



LEGAL OFFICE PROCEDURES (245)

REGIONAL – 2018

Part I OBJECTIVE

Written Test (25 questions @ 4 points each) _____ (100 points)

Part II PRODUCTION

Job 1 – Affidavit _____ (100 points)

Job 2 – Letter _____ (100 points)

TOTAL POINTS _____ (***300 points***)

**Graders: Please double check and verify all scores
and answer keys!**

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Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Make certain this test booklet contains Jobs 1 and 2.
3. Key all jobs according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example:

}}
99-9999-9999
Job 1
~

8. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

Production Standards for 100-point projects	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points

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ANSWER KEY
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- | | | | |
|-----|---|-----|---|
| 1. | A | 21. | A |
| 2. | B | 22. | B |
| 3. | D | 23. | A |
| 4. | C | 24. | B |
| 5. | B | 25. | A |
| 6. | A | | |
| 7. | A | | |
| 8. | C | | |
| 9. | D | | |
| 10. | D | | |
| 11. | B | | |
| 12. | B | | |
| 13. | B | | |
| 14. | B | | |
| 15. | C | | |
| 16. | B | | |
| 17. | C | | |
| 18. | B | | |
| 19. | A | | |
| 20. | A | | |



Job 1 – Affidavit

STATE OF OHIO

COUNTY OF HAMILTON

AFFIDAVIT

I, the undersigned, Marcia Stallones, do hereby state upon oath that:

1. I reside at 602 N 7th Avenue, Norwood, OH 45212.
2. I witnessed an automobile accident at approximately 7 pm. on the 3rd of March, 2018, at which time I saw a red Ford pickup truck swerve off the road and run into a pole fence at the intersection of Cloverdale and Emerald Roads in Hamilton County, Ohio.
3. There were no other cars, pedestrians, or others, involved in the accident. This was a one-car accident.
4. I witnessed the driver exit his car and walk on his own (without help) to the road, where he spoke to the police who had arrived at the scene of the accident.
5. The facts contained in this affidavit are true and correct to the best of my recollection.

Marcia Stallones

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

Notary Public



Job 2 – Letter

[current date]

Ms. Marcia Stallones
602 N 7th Avenue
Norwood, OH 45212

Dear Marcia

Enclosed is the affidavit I prepared based on your recollection of the events surrounding the accident. I would like you to review it for accuracy and then come to my office where we can discuss it once more. Once it is in order, you can sign it. At that time, I will send it to Mr. Redwing's attorney.

I will be in my office next Wednesday, Thursday, and Friday. Please call Tamara and request an appointment at your convenience.

Sincerely

James Bradley

99-9999-9999

Enclosure