

Member ID: _____

Time: _____

Rank: _____



Legal Office Procedures (245)

REGIONAL 2025

OBJECTIVE QUESTIONS

35 @ 3 points each _____ (105 points)

PRODUCTION

Job 1: Memorandum _____ (100 points)

Job 2: Durable Power of Attorney _____ (100 points)

TOTAL POINTS _____ (***305 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 grammatical 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 Questions

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

1. The first step an individual would take in initiating a lawsuit would be:
 - A. serving a summons
 - B. preparing a legal brief
 - C. conducting discovery
 - D. filing a complaint or petition
2. One function of a paralegal in a law firm is to:
 - A. perform legal research
 - B. advise clients
 - C. present evidence in court
 - D. negotiate settlements on behalf of clients
3. A court reporter's role in a legal proceeding is to:
 - A. provide expert testimony about the case
 - B. assist attorneys in preparing legal documents
 - C. discuss the case with the parties to procure a settlement
 - D. record transcripts of court proceedings
4. The purpose of a deposition in a legal proceeding is to:
 - A. examine a witness during the trial
 - B. prepare a legal argument in writing to be used in the proceeding
 - C. record sworn testimony to be used in the proceeding
 - D. provide research to both parties in the proceeding
5. The response document filed with the court by the defendant in a legal proceeding is a(n):
 - A. reply
 - B. formal response
 - C. determination
 - D. answer
6. A legal proceeding where individuals or businesses reorganize their debts and/or have their debts discharged is known as:
 - A. financial management proceeding
 - B. bankruptcy proceeding
 - C. discharge of debts proceeding
 - D. finalization of debts proceeding
7. A legal document that sets forth the beneficiaries of a person's property after that person's death is known as a(n):
 - A. life insurance policy
 - B. last will and testament
 - C. durable power of attorney
 - D. living will

8. A legal office assistant would be most likely to pay for a \$2 return postage fee by:
 - A. company check
 - B. petty cash fund
 - C. personal funds
 - D. office credit card
9. The term for a legally binding agreement between two or more parties is a(n):
 - A. subpoena
 - B. amended agreement
 - C. contract
 - D. summons
10. A legal document that is authorized allowing police to search or seize property is known as a(n):
 - A. summons
 - B. warrant
 - C. subpoena
 - D. authorization
11. The formal process of questioning potential members of the jury prior to trial to determine bias is known as:
 - A. habeas corpus
 - B. stare decisis
 - C. adjudication
 - D. voir dire
12. The term for a jury's formal decision made in a civil or criminal case is:
 - A. indictment
 - B. verdict
 - C. plea
 - D. arraignment
13. A legal document that transfers ownership of real property from one individual to another is a(n):
 - A. will
 - B. deed
 - C. trust
 - D. power of attorney
14. A formal statement made by a defendant in a criminal case, in which the defendant either admits or denies the charges, is known as a(n):
 - A. plea
 - B. testimony
 - C. indictment
 - D. presumption of innocence

15. The legal doctrine of _____ prevents a person from re-litigating an issue that has already been decided.
- A. habeas corpus
 - B. stare decisis
 - C. res judicata
 - D. certiorari
16. Michael, a legal assistant, charges \$85 per hour for his administrative services. He spent 6 hours and 15 minutes working on a client's case. What is the total amount Michael should bill the client for his work?
- A. \$510.00
 - B. \$522.75
 - C. \$531.25
 - D. \$595.00
17. As an assistant in a law firm, you notice that the office printer is frequently running out of toner, causing a disruption to workflow. What would be the most proactive step to take to address this issue and ensure sufficient toner supply?
- A. monitor the printer's toner level on a monthly basis and reorder when toner levels are running low
 - B. keep a backup supply of toner cartridges on hand to quickly replace depleted toner
 - C. design a system for tracking toner usage and forecasting future needs based on usage patterns
 - D. communicate to office staff the need for responsible printing practices to minimize waste, embracing a paperless mindset
18. The primary purpose of legal ethics rules is to:
- A. restrict the practice of law only to those with formal legal education
 - B. maximize profits for law firms that abide by the rules of ethics
 - C. limit access to legal services for certain individuals or groups
 - D. ensure lawyers adhere to professional standards of conduct and integrity
19. The duty of confidentiality that is owed to clients by their lawyers requires that:
- A. lawyers must disclose all information about a client's case to third parties upon request
 - B. lawyers must not disclose any confidential information related to a client's representation without the client's consent
 - C. lawyers must report any wrongdoing by their clients to the appropriate authorities
 - D. lawyers may use confidential client information for their own personal gain
20. The right of the people against unreasonable searches and seizures is guaranteed to them in the _____ Amendment to the U.S. Constitution.
- A. Second
 - B. Fourth
 - C. Fifth
 - D. Seventh

21. The _____ Amendment to the U.S. Constitution guarantees the freedom of speech, religion, and the press.
- A. First
 - B. Second
 - C. Fourth
 - D. Fifth
22. The best software to use to store a firm's client information, including client names, addresses, telephone numbers, and basic case information, would be:
- A. database
 - B. word processing
 - C. spreadsheet
 - D. desktop publishing
23. When a client is indigent and unable to pay an attorney to represent him, the case may be handled by an attorney on a _____ basis.
- A. pro bono
 - B. pro se
 - C. in pro per
 - D. charitable
24. A criminal case in which the defendant is charged with a crime that could result in the death penalty is known as a:
- A. proprietary case
 - B. misdemeanor case
 - C. capital case
 - D. penalty case
25. A written decision by the court in a case held before it is a(n):
- A. allegation
 - B. final statement
 - C. determination
 - D. final judgment
26. One of the following is NOT true of a corporation:
- A. it provides limited liability for shareholders of the corporation
 - B. the corporation may continue for generations, notwithstanding the death of the founder
 - C. it provides centralized management of the corporation
 - D. it leaves shareholders open to unlimited liability

True/False Questions

Directions: Identify the letter of the correct choice for each statement below.

27. The statute of limitations sets a time limit for filing a civil lawsuit.
A. true
B. false
28. The burden of proof in a criminal case lies with the defendant.
A. true
B. false
29. A contract may not be enforced if a party is coerced or threatened into entering the contract against their will.
A. true
B. false
30. In a civil lawsuit, the plaintiff must prove their case beyond a reasonable doubt.
A. true
B. false
31. A misdemeanor is a more serious criminal offense than a felony.
A. true
B. false
32. In a civil lawsuit, the plaintiff may be awarded punitive damages in addition to compensatory damages in order to punish the defendant for his or her conduct.
A. true
B. false
33. A person may be held liable for negligence even if they did not intend to cause harm to anyone.
A. true
B. false
34. A tort is a civil wrong that causes harm to another person or their property, such as negligence.
A. true
B. false
35. In a general partnership, each partner is personally liable for the debts and obligations of the partnership.
A. true
B. false

Job 1: Memorandum

As a legal assistant for attorney Meridian Clayton, please prepare a memorandum with the information below, using *Style & Reference Manual* memorandum format. Correct any spelling, punctuation, or grammar errors.

To: Genevieve Starks
Blanca Mendez
Hakim Cannon
From: Meridian Clayton, Attorney at Law
Use current date
Copy to Thomas Atchinson, Managing Partner
The subject of the memo is: Marquez Ingram power of attorney

The body of the memo:

I wanted to advise all of you that I will be out of the office this coming Monday, and that in the morning on that day, Mr. Marquez Ingram will be visiting our office to sign the Durable Power of Attorney document we have been coordinating to ensure his investments may be managed during the time he will be traveling internationally.

I have confirmed with our administrative assistant that the three of you are scheduled to be in the office and do not have other morning commitments, so I am asking that one of you meet with Mr. Ingram to effectuate the execution of the document. Attached is the Durable Power of Attorney for your review.

To bring you up to date, I met with Marquez yesterday and discussed with him in detail the authority he will be granting to his sister, Joy Caldwell, by signing this document. He understands that although this document is limited in time, it does allow Joy to manage all of his investments while he is out of the country.

Please review with him the scope of the Durable Power of Attorney and answer any additional questions that may arise. I have prepared his file with three copies to be signed, two of which he may take with him from the meeting.

You may contact me by email or on my mobile phone if any questions arise. Thank you for handling this matter on my behalf.

Job 2: Durable Power of Attorney

Prepare a Durable Power of Attorney using the information below. Please follow *Style & Reference Manual* format. Correct any spelling, punctuation, or grammar errors.

Grantor: Marquez Ingram

Attorney-in-fact: Joy Caldwell

Purpose: executing any and all documents between the date of signature below and September 1, 2025, to manage and control the investment accounts of MARQUEZ INGRAM, and further, JOY CALDWELL is empowered to make, do, and transact any and every kind of business associated with investments during the above-mentioned period of time on behalf of Grantor.