(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Published and/or unpublished non-electronic written reference materials

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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. <u>Violation of this rule will result in disqualification.</u>

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