



LEGAL OFFICE PROCEDURES (245)

REGIONAL – 2020

OBJECTIVE

Multiple Choice (*30 @ 5 points each*) _____ (150 points)

PRODUCTION

Job 1 – Final Judgment _____ (100 points)

TOTAL POINTS _____ (***250 points***)

Judges/Graders: Please double check and verify all scores and answer keys!

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Assessment Program* competition.

**GENERAL INSTRUCTIONS**

1. Make certain this test booklet contains Job 1.
2. Key all jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example:

99-9999-9999
Job 1

7. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed

Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points



OBJECTIVE

1.	c		11.	d		21.	b	
2.	b		12.	b		22.	a	
3.	a		13.	d		23.	b	
4.	d		14.	a		24.	b	
5.	a		15.	d		25.	b	
6.	c		16.	c		26.	c	
7.	d		17.	b		27.	a	
8.	c		18.	a		28.	c	
9.	c		19.	d		29.	b	
10.	c		20.	c		30.	c	

PRODUCTION

Your role in the production part of this test is to work for Judge Mason Renaldo. You have been directed to prepare a pleading with final judgment for a trial that ended on December 10, 2019:

Job 1: Pleading

Plaintiffs: Nancy Weston and the ACME Stamp Company

Defendant: Morrison Funeral Home

Case No. 20-364, 6th Judicial District, Hamilton County

Attorney for Plaintiffs: Phil Brock

Attorney for Defendant: Sue Madarieta

Judgment: \$10,450

Be sure to follow the contest and format guidelines in the WSAP, the BPA Style & Reference Manual, and the General Instructions provided with this event.



**IN THE CIRCUIT COURT OF THE
6TH JUDICIAL CIRCUIT IN AND
FOR HAMILTON COUNTY, OHIO**

NANCY WESTON and
ACME STAMP COMPANY,

Plaintiffs,

v.

MORRISON FUNERAL HOME,

CASE NO. 20-364

Defendant.

FINAL JUDGMENT

THIS CAUSE having appeared before this court for adjudication on **December 10, 2019**,
and in view of the foregoing, it is

ORDERED AND ADJUDGED that Plaintiffs **NANCY WESTON AND ACME STAMP
COMPANY** shall recover from Defendant MORRISON FUNERAL HOME the total sum of **Ten
Thousand Four Hundred and Fifty and 00/100 Dollars (\$10,450.00)**, for all of which let
execution issue.

This judgment shall bear interest at the rate of seven percent (7%) per annum until paid in
full.

DONE AND ORDERED in Chambers at Hamilton County, Ohio, this

_____ day of _____ 20____.
(QS)

Honorable Mason Renaldo
COUNTY JUDGE

Copies furnished: Phil Brock, Esq., Sue Madarieta, Esq.