



**BUSINESS  
PROFESSIONALS**  
of AMERICA  
Giving Purpose to Potential

# LEGAL OFFICE PROCEDURES (245) **REGIONAL 2023**

**Multiple Choice:**

30 @ 2 points each \_\_\_\_\_ (60 points)

**Production:**

Job 1: Power of Attorney \_\_\_\_\_ (100 points)

Job 2: Client Letter \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ (260 points)

**Test Time: 60 minutes**

### GENERAL GUIDELINES:

*Failure to adhere to any of the following rules will result in disqualification:*

1. Member must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

### EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-2.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower right-hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

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

## DURABLE POWER OF ATTORNEY

### Know All Men By These Presents:

That MADELYN ADEN, Grantor, has made, constituted, and appointed, any by these presents does make, constitute, and appoint ALEXIS ADEN-ELLIS her true and lawful attorney-in-fact for her and in her name, place and stead, for the singular purpose of the following:

executing any and all documents necessary or required to conduct financial transactions in Grantor's place during the months of December 2022 – June 2023, including but not limited to, bill payment, real estate transactions, corporate transactions, and all other personal financial transactions. Further, ALEXIS ADEN-ELLIS is empowered to make, do, and transact any and all other financial business as may be necessary on behalf of Grantor,

giving and granting unto ALEXIS ADEN-ELLIS, said attorney-in-fact, full power and authority to do and perform all and every act during the time stated above.

IN WITNESS WHEREOF, I have hereunto set my hand seal this \_\_\_\_\_ day of

\_\_\_\_\_, (1 1/2" line), 2022.

\_\_\_\_\_, (2" line)  
Notary Public

Signed and sealed in the presence of

\_\_\_\_\_, (2" line)  
Witness

\_\_\_\_\_  
MADELYN ADEN

\_\_\_\_\_, (2" line)  
Witness

Durable Power of Attorney  
Madelyn Aden

Page 1 Initials \_\_\_\_\_

Member ID  
Job #1

Current Date

Ms. Madelyn Aden  
P.O. 1672  
Wichita, KS 67205

Dear Ms. Aden

### POWER OF ATTORNEY

Enclosed is the power of attorney document you asked me to prepare, which gives authority for your daughter Alexis Aden-Ellis to conduct your financial business during the months you are traveling. Please review the document carefully and let me know if you wish to add or delete anything.

As we discussed, Alexis will need to have the original power of attorney with her should she need to sign corporate or bank documents in your absence. We will keep a copy of the power of attorney in your file here at my office, and Alexis should keep the original in a safe place.

Once you have approved the form and content of the power of attorney, please give my assistant a call to set up an appointment to come to the office to execute the document. We can have our staff stand in as witnesses, and my assistant can notarize your signature. Please let me know if there is any other way, we can be of service to you.

Sincerely

Jeremy Peterson  
Attorney at Law

Member ID

Enclosure: Power of Attorney

**NOTE:** Enclosure can be used alone or  
with the Power of Attorney listed

Member ID  
Job #2