

Member ID: _____

Time: _____

Rank: _____



LEGAL OFFICE PROCEDURES (245)

REGIONAL 2024

MULTIPLE CHOICE/TRUE AND FALSE

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. 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

Multiple Choice/True and False Questions

Directions: Identify the letter of the choice that best completes the statement or answers the questions.

1. If a defendant does not contest the charge, and does not accept nor deny responsibility for the action, that defendant might plead:
 - A. not guilty
 - B. res gestae
 - C. guilty
 - D. nolo contendere
2. A paralegal can represent a client in court if authorized to do so by the supervising attorney.
 - A. true
 - B. false
3. When a motion for summary judgment is granted in a case:
 - A. the case will be brought on for jury trial
 - B. the case will be brought to a judge to be tried
 - C. a decision is made by the court without holding a trial
 - D. none of the above
4. Which of the following conditions would cause a contract to be invalidated?
 - A. the party involved did not read and understand the content of the contract
 - B. the party was 19 years of age when signing
 - C. the contract was signed under duress
 - D. the contract contained a typographical error
5. A legal assistant can perform the following tasks:
 - A. counseling clients
 - B. filing documents with the court
 - C. representing clients in court
 - D. all of the above
6. A file management system is effective if:
 - A. it is easy to use
 - B. it is secure
 - C. it is complete
 - D. all of the above
7. Sole practitioners are lawyers who independently own and operate their own law office.
 - A. true
 - B. false

8. A docketing system is a system used to input testimony for use during a court trial.
 - A. true
 - B. false
9. An amount of money ordered by a judge to be paid by a person charged with a crime to remain free while the case is being adjudicated is known as:
 - A. remand
 - B. holding fee
 - C. extradition fee
 - D. bond
10. Which of the following activities involve billable attorney time?
 - A. meeting with a client
 - B. drafting a pleading in a case
 - C. making a phone call to an opposing attorney
 - D. all of the above
11. The first pleading filed in a lawsuit that sets out the plaintiff's case against the defendant is the:
 - A. petition
 - B. complaint
 - C. introduction
 - D. initiation
12. Litigation is:
 - A. the process of resolving disputes by filing an action with the court
 - B. the requirement that someone who is injured take steps to reduce damages
 - C. a difference that is so little that the law will not consider it
 - D. the number of people required to be present before an act can be enforced
13. Depositions are sworn testimony under oath that may be used as evidence in court.
 - A. true
 - B. false
14. A request to hold a trial in a different location, often due to the belief that the defendant cannot receive a fair trial in the original county, is a(n):
 - A. petition for redistricting
 - B. request for transfer
 - C. petition for fair trial
 - D. motion for change of venue
15. What is the correct alphabetic filing order of these four names?
 - A. Stephen Smithson, Steven Smithsen, S. Smith, Steven Smithson
 - B. S. Smith, Stephen Smithson, Steven Smithsen, Steven Smithson
 - C. S. Smith, Steven Smithsen, Stephen Smithson, Steven Smithson
 - D. Steven Smithsen, Stephen Smithson, Steven Smithson, S. Smith

16. A person's eye contact, body movements, and facial expressions, are all examples of:
- A. verbal communication
 - B. visual representation
 - C. nonverbal cues
 - D. body language
17. The body of rules created by governmental agencies is known as:
- A. administrative law
 - B. case law
 - C. statutory law
 - D. probate law
18. The process of selecting a jury at the beginning of a trial is known as:
- A. habeas corpus
 - B. certiorari
 - C. amicus curiae
 - D. voir dire
19. Violations classified in order of severity, from least severe to most severe, are:
- A. misdemeanor, infraction, felony
 - B. felony, misdemeanor, federal crime
 - C. infraction, misdemeanor, felony
 - D. misdemeanor, infraction, federal crime
20. Being less careful than a reasonable person should be in the same situation, and causing injury to another, is:
- A. corruption
 - B. negligence
 - C. breach of contract
 - D. contributory negligence
21. OSHA is an organization that regulates:
- A. screening for passengers on US transportation systems
 - B. safe and healthful working conditions for employees
 - C. health care rights for senior citizens
 - D. computer security for university students and employees
22. The person named in a life insurance policy to receive the proceeds of the policy upon the death of the insured is the:
- A. annuity
 - B. beneficiary
 - C. recipient
 - D. heir
23. Communication skills are not important skills for a legal assistant to master as a part of his or her employment.

- A. true
 - B. false
24. It is not a good practice to transmit sensitive information via email.
- A. true
 - B. false
25. _____ refers to things like the height of an office desktop, the height and position of your computer monitor, and the use of an adjustable chair.
- A. soft skills
 - B. workspace safety
 - C. workplace efficiency
 - D. ergonomics
26. The party who initiates a lawsuit against another party is known as the:
- A. adjudicant
 - B. affiant
 - C. defendant
 - D. plaintiff
27. Open punctuation in letter format requires a person to:
- A. include punctuation after the salutation and complimentary close
 - B. include a colon after the salutation, but no punctuation after the complimentary close
 - C. include a comma after the complimentary close, but no punctuation after the salutation
 - D. include no punctuation after the salutation and complimentary close
28. If a party does not agree with the decision of the court, that party may choose to:
- A. annul the decision
 - B. file a motion asking the court to reconsider
 - C. appeal the decision to a higher court
 - D. sue the presiding judge for an incorrect judgment
29. A document that sets out the rules that govern and manage the affairs of an organization is:
- A. shareholder agreement
 - B. bylaws
 - C. corporate charter
 - D. articles of incorporation
30. A notary public is required to witness the actual signature of a person in order to affix their notary signature and seal to the document being executed.
- A. true
 - B. false

Production

Job 1: Affidavit

As a legal assistant for Attorney Keisha Johnson, you are to prepare an Affidavit to be signed by Anthony Chen, in Grand Traverse County, Michigan. The information provided by Mr. Chen is numbered below, and will be included in the affidavit you prepare, using the format from the *Style & Reference Manual*.

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.

Job 2: Letter

You are now asked to prepare a letter from Keisha Johnson, Attorney at Law, to Anthony Chen. Mr. Chen resides at 01234 Cedar Run Road, Traverse City, Michigan 49684. Supply an appropriate subject line to the letter and use the current date.

The body of the letter appears below:

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.