



**LEGAL OFFICE PROCEDURES**

(245)

**REGIONAL 2022**

**OBJECTIVE:**

**Multiple Choice (30 @ 3 points each) \_\_\_\_\_\_\_\_\_\_ (90 points)**

**PRODUCTION:**

**Job 1: Affidavit \_\_\_\_\_\_\_\_\_\_ (100 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (190 points)**

**Test Time: 60 minutes**

**OBJECTIVE**

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

**PRODUCTION**

**Directions:***Your role in the production part of this test is to key a sworn statement using the information below.*

Job 1: AFFIDAVIT

Statement made by: Michael Crews

County: Onslow

State: North Carolina

**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.**

**STATE OF NORTH CAROLINA**

**COUNTY OF ONSLOW**

**AFFIDAVIT**

I, Michael Crews, upon oath, state as follows:

1. On Friday, January 1, 2021, at approximately 12:20 a.m., I witnessed Mr. Douglas Penrod using a weapon to demand cigarettes and lottery tickets from the store clerk at Huck’s Convenience. The weapon appeared to be a switchblade that Mr. Penrod took from his pocket upon entering the door. I saw this incident occur as I finished pumping gas, so I returned to my vehicle to watch. The store clerk ducked behind the counter and then stood back up when Mr. Penrod started to jump over the counter. The two fought for a short time when Mr. Penrod crawled back over the counter and limped outside to his car. He drove away turning left out of the parking lot.

2. I went inside to help the clerk who was not hurt. The knife was in a corner on the floor with blood on it, and we decided to leave it there for the police.

Michael Crews

WITNESS my hand and official seal in the County and State aforesaid this \_\_\_\_\_\_ day of

, 2021.

Notary Public

Member ID  
Job 1