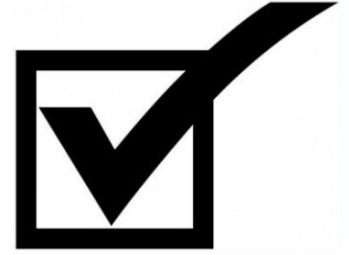


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



LEGAL OFFICE PROCEDURES (245)

REGIONAL 2024

MULTIPLE CHOICE

30 @ 5 points each _____ (150 points)

PRODUCTION

Job 1: Affidavit _____ (100 points)

Job 2: Letter _____ (100 points)

TOTAL POINTS _____ (350 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.
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

Multiple Choice and True/False (30 @ 5 points each)

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

STATE OF MICHIGAN

COUNTY OF GRAND TRAVERSE

Job 1: Affidavit
Top and Side Margins: 1"

AFFIDAVIT

I, Anthony Chen, upon oath, state as follows:

1. I was a witness to an accident that occurred on Friday, November 10, 2023.
2. The incident occurred at approximately 4:08 p.m. as I was leaving my place of employment on East State Street in Traverse City, Michigan, traveling to my home on Cedar Run Road.
3. As I was waiting at the stoplight, I witnessed a dark blue Audi sedan in the left lane next to me pulling up at a high rate of speed for the 25-mph zone and the upcoming stoplight.
4. I then witnessed the Audi hit a white Chevrolet Blazer SUV that was stopped at the stoplight in the left lane. The Audi then backed up and turned around, leaving in the opposite direction.
5. As the Audi turned around, I saw the driver, who was a male, approximately 40 years of age, with brown hair and a mustache.
6. I do not know either of the parties involved in this accident.

Anthony Chen

WITNESS my hand and official seal in the County and State aforesaid this _____ day of _____, 20__.

Notary Public

Member ID
Job No.

Job 2: Letter
Top Margin: 2”
Side Margins: 1”
Use Open Punctuation

Today's Date

Mr. Anthony Chen
01234 Cedar Run Road
Traverse City, MI 49684

Dear Mr. Chen

AFFIDAVIT (OR OTHER APPROPRIATE SUBJECT LINE)

Thank you for meeting with me last week to discuss the events that you witnessed on November 10, 2023. The information you provided will be very helpful to my client's case.

Enclosed is a copy of an Affidavit our office has prepared from the details you provided. Please review this Affidavit and confirm that it is accurate. If any changes are necessary, we can easily make those changes.

Once you are satisfied that this document accurately reflects what you witnessed, please contact me to schedule an appointment at our office for you to sign the Affidavit before a notary public. We will then use this document as evidence in our ongoing settlement discussions with the defendant's attorney.

If you have any questions, please feel free to contact me.

Sincerely

Keisha Johnson
Attorney at Law

Member ID

Enclosure

Member ID
Job No.