returned to our office at your earliest convenience and the copy is for your file.

Thank you for giving us the opportunity to serve you in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely yours

Serna Wilson  
Attorney at Law

Contestant Number

Enclosure

Contestant Number  
Job Number